




DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: <u>Training on Technical Writing and Effective Communication</u>		2 Training Reference No. 2 0 2 4 0 1 0 3 1 3 8	
3 Learning Objectives: At the end of the training, the participants are expected to:			
Knowledge (Cognitive) <ul style="list-style-type: none"> Define the fundamentals of technical writing. Analyze the anatomy of an activity report, focusing on the rationale, objectives, methodology, and output. Recognize key concepts related to presentation skills the art of facilitation. 		Skills (Psychomotor) <ul style="list-style-type: none"> Demonstrate the ability to produce well-structured technical documents, incorporating the elements of a comprehensive activity report. Apply effective presentation skills when communicating information. Facilitate discussions and interactive sessions, showcasing the art of facilitation in a professional setting. 	
		Attitude (Affective) <ul style="list-style-type: none"> Embracing the significance of clarity and precision in technical writing, fostering a dedicated commitment to producing high-quality documents. Valuing the importance of engaging and effective communication in presentations. Cultivating a facilitative mindset, promoting collaborating and active participation in group activities. 	
4 Venue: <u>Glamour Convention Hall, Cotabato City</u>		5 Inclusive Dates: <u>May 15-17, 2024</u>	
6 Implementing Agency: <u>Bangsamoro Transition Authority – Human Resource Management Division (BTA-HRMD)</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>24 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	

DEVELOPMENT ACADEMY OF THE BANGSAMORO

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2nd Floor, Japan ARMM Friendship Hall and Training Center Bldg.,
Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII, Cotabato City



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	AARON OLIVER A. ONTOY	BTA	24	21	MOHANA B. AMINODIN	BTA	24
02	ABDULHALIM L. MACADATO	BTA	24	22	MORJAN T. UMBAR	BTA	24
03	ALHAMIM C. ABUKALIS	BTA	24	23	MUHAIMIN A. MACMOD	BTA	24
04	ALI IDZAT D. BILA	BTA	24	24	MUSTAPHA I. BEDA	BTA	24
05	ALMERA C. IBRAHIM	BTA	24	25	NAJEHA C. ALO	BTA	24
06	ALNOR B. SANGGACALA	BTA	24	26	NAMERAH S. MACAPANTAO	BTA	24
07	ANTONIO M. GUILING, JR.	BTA	24	27	NOR JASMINE M. MACARIMPAS	BTA	16
08	AZRIA P. KATOG	BTA	24	28	NORAIDA K. SALIDATAN	BTA	24
09	BAI MALEIHA S. IBRAHIM	BTA	24	29	POTRE NAI-RANIE D. RANAO	BTA	24
10	CHERESMA S. SULTAN	BTA	24	30	RANIAH C. BALINDONG	BTA	24
11	DHAIZA FAJADIYA A. SANDAY	BTA	8	31	RIZA C. AMMAK	BTA	8
12	FAT'MA HAFSA K. GUINOMLA	BTA	24	32	SAHARA MAE MIDTIMBANG	BTA	16
13	HAFIDZ A. ALIMAN	BTA	24	33	SAILANIE C. MONTILA	BTA	24
14	HANIFA B. SALIC	BTA	24	34	SANAWIYA B. ALON	BTA	24
15	JALILAH M. HAMDAG	BTA	24	35	SANDRA A. SALIDATAN	BTA	24
16	JEHAN A. ABDULGANI	BTA	24	36	SHANEA FATMA M. MALAWANI	BTA	24
17	JEHAN SARAH B. GOMONSANG	BTA	24	37	SUHAINA M. BANO	BTA	24
18	LAILANIE H. MACADATO	BTA	24	38	TISHA YOKO O. USI	BTA	24
19	MERIAM P. MUCALNA	BTA	24	39	ZAHEER H. HUSSAIN	BTA	24
20	MESRIA M. TOTIN	BTA	24	--	-----	--	--
----- Nothing Follows -----							


بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Republic of the Philippines

Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister

DEVELOPMENT ACADEMY OF THE BANGSAMORO

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<p>11 Certified by and Recommending Approval from:</p> <p><i>GU/GO/COM 6/7/2024</i> <u>NORHANA B. UGOKAN, LPT, JD</u> Chief, Center of Training and Assessment</p>	<p>12 Approved by:</p> <p><i>For: GU/GO/COM 6/11/2024</i> <u>HISHAM S. NANDO, MA</u> Executive Director</p>
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