





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

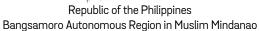
DAB FORM 06-002 Rev. 01

Training Record

earning Objectives:				I		
-		TERM	IINAL OBJECTIVES			
(nowledge (Cognitive) Skills (rhomotor)	Attitude (Affective)		
 Define completed staff Explain the origin of cor Identify the steps in cor Explain selected proble and techniques. Describe a quality CSW 	mpleted staff work. npleted staff work. m-solving tools		seven (7) steps of completed in the workplace.	Recognize the competencies required completed staff work.		
		000	CION OD IECTIVEC			
Sessions	Knowledge (Co		SION OBJECTIVES Skills (Psychomotor)	Attitude (Affective)		
 Introduction to Completed Staff Work 	Define comple work. Explain the ori importance, an completed sta Determine the according to the framework of staff work.	eted staff igin, nd use of ff work. steps ne guiding	• N/A	• N/A		
Competencies of a CSW Practitioner	 Identify the conecessary to properly completed state effectively. Assess onese among the conwork compete their strengths areas for impringed. 	perform ff work If which mpleted staff ncies are and their	• N/A	- N/A		
Situational Analysis	Identify the first steps of comp work. Describe approand technique situational and tech	st three (3) leted staff opriate tools s in	Formulate narrow focused problem statement that ca generate alternative solutions	an		
 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 day add value to the complete work process.			
 Potential Problem Analysis 	Discuss the 'why' of generating alternative solutions. Explain the potential problem or risk analysis as a key requirement for identifying recommended.		Apply appropriate tools ar techniques in generating alternative solutions.	nd • N/A		

solutions.













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	Writing Recommendation Recommendation				Write a quality CSW document. N/A						
4	Venue:				5 Incl	ısiv	e Dates:				
	Bajada Suites, Davao City				<u>January 14-15, 2025</u>						
6	Implementing Agency: Bangsamoro Transition Authority (BTA) Office of the Deputy Secretary Member of the Parliament (MP) Atty. Lanang T. Ali, Jr.				7 Learning Modality: □ Asynchronous Modular □ Synchronous Webinar □ Asynchronous E-Learning □ Blended						
					☐ Hybrid						
8		Total No. of Training Hours:			9 L&D Type: ☐ Foundational						
	16 Hours				☐ Supervisory/ Managerial☑ Technical☐ Highly Specialized						
10	Offi	Official Training Participants:									
	No.	Name (<first name=""><m.i.><</m.i.></first>	Last Name>)	Agency	No. of Hours	No.	Name (<first name=""><m.i.><las< td=""><td>Agency</td><td>No. of Hours</td></las<></m.i.></first>	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. MA	MALAC	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. BINSU	AN	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 E	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. ABDULGA	NI BTA Office of MP Atty. Lanang Ali, Jr.	16		
	06	FARIDA NUR A. LIB	AS	BTA Office of MP Atty. Lanang Ali, Jr.	16	16	SAMSODIN C. AMELLA	A 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. ZAINO	DDIN BTA Office of MP Atty. Lanang Ali, Jr.	16		
	08	HAMIDA E. EBRAH	M	BTA Office of MP Atty. Lanang Ali, Jr.	16	18	YULAIZA MUIR C. GUI	ANA BTA Office of MP Atty. Lanang Ali, Jr.	16		
	09	IBRAHIM S. DARAN	liG	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. MAN	IDUYOG	BTA Office of MP Atty. Lanang Ali, Jr.	16						
		Nothing Follows									







DEVELOPMENT ACADEMY OF THE BANGSAMORO A Secognized Government Learning & Development Institution

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11 Certified by and Recommending Approval from: Approved by: ACASAYON, Sh.C, MSc.IT UGOKAN, LPT, JD Chief, Center of Training and Assessment