



DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: <u>Training on Minute Taking and Basic Records Management</u>		2 Training Reference No. 2 0 2 4 0 1 0 3 1 2 4	
3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive)		Skills (Psychomotor)	Attitude (Affective)
<ul style="list-style-type: none"> Define key terms related to minute-taking and records management; Identify the importance of accurate records management in organizational efficiency and compliance with regulations; and Recognize different methods and tools used for effective minute-taking and records management. 		<ul style="list-style-type: none"> Demonstrate proficiency in organizing and formatting minutes in a clear, concise manner; and Apply proper filing and archiving techniques to maintain orderly records and ensure easy retrieval of information. 	<ul style="list-style-type: none"> Demonstrate a commitment to maintaining confidentiality and integrity in handling sensitive information; and Appreciate the significance of minute-taking and records management in fostering organizational success.
4 Venue: <u>Em Manor Hotel and Convention Center, Cotabato City</u>		5 Inclusive Dates: <u>February 07–08, 2024</u>	
6 Implementing Agency: <u>Ministry of Trade, Investments and Tourism (MTIT)</u>		7 Learning Modality: <input checked="" type="checkbox"/> Synchronous Face-to-Face <input type="checkbox"/> Asynchronous Modular <input type="checkbox"/> Synchronous Webinar <input type="checkbox"/> Asynchronous E-Learning <input type="checkbox"/> Blended <input type="checkbox"/> Hybrid	
8 Total No. of Training Hours: <u>16 Hours</u>		9 L&D Type: <input type="checkbox"/> Foundational <input type="checkbox"/> Supervisory/ Managerial <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Highly Specialized	




10 Official Training Participants:

No.	Name (<First Name><M.I.><Last Name>)	Agency	No. of Hours	No.	Name (<First Name><M.I.><Last Name>)	Agency	No. of Hours
01	ABDULAZIZ A. GUIAMALON	MTIT	16	18	JOHAINNA A. UNTONG	MTIT	16
02	ALMERA A. MAMA	MTIT	16	19	KAREN CHARMAINE D. ROMAN	MTIT	16
03	ALMINA B. ADAM	MTIT	16	20	KASSANDRA B. ABOBAKAR	MTIT	16
04	AMIR NAKAN	MTIT	16	21	LARIDA A. ALA	MTIT	16
05	ANTONIO II. M. GUILING	MTIT	16	22	MALEHA MAMASAPANO	MTIT	16
06	ARNOLD A. GUMAPAC	MTIT	16	23	MARIE CLAIRE A. MANAMPAN	MTIT	16
07	BAI SAHADA RACMAN- ACOYMO	MTIT	16	24	MOHAJERA A. LATIP	MTIT	16
08	BAIBINA U. SULA	MTIT	16	25	MOHAMMAD EDRISH JOED ABAS	MTIT	16
09	BAILYN T. ABDULLAH	MTIT	16	26	MOHAMMAD FARHADIN A. MALACO	MTIT	16
10	DATU AHMAD SHARIF E. TILENDO	MTIT	16	27	MUSLIMIN U. KADATUAN	MTIT	16
11	DATU AL-JIHAD P. DIANAL	MTIT	16	28	NORAIDA H. SANGKI	MTIT	16
12	DATU L. SUBILLA	MTIT	16	29	NORHAYDEE B. MALACO	MTIT	16
13	FAISAH O. DALIDIG	MTIT	16	30	OSWALDA U. ALABAT	MTIT	16
14	FAISAH S. CASIM	MTIT	16	31	RAHIMA P. IBRAHIM	MTIT	16
15	HASHIM HUSEIN C. AMIL	MTIT	16	32	SAGUIRA H. SAGUIA	MTIT	16
16	JAMIE D. IBRAHIM	MTIT	16	33	SAMERA A. SALIK	MTIT	16
17	JEEHAN K. KUSAIN	MTIT	16	34	SANDRA K. LAGUIALAM	MTIT	16

----- Nothing Follows -----

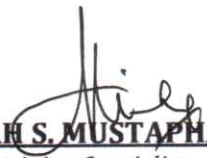
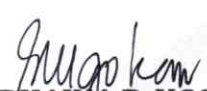
DEVELOPMENT ACADEMY OF THE BANGSAMORO

A  Recognized Government Learning & Development Institution

2nd Floor, Japan ARMM Friendship Hall and Training Center Bldg.,

Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII, Cotabato City



11 Certified by:  <u>SITTIE SAHARAH S. MUSTAPHA, LPT, MSciEd</u> Lead Facilitator & Training Specialist	
12 Recommending Approval:  <u>NORHAINA B. UGOKAN, LPT, JD</u> Chief, Center of Training and Assessment	13 Approved by:  <u>HISHAM S. NANDO, MA</u> Executive Director