



DAB FORM 06-002 Rev. 01

# Training Record

1 Training Title: <b><u>Training on Completed Staff Work</u></b>	2 Training Reference No. <div style="border: 1px solid black; padding: 2px; display: inline-block; font-family: monospace; font-size: 1.2em;">                     2 0 2 4 0 1 0 3 1 6 8                 </div>
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<b>3 Learning Objectives:</b>			
<b>TERMINAL OBJECTIVES</b>			
<b>Knowledge (Cognitive)</b> <ul style="list-style-type: none"> <li>▪ Define completed staff work.</li> <li>▪ Explain the origin of completed staff work.</li> <li>▪ Identify the steps in completed staff work.</li> <li>▪ Explain selected problem-solving tools and techniques.</li> <li>▪ Describe a quality CSW document.</li> </ul>	<b>Skills (Psychomotor)</b> <ul style="list-style-type: none"> <li>▪ Apply the seven (7) steps of completed staff work in the workplace.</li> </ul>	<b>Attitude (Affective)</b> <ul style="list-style-type: none"> <li>▪ Recognize the competencies required in completed staff work.</li> </ul>	
<b>SESSION OBJECTIVES</b>			
<b>Sessions</b>	<b>Knowledge (Cognitive)</b>	<b>Skills (Psychomotor)</b>	<b>Attitude (Affective)</b>
<ul style="list-style-type: none"> <li>▪ Introduction to Completed Staff Work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Define completed staff work.</li> <li>▪ Explain the origin, importance, and use of completed staff work.</li> <li>▪ Determine the steps according to the guiding framework of completed staff work.</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
<ul style="list-style-type: none"> <li>▪ Competencies of a CSW Practitioner</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify the competencies necessary to perform completed staff work effectively.</li> <li>▪ Assess oneself which among the completed staff work competencies are their strengths and their areas for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
<ul style="list-style-type: none"> <li>▪ Situational Analysis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify the first three (3) steps of completed staff work.</li> <li>▪ Describe appropriate tools and techniques in situational analysis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Formulate narrow focused problem statement that can generate alternative solutions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
<ul style="list-style-type: none"> <li>▪ Problem Analysis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discuss key concepts and principles of analyzing data.</li> <li>▪ Explain the importance of analyzing data.</li> <li>▪ Describe appropriate tools and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Apply tools in analyzing data to add value to the completed staff work process.</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>
<ul style="list-style-type: none"> <li>▪ Potential Problem Analysis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discuss the 'why' of generating alternative solutions.</li> <li>▪ Explain the potential problem or risk analysis as a key requirement for identifying recommended solutions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Apply appropriate tools and techniques in generating alternative solutions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>



