



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

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: Training on Completed Staff Work	2 Training Reference No. 20250103181
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3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)	
<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. 	<ul style="list-style-type: none"> Apply the seven (7) steps of completed staff work in the workplace. 	<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



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<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>Bajada Suites, Davao City</u>	5 Inclusive Dates: <u>January 14-15, 2025</u>
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6 Implementing Agency: <u>Bangsamoro Transition Authority (BTA) Office of the Deputy Secretary Member of the Parliament (MP) Atty. Lanang T. Ali, Jr.</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>16 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	AIDA D. IBRAHIM	BTA Office of MP Atty. Lanang Ali, Jr.	16	11	JASSEN T. EDRES	BTA Office of MP Atty. Lanang Ali, Jr.	16
02	ALCASAREN A. MAMALAC	BTA Office of MP Atty. Lanang Ali, Jr.	16	12	MANSUR E. IBRAHIM	BTA Office of MP Atty. Lanang Ali, Jr.	16
03	BAINELIA S. BINSUAN	BTA Office of MP Atty. Lanang Ali, Jr.	16	13	MASTURA O. IKAY	BTA Office of MP Atty. Lanang Ali, Jr.	16
04	CHARIFFAH ASLEY C. MAGUINDANAO	BTA Office of MP Atty. Lanang Ali, Jr.	16	14	MOHAMMAD RASUL B. USMAN	BTA Office of MP Atty. Lanang Ali, Jr.	16
05	FAHEED HASNAIN A. SAMAON	BTA Office of MP Atty. Lanang Ali, Jr.	16	15	NORSIA M. ABDULGANI	BTA Office of MP Atty. Lanang Ali, Jr.	16
06	FARIDA NUR A. LIBAS	BTA Office of MP Atty. Lanang Ali, Jr.	16	16	SAMSODIN C. AMELLA	BTA Office of MP Atty. Lanang Ali, Jr.	16
07	HADZIM S. UMRA	BTA Office of MP Atty. Lanang Ali, Jr.	16	17	SHIELA MAE M. ZAINODIN	BTA Office of MP Atty. Lanang Ali, Jr.	16
08	HAMIDA E. EBRAHIM	BTA Office of MP Atty. Lanang Ali, Jr.	16	18	YULAIZA MUIR C. GUIANA	BTA Office of MP Atty. Lanang Ali, Jr.	16
09	IBRAHIM S. DARAMIG	BTA Office of MP Atty. Lanang Ali, Jr.	16	19	ZULFIKAR T. ALI	BTA Office of MP Atty. Lanang Ali, Jr.	16
10	ILA VANNIE D. MANDUYOG	BTA Office of MP Atty. Lanang Ali, Jr.	16	--	-----	--	--

----- Nothing Follows -----

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11 Certified by and Recommending Approval from:

NORHAINA B. UGOKAN, LPT, JD

Chief, Center of Training and Assessment

13 Approved by:

ABDUL QSRP. MACASAYON, Sh.C, MSc.IT

OIC-Executive Director

