

DAP sa Mindanao

(Center)

[2024] PROJECT ACCOMPLISHMENT REPORT**I. Project Information**

Project Code : ROPWR
Project Title : Building High Performance Teams through Completed Staff Work and Effective Technical Writing
Project Start : May 09, 2024
Project End : July 30, 2024
Project Price : PhP472,500.00
Client Organization : Public Sector

II. Project Team

Project Manager : Ms. Rachel Grace Galvadores
Team Members : Dianne Delfin; Cyndy Lourine A. Araune; Avon P. Sinajon; Rhea P. Pabriga; Philreb D. Zayas

Supervising Fellow : Mark Lemuel L. Garcia
Consultants/ Resource Persons :

III. Project Details

Project Description : The Public Offering is specifically tailored for administrative and executive staff and focuses on introducing essential principles of Completed Staff Work alongside strategies for Effective Technical Writing. The training is designed to boost participants' abilities to craft detailed and technical documents, conduct thorough research and data consolidation, and manage information critical to informed decision-making. To ensure participants are fully engaged and can apply what they learn, the training will combine lectures with interactive workshops.

Project Objective : The training course aims to equip the participants with fundamental appreciation of Completed Staff Work and Effective Technical Writing through a guided task approach.
At the end of the three-day training course, the participants will be able to: 1. Apply the principles of CSW for effective and efficient work delivery; and 2. Produce clear, concise written CSW recommendations for supervisors, following effective technical writing principles.

Focus Area : Productivity-driven development
Project Type : Training
Project Beneficiary : Government Sector
Regional Coverage : Mindanao

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IV. Project Accomplishments

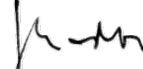
Key Activities Implemented	: Pre-Implementation Phase: - Marketing activities; acceptance and confirmation of participants; preparation and finalization of training design; workplan; logical framework; financial plan; creation of project team and SO issuance; and other logistical requirements Implementation Phase: - Conduct of the Training-Workshop for Completed Staff Work and Effective Technical Writing; Training documentation Post-Implementation Phase: - Issuance of the certificate of completion; - Processing and tabulation of course and speaker evaluation; - Payment to supplier and project closure
Major Outputs	: 1. Completion / conduct of the 3-day Completed Staff Work and Effective Technical Writing training course; 2. At least 30 participants completed the 3-day training; 3. Documentation Report; 4. Training Course and Speaker Evaluation Result.
Project Impact	: Improved knowledge and skills of 30 participants on the theoretical, practical, and strategic concepts of Completed Staff Work and Effective Technical Writing, as reflected in: - Enhanced understanding of CSW principles and key practices; - Improved ability to apply CSW concepts in their organizational roles; - Greater awareness of the role and value of technical writing in their work; - Strengthened skills in clear and efficient written communication.
Lessons Learned	: Participants will be oriented on the procedure for issuing official receipts upon payment. A note regarding advance payment of the registration fee—subject to the Academy's quality standards—will be included in the acceptance email or letter.

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[2024] PROJECT ACCOMPLISHMENT REPORT**V. Attachments**

- Summary of Evaluation for Course and Resource Person (for training program)
- Certificate of Project Closure (for all completed projects)

Prepared by:By: **For: RACHEL GRACE B. GALVADORES**

Project Manager

Noted / Approved by:**MARK LEMUEL L. GARCIA**

Center Head

Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data