



DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: Training on Completed Staff Work	2 Training Reference No. 20240103146
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3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)	
<ul style="list-style-type: none"> Define completed staff work. Explain the origin of completed staff work. Identify the steps in completed staff work. Explain selected problem-solving tools and techniques. Describe a quality CSW document. 	<ul style="list-style-type: none"> Apply the seven (7) steps of completed staff work in the workplace. 	<ul style="list-style-type: none"> Recognize the competencies required in completed staff work. 	
SESSION OBJECTIVES			
Sessions	Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)
<ul style="list-style-type: none"> Introduction to Completed Staff Work 	<ul style="list-style-type: none"> Define completed staff work. Explain the origin, importance, and use of completed staff work. Determine the steps according to the guiding framework of completed staff work. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Competencies of a CSW Practitioner 	<ul style="list-style-type: none"> Identify the competencies necessary to perform completed staff work effectively. Assess oneself which among the completed staff work competencies are their strengths and their areas for improvement. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Situational Analysis 	<ul style="list-style-type: none"> Identify the first three (3) steps of completed staff work. Describe appropriate tools and techniques in situational analysis. 	<ul style="list-style-type: none"> Formulate narrow focused problem statement that can generate alternative solutions. 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Problem Analysis 	<ul style="list-style-type: none"> Discuss key concepts and principles of analyzing data. Explain the importance of analyzing data. Describe appropriate tools and techniques. 	<ul style="list-style-type: none"> Apply tools in analyzing data to add value to the completed staff work process. 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Potential Problem Analysis 	<ul style="list-style-type: none"> Discuss the 'why' of generating alternative solutions. Explain the potential problem or risk analysis as 	<ul style="list-style-type: none"> Apply appropriate tools and techniques in generating alternative solutions. 	<ul style="list-style-type: none"> N/A



	a key requirement for identifying recommended solutions.						
<ul style="list-style-type: none"> Writing Recommendation 	<ul style="list-style-type: none"> Discuss technical writing and its considerations. Familiarize the parts of a completed staff work document. 	<ul style="list-style-type: none"> Write a quality CSW document. 	<ul style="list-style-type: none"> N/A 				
4 Venue: <u>Surya Hall, Mall of Al Nor, Cotabato City</u>	5 Inclusive Dates: <u>June 04-06, 2024</u>						
6 Implementing Agency: <u>Ministry of Public Works</u>	7 Learning Modality: <ul style="list-style-type: none"> <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: <ul style="list-style-type: none"> <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	Bernalene A. Flores	MPW	24	22	Jojo G. Montañer III	MPW	24
02	Hanadi B. Macacua	MPW	24	23	Norhaina M. Abdullah	MPW	24
03	Fairudz M. Kadil	MPW	24	24	Candido S. Radam, Jr.	MPW	24
04	Johanna T. Mocammad	MPW	24	25	Alfredo B. Batolio, Jr	MPW	24
05	Allan L. Musa	MPW	24	26	Aiko D. Mangansakan	MPW	24
06	Sharie-Ann B. Balamula	MPW	24	27	Norhayah S. Pamlian	MPW	24
07	Nasser L. Esmael	MPW	24	28	Hasana D. Kundo-Edza	MPW	24
08	Jimmy Z. Omar	MPW	24	29	Haula S. Delmo	MPW	24
09	Indatun B. Mastura	MPW	24	30	Bai Czarra Aine H. Uko	MPW	24
10	Vicenta D. Ramada	MPW	24	31	Melvie B. Panganiban	MPW	24



Republic of the Philippines

Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister

DEVELOPMENT ACADEMY OF THE BANGSAMORO

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

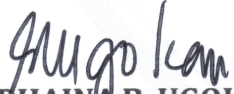
Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII, Cotabato City




11	Norodin M. Masandag	MPW	24	32	Javier T. Usman	MPW	24
12	Julhaira M. Gampong	MPW	24	33	Roniver S. Sepnio	MPW	24
13	Homer Qayyam IV L. Mamasapano	MPW	24	34	Macauzor Jr. C. Angagao	MPW	24
14	Vina A. Chio	MPW	24	35	Ysann Pearl C. Zambrona	MPW	24
15	Nur-Hashim C. Pacasem	MPW	24	36	Billy Harif Sultan K. Dedicatoria	MPW	24
16	Salima Macadato	MPW	24	37	Abdul Faisal A. Salim	MPW	24
17	Aliah N. Almasan	MPW	24	38	Leo H. Estampha	MPW	24
18	Benazer Arbaeyah U. Zainal	MPW	24	39	Alimudin Z. Kusain	MPW	24
19	Ashnia G. Uko	MPW	24	40	Sittie-Asrahdan L. Pendatun	MPW	24
20	Hadjarah Y. Saglayan	MPW	24	41	Adnan V. Calib	MPW	24
21	Fatima M. Anda	MPW	24	42	Datu Edo II. A. Malang	MPW	24

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

12 Recommending Approval:


NORHAINI B. UGOKAN, LPT, JD
 Chief, Center of Training and Assessment

13 Approved by:


HISHAM S. NANDO, MA
 Executive Director