



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)
JAMILLA, ARLENE, A.	F	62	Bookkeeper/ SG8/ 33 years in the position	Management Services Division/ PENRO Marinduque	LORELYN P. SAET	2023-2025

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
Preparation and Updating of Subsidiary Ledger	Workshop	Able to prepare and update Subsidiary Ledger	August 2023	Subsidiary Ledger		
Use of Various Accounting Software	Peer Teaching	Able to use various Accounting Software	September 2023	Data encoded in various Accounting Software		
Preparation of Bank Reconciliation Statements	Peer Teaching	Able to prepare Bank Reconciliation Statements	October 2023	Bank Reconciliation Statements		
Adjusting reconciling items promptly	Peer Teaching	Able to adjust reconciling items	July 2023	Journal Entry Vouchers		
OC1 Writing Effectively	Workshop	Able to know and use writing rules	November 2023	Workshop Certificate		

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: <i>Arlene Jamilla</i>	Date <i>April 27, 2023</i>	Supervisor Signature <i>[Signature]</i>	Date <i>April 27, 2023</i>
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