



DAB FORM 06-002 Rev. 01

# Training Record


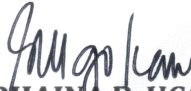
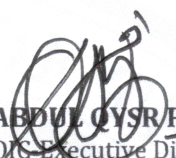
1 Training Title: <b><u>Training on Completed Staff Work</u></b>	2 Training Reference No. <b>20240103179</b>
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3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)	
<ul style="list-style-type: 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>	<ul style="list-style-type: none"> <li>Apply the seven (7) steps of completed staff work in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>Recognize the competencies required in completed staff work.</li> </ul>	
SESSION OBJECTIVES			
Sessions	Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)
<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>Anvy Resort, Glan, Sarangani</u></b></p>		<p>5 Inclusive Dates: <b><u>December 27-29, 2024</u></b></p>																																																																																																	
<p>6 Implementing Agency: <b><u>Administrative Management Services (AMS) Office of the Chief Minister (OCM)</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>Abduladzis C. Buludan</td><td>OCM-AMS</td><td>24</td><td>12</td><td>Mellesa M. Baradting</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>02</td><td>Abduraziz E. Amilil</td><td>OCM-AMS</td><td>24</td><td>13</td><td>Moszafar Keem T. Untong</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>03</td><td>Arman S. Abo</td><td>OCM-AMS</td><td>24</td><td>14</td><td>Nezar M. Kalid</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>04</td><td>Badrudin D. Kasan</td><td>OCM-AMS</td><td>24</td><td>15</td><td>Norhama J. Bansil</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>05</td><td>Bai Rhanda M. Mokamad</td><td>OCM-AMS</td><td>24</td><td>16</td><td>Norodin Daniel B. Lu</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>06</td><td>Bhai Elham M. Hadji Guialil</td><td>OCM-AMS</td><td>24</td><td>17</td><td>Rayhana M. Mokamad</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>07</td><td>Burhanudin S. Mokamad</td><td>OCM-AMS</td><td>24</td><td>18</td><td>Rowena U. Solano</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>08</td><td>Hanan C. Guiamil</td><td>OCM-AMS</td><td>24</td><td>19</td><td>Saadia P. Abdulrahman</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>09</td><td>Hasmeyya L. Tiboron</td><td>OCM-AMS</td><td>24</td><td>20</td><td>Sarah S. Akaz</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>10</td><td>Lailah P. Menidal</td><td>OCM-AMS</td><td>24</td><td>21</td><td>Sheena Rizzah A. Midtimbang</td><td>OCM-AMS</td><td>24</td></tr> <tr><td>11</td><td>Masnah K. Midtimbang</td><td>OCM-AMS</td><td>24</td><td>22</td><td>Zahabuddin S. Ebil</td><td>OCM-AMS</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	Abduladzis C. Buludan	OCM-AMS	24	12	Mellesa M. Baradting	OCM-AMS	24	02	Abduraziz E. Amilil	OCM-AMS	24	13	Moszafar Keem T. Untong	OCM-AMS	24	03	Arman S. Abo	OCM-AMS	24	14	Nezar M. Kalid	OCM-AMS	24	04	Badrudin D. Kasan	OCM-AMS	24	15	Norhama J. Bansil	OCM-AMS	24	05	Bai Rhanda M. Mokamad	OCM-AMS	24	16	Norodin Daniel B. Lu	OCM-AMS	24	06	Bhai Elham M. Hadji Guialil	OCM-AMS	24	17	Rayhana M. Mokamad	OCM-AMS	24	07	Burhanudin S. Mokamad	OCM-AMS	24	18	Rowena U. Solano	OCM-AMS	24	08	Hanan C. Guiamil	OCM-AMS	24	19	Saadia P. Abdulrahman	OCM-AMS	24	09	Hasmeyya L. Tiboron	OCM-AMS	24	20	Sarah S. Akaz	OCM-AMS	24	10	Lailah P. Menidal	OCM-AMS	24	21	Sheena Rizzah A. Midtimbang	OCM-AMS	24	11	Masnah K. Midtimbang	OCM-AMS	24	22	Zahabuddin S. Ebil	OCM-AMS	24
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11 Certified by:   <b>SITTIE SAHARAH S. MUSTAPHA, LPT, MSciEd</b> Lead Facilitator & Training Specialist	
12 Recommending Approval from:   <b>NORHAINA B. UGOKAN, LPT, JD</b> Chief, Center of Training and Assessment	13 Approved by:   <b>ABDUL QYSR P. MACASAYON, Sh.C, MSc.IT</b> O/C Executive Director