




DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: <u>Training on Completed Staff Work</u>	2 Training Reference No. <div style="border: 1px solid black; padding: 2px; display: inline-block; font-weight: bold;">2 0 2 4 0 1 0 3 1 6 3</div>
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3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive) <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. 	Skills (Psychomotor) <ul style="list-style-type: none"> ▪ Apply the seven (7) steps of completed staff work in the workplace. 	Attitude (Affective) <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 a key requirement for identifying recommended solutions. 	<ul style="list-style-type: none"> ▪ Apply appropriate tools and techniques in generating alternative solutions. 	<ul style="list-style-type: none"> ▪ N/A

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



<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
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4 Venue: <u>Hugo's Place, Cotabato City</u>	5 Inclusive Dates: <u>September 25-27, 2024</u>
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6 Implementing Agency: <u>Office for Settler Communities (OSC) – Office of the Chief Minister (OCM)</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
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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
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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	Alma Luz Jackilou A. Lozano	OCM-OSC	24	12	Jocelyn L. Canales	OCM-OSC	24
02	Baby Alma T. Torres	OCM-OSC	24	13	Joel R. Cadelina	OCM-OSC	24
03	Daniel Anthony B. Lu	OCM-OSC	24	14	Joemarie G. Palmares	OCM-OSC	24
04	Donald B. Sandro	OCM-OSC	24	15	Jona Mae B. Biñas	OCM-OSC	24
05	Dr. Susana S. Anayatin	OCM-OSC	24	16	Justine F. Balleque	OCM-OSC	24
06	Erika Era Y. Alim	OCM-OSC	24	17	Marcelo Gutierrez Arnidoval Jr.	OCM-OSC	24
07	Gerald T. Derama	OCM-OSC	24	18	Marjune R. Cortez	OCM-OSC	24
08	Gino L. Obregon	OCM-OSC	24	19	Mylene janelher h. Alonto	OCM-OSC	24
09	Hafidz I. Kumar	OCM-OSC	24	20	Reina Me M. Devalgue	OCM-OSC	24
10	Jaymar S. Mansinanao	OCM-OSC	24	21	Rodney G. Luza	OCM-OSC	24
11	Jennifer S. Tan	OCM-OSC	24	22	Sawadjaan J. Manulon	OCM-OSC	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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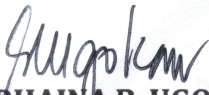
11 Certified by:



SITTIE SARAHAH S. MUSTAPHA, LPT, MSciEd

Lead Facilitator & Training Specialist

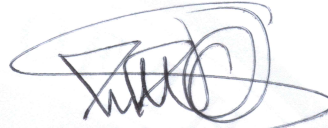
12 Recommending Approval:



NORHAINA B. UGOKAN, LPT, JD

Chief, Center of Training and Assessment

13 Approved by:



HISHAM S. NANDO, MA

Executive Director