

Bangsamoro Autonomous Region in Muslim Mindanao







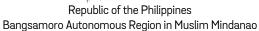
A Recognized Government Learning & Development Institution 2nd Floor, Japan ARMM Friendship Hall and Training Center Bldg., Bangsamoro Government Center, Gov. Gutierrez Ave., RH–VII, Cotabato City

DAB FORM 06-002 Rev. 01

Training Record

Ol- : + :						
earning Objectives:		TERM	INAL OBJECTIVES			
Knowledge (Cognitive)		Skills (Psyc		Attitude (Affe	activa	
		, ,	seven (7) steps of completed	Recognize the competencies required in		
 Explain the origin of con Identify the steps in com Explain selected problet and techniques. Describe a quality CSW 	npleted staff work. npleted staff work. n-solving tools		in the workplace.	completed		
	<u> </u>	SESS	SION OBJECTIVES			
Sessions	Knowledge (Co.	gnitive)	Skills (Psychomotor)	Attitu	ide (Affective)	
 Introduction to Completed Staff Work 	 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. 		- N/A	- N/A	NIGS SERVICES	
Competencies of a CSW Practitioner	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.		• N/A		SOM A	
Situational Analysis	 Identify the first three (3) steps of completed staff work. Describe appropriate tools and techniques in situational analysis. 		Formulate narrow focused problem statement that ca generate alternative solution	n ons.		
Discuss key concepts and principles of analyzing data. Explain the importance of analyzing data. Describe appropriate tools and techniques.		Apply tools in analyzing da add value to the complete work process.	d staff	staff		
Potential Problem Analysis Discuss the 'why' of generating alternative solutions. Explain the potential problem or risk analysis as a key requirement for identifying recommended solutions.		Apply appropriate tools an techniques in generating alternative solutions.	d • N/A	A		





Office of the Chief Minister

DEVELOPMENT ACADEMY OF THE BANGSAMORO



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	• Writi Reco	Discuss technic and its conside Familiarize the completed staff document.	rations. parts of a	• Write a	ı qual	ity CSW document. • N/A			
4 \	Venue:			5 Incl	usive	e Dates:			
<u>I</u>	Las Hermanas, Cotabato City			November 04-06, 2024					
				7 Learning					
	Bangsamoro Transition Authority (BTA) Office of the Member of Parliament (MP) Dr. Susana Salvador-Anayatin			Modality: ☐ Asynchronous Modular ☐ Synchronous Webinar ☐ Asynchronous E-Learning					
2									
				□ Blended					
				□ Hybrid					
	Total No. of Training Hours: 24 Hours			9 L&D Type: ☐ Foundational ☐ Supervisory/ Managerial					
2									
						⊠ Technical			
						☐ Highly Specialized			
0	Offic	cial Training Participants:				☐ Highly Specialized	A		
0	Offic	cial Training Participants: Name (<first name=""><m.i.><last name="">)</last></m.i.></first>	Agency	No. of Hours	No.	☐ Highly Specialized Name (<first name=""><m.i.><last name="">)</last></m.i.></first>	Agency	No. of Hours	
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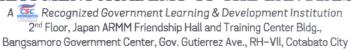


OCOMOWASCILLO

Republic of the Philippines Bangsamoro Autonomous Region in Muslim Mindanao

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DEVELOPMENT ACADEMY OF THE BANGSAMORO





11	Certified by:	
	SITTIE SAHARAH S. MUSTAPHA, LPT, MSo Lead Facilitator & Training Specialist	ciEd
12	Recommending Approval from:	13 Approved by:
	NORHAINAB. UGOKAN, LPT, JD Chief, Center of Training and Assessment	ABDUL OYSR P MACASAYON, Sh.C, MSc.IT