

نَسْبَعَنَاتُهُمَاتُوَاتَهُمَ Republic of the Philippines Bangsamoro Autonomous Region in Muslim Mindanao Office of the Chief Minister

DEVELOPMENT ACADEMY OF THE BANGSAMORO

A second 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

1 Training Title: <u>Training on Completed Staff Work</u>

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3	Learning Objectives:

Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)
 Define completed staff work. Explain the origin of completed staff work. Identify the steps in completed staff work. Explain selected problem-solving tools	 Apply the seven (7) steps of completed	 Recognize the competencies required in
and techniques. Describe a quality CSW document.	staff work in the workplace.	completed staff work.

SESSION OBJECTIVES						
Sessions	Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (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			
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				
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 can generate alternative solutions. 	• N/A			
 Problem Analysis 	 Discuss key concepts and principles of analyzing data. Explain the importance of analyzing data. Describe appropriate tools and techniques. 	 Apply tools in analyzing data to add value to the completed staff work process. 	• N/A			
 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 and techniques in generating alternative solutions. 	• N/A			



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• Writing Recommendation • Discuss technical writing and its considerations. • Familiarize the parts of a completed staff work document. • Write a quality CSW document. • N/A 4 Venue: • Familiarize the parts of a completed staff work document. • Inclusive Dates: • Mrite a quality CSW document. • N/A 4 Venue: • Total No. of Training Hours: • Venue: 7 Learning Modality: • Synchronous Face-to-Face Modality: 8 Total No. of Training Hours: 9 L&D Type: • Foundational 24 Hours 9 L&D Type: • Foundational Wite a quality CSW document. • N/A				
Anvy Resort, Glan, Saranggani December 27-29, 2024 6 Implementing Agency: Administrative Management Services (AMS) Office of the Chief Minister (OCM) 7 Learning Modality: Synchronous Face-to-Face Modality: 6 Synchronous Modular Synchronous Webinar 6 Asynchronous Webinar 6 Asynchronous E-Learning 8 Total No. of Training Hours: 9 24 Hours 9 L&D Type: 7 Technical Technical		Recommendation and its considerations. Familiarize the parts of a completed staff work	Write a quality CSW	document. • N/A
6 Implementing Agency: 7 Learning Synchronous Face-to-Face Administrative Management Services Modality: Asynchronous Modular (AMS) Office of the Chief Minister (OCM) Synchronous Webinar Synchronous E-Learning Blended Hybrid Yultion 8 Total No. of Training Hours: 9 L&D Type: Foundational Supervisory/ Managerial Technical	4	Venue:	5 Inclusive Dates	S:
Administrative Management Services (AMS) Office of the Chief Minister (OCM) Modality: Asynchronous Modular Synchronous Webinar Synchronous E-Learning Blended Hybrid 8 Total No. of Training Hours: 9 L&D Type: Foundational 24 Hours Supervisory/ Managerial		<u>Anvy Resort, Glan, Saranggani</u>	December 27	<u>-29, 2024</u>
(AMS) Office of the Chief Minister (OCM) Synchronous Webinar Synchronous E-Learning Blended Blended Hybrid 8 Total No. of Training Hours: 9 L&D Type: Foundational 24 Hours Supervisory/ Managerial X Technical	6	Implementing Agency:	7 Learning	⊠ Synchronous Face-to-Face
8 Total No. of Training Hours: 9 L&D Type: Foundational 24 Hours Supervisory/ Managerial Image: Supervisory Managerial Image: Supervisory Managerial			Modality:	Asynchronous Modular
8 Total No. of Training Hours: 9 L&D Type: Foundational 24 Hours Supervisory/ Managerial Image: Supervisory Managerial Image: Supervisory Managerial		(AMS) Office of the Chief Minister (OCM)		Synchronous Webinar
8 Total No. of Training Hours: 9 L&D Type: Foundational 24 Hours Image: Supervisory/ Managerial Image: Technical				□ Asynchronous E-Learning
8 Total No. of Training Hours: 9 L&D Type: Foundational 24 Hours 9 L&D Type: Supervisory/ Managerial Image: Contract of the second			1	Blended
24 Hours □ Supervisory/ Managerial ☑ Technical				Hybrid
□ Capervisory, manageran ⊠ Technical	8		9 L&D Type:	Foundational
		24 Hours		Supervisory/ Managerial
Highly Specialized				⊠ Technical
				□ Highly Specialized

10 Official Training Participants:

No.	Name (<first name=""><m.i.><last name="">)</last></m.i.></first>	Agency	No. of Hours	No.	Name (<first name=""><m.i.><last name="">)</last></m.i.></first>	Agency	No. o 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
			 Nothing	Follo	DWS		



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Certified by: 11 MUSTAPHA, LPT, MSciEd SIT Lead Facilitator & Training Specialist

12 Recommending Approval from:

13 Approved by:

UGOKAN, LPT, ID NORH Chief, Center of Training and Assessment

MACASAYON, Sh.C, MSc.IT Director