<ul style="list-style-type: none"> <li>▪ Writing Recommendation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discuss technical writing and its considerations.</li> <li>▪ Familiarize the parts of a completed staff work document.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Write a quality CSW document.</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>																																																																								
<p>4 Venue: <b><u>Las Hermanas, Cotabato City</u></b></p>		<p>5 Inclusive Dates: <b><u>November 04-06, 2024</u></b></p>																																																																									
<p>6 Implementing Agency: <b><u>Bangsamoro Transition Authority (BTA)</u></b> <b><u>Office of the Member of Parliament (MP) Dr. Susana Salvador-Anayatin</u></b></p>		<p>7 Learning Modality:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Synchronous Face-to-Face</li> <li><input type="checkbox"/> Asynchronous Modular</li> <li><input type="checkbox"/> Synchronous Webinar</li> <li><input type="checkbox"/> Asynchronous E-Learning</li> <li><input type="checkbox"/> Blended</li> <li><input type="checkbox"/> Hybrid</li> </ul>																																																																									
<p>8 Total No. of Training Hours: <b><u>24 Hours</u></b></p>		<p>9 L&amp;D Type:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foundational</li> <li><input type="checkbox"/> Supervisory/ Managerial</li> <li><input checked="" type="checkbox"/> Technical</li> <li><input type="checkbox"/> Highly Specialized</li> </ul>																																																																									
<p>10 Official Training Participants:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>No.</th> <th>Name (&lt;First Name&gt;&lt;M.I.&gt;&lt;Last Name&gt;)</th> <th>Agency</th> <th>No. of Hours</th> <th>No.</th> <th>Name (&lt;First Name&gt;&lt;M.I.&gt;&lt;Last Name&gt;)</th> <th>Agency</th> <th>No. of Hours</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>ADRIAN S. SALVADOR</td> <td>BTA – MP Anayatin</td> <td>24</td> <td>09</td> <td>MARITES C. COMPLETANO, JD</td> <td>BTA – MP Anayatin</td> <td>24</td> </tr> <tr> <td>02</td> <td>ALVA CLAIRE M. ANAYATIN</td> <td>BTA – MP Anayatin</td> <td>24</td> <td>10</td> <td>MARITES E. RAMOS</td> <td>BTA – MP Anayatin</td> <td>24</td> </tr> <tr> <td>03</td> <td>ATTY. CHERRY LYNN B. PORRAS</td> <td>BTA – MP Anayatin</td> <td>24</td> <td>11</td> <td>MARY JOY R. DE JOSE</td> <td>BTA – MP Anayatin</td> <td>24</td> </tr> <tr> <td>04</td> <td>ATTY. EDWIN P. MATURA</td> <td>BTA – MP Anayatin</td> <td>24</td> <td>12</td> <td>MOHAMAD A. USOP</td> <td>BTA – MP Anayatin</td> <td>24</td> </tr> <tr> <td>05</td> <td>ATTY. JHUNIVEN C. ORANTES</td> <td>BTA – MP Anayatin</td> <td>24</td> <td>13</td> <td>NICOLE ANJEELA D. MEDIODIA</td> <td>BTA – MP Anayatin</td> <td>24</td> </tr> <tr> <td>06</td> <td>DR. ENRIQUE S. OLIVEROS JR., OCDS</td> <td>BTA – MP Anayatin</td> <td>24</td> <td>14</td> <td>PRINCE ELIJAH D. SINSUAT</td> <td>BTA – MP Anayatin</td> <td>24</td> </tr> <tr> <td>07</td> <td>DR. JANE U. ABDUL, RN</td> <td>BTA – MP Anayatin</td> <td>24</td> <td>15</td> <td>ROMELYN D. LUMOGDANG</td> <td>BTA – MP Anayatin</td> <td>24</td> </tr> <tr> <td>08</td> <td>MARFEL B. BUAGAS</td> <td>BTA – MP Anayatin</td> <td>24</td> <td>16</td> <td>RUVIELYN E. DALMACIO</td> <td>BTA – MP Anayatin</td> <td>24</td> </tr> </tbody> </table> <p style="text-align: center;">----- Nothing Follows -----</p>				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	ADRIAN S. SALVADOR	BTA – MP Anayatin	24	09	MARITES C. COMPLETANO, JD	BTA – MP Anayatin	24	02	ALVA CLAIRE M. ANAYATIN	BTA – MP Anayatin	24	10	MARITES E. RAMOS	BTA – MP Anayatin	24	03	ATTY. CHERRY LYNN B. PORRAS	BTA – MP Anayatin	24	11	MARY JOY R. DE JOSE	BTA – MP Anayatin	24	04	ATTY. EDWIN P. MATURA	BTA – MP Anayatin	24	12	MOHAMAD A. USOP	BTA – MP Anayatin	24	05	ATTY. JHUNIVEN C. ORANTES	BTA – MP Anayatin	24	13	NICOLE ANJEELA D. MEDIODIA	BTA – MP Anayatin	24	06	DR. ENRIQUE S. OLIVEROS JR., OCDS	BTA – MP Anayatin	24	14	PRINCE ELIJAH D. SINSUAT	BTA – MP Anayatin	24	07	DR. JANE U. ABDUL, RN	BTA – MP Anayatin	24	15	ROMELYN D. LUMOGDANG	BTA – MP Anayatin	24	08	MARFEL B. BUAGAS	BTA – MP Anayatin	24	16	RUVIELYN E. DALMACIO	BTA – MP Anayatin	24
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Republic of the Philippines

Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister

**DEVELOPMENT ACADEMY OF THE BANGSAMORO**

A  Recognized Government Learning & Development Institution

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Lead Facilitator & Training Specialist

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13 Approved by:

**ABDUL QYSR P. MACASAYON, Sh.C, MSc.IT**

OIC, Executive Director