



## INDIVIDUAL DEVELOPMENT PLAN

### A. EMPLOYEE'S PROFILE

Name (Last, First, MI)	Sex M/F	Age	Position and Salary Grade [Year(s) in the position]	Division/Office	Supervisor's Name	Period (3 years)
Alcober, Nilo L.	M	55	Administrative Officer I, SG-10, (7 yrs. & 8 mos.)	Management/ Administrative Section/GSU	Eden P. Palacios	2023 to 2025



### B. DEVELOPMENT PLAN

*(Based on the competency assessment conducted and/or the results of the review of performance, please identify the top gaps or weaknesses among the competencies assessed that the employee needs to focus for development, improvement or enhancement. It would be best to prioritize FIVE (5) developmental areas over a three-year period.)*

Development Targets	Developmental Activity	Success Indicators	Planned Completion Date	Means of Verifications	Completed Date	Remarks
PCAS1 – Procurement Management (Intermediate)	<ul style="list-style-type: none"> <li>- Webinar</li> <li>- Formal Classroom</li> <li>- Training/Workshop</li> </ul>	Able to posts bids opportunities, awards and contract documents in the Philgeps and agency website.	June 2023	Training Certificate, Report of Completion and Philgeps posting		
PCAS2 – Property Management (Intermediate)	<ul style="list-style-type: none"> <li>- Webinar</li> <li>- Formal Classroom</li> <li>- Training/Workshop</li> </ul>	Able to properly handle and issue supplies and materials in accordance with Government Accounting Manual (GAM)	July 2023	Training Certificate and Report of Completion		

OC1 – Writing Effectively (Intermediate)	<ul style="list-style-type: none"> <li>- Webinar</li> <li>- Formal Classroom</li> <li>- Training/Workshop</li> </ul>	Able to reply to queries and prepares Memoranda	October 2023	Training Certificate and Report of Completion		
OC2 – Speaking Effectively (Intermediate)	<ul style="list-style-type: none"> <li>- Webinar</li> <li>- Formal Classroom</li> <li>- Training/Workshop</li> </ul>	Able to disseminate and share information accurately.	March 2024	Training Certificate and Report of Completion		
OC3 – Technology Literacy and Managing Information (Intermediate)	<ul style="list-style-type: none"> <li>- Webinar</li> <li>- Formal Classroom</li> <li>- Training/Workshop</li> </ul>	Able to apply advanced technology in performing tasks	October 2025	Training Certificate and Report of Completion		
PCFM2 Budget Preparation (Intermediate)	<ul style="list-style-type: none"> <li>- Webinar</li> <li>- Formal Classroom</li> <li>- Training/Workshop</li> </ul>	Able to prepare Financial Plan, budget reports and reviews budget proposal of the Agency	May 2025	Training Certificate and Report of Completion		
PCFM3 Budget Administration and Control (Intermediate)	<ul style="list-style-type: none"> <li>- Webinar</li> <li>- Formal Classroom</li> <li>- Training/Workshop</li> </ul>	Able to control allotment based on applicable laws, rules and regulations	September 2024	Training Certificate and Report of Completion		

I acknowledge and understand my individual development plan as discussed with my supervisor. I affirm that the development targets and the corresponding details indicated in my IDP will contribute in the delivery of service excellence in the Department. I, therefore, commit to accomplish the targets in the given period.

Employee Signature: 	Date 4/28/23	Supervisor Signature 	Date
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