



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)
LOZADA, MARK RYAN, S.	M	31	INFORMATION SYSTEMS ANALYST II, SG 16, (7 YEARS)	MANAGEMENT SERVICES DIVISION/ PLANNING SECTION	JHONNA LIZA S. MEDENILLA	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
OC4 – Project Management (Intermediate)	<ul style="list-style-type: none"> Workshop Coaching and Mentoring Peer Teaching 	<ul style="list-style-type: none"> Able to prepare effective project proposal Able to organize staff assignments given the requirements of the special project Able to assist in the conduct of project monitoring and evaluation using prescribed instrument 	October 31, 2024	<ul style="list-style-type: none"> Training/ Workshop Certificate Project Proposal on ICT Monitoring and Evaluation Report on ICT 		

Development Targets	Developmental Activity	Success Indicators	Planned Completion Date	Means of Verifications	Completed Date	Remarks
OC5 – Completed Staff Work (Basic and Intermediate)	<ul style="list-style-type: none"> Workshop Coaching and Mentoring Peer Teaching 	<ul style="list-style-type: none"> Able to prepare, implement and monitor Completed Staff Work Able to effectively use the processes & methods of CSW recommends appropriate action 	October 31, 2024	<ul style="list-style-type: none"> Training/ Workshop Certificate Completed Staff Work 		

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: April 27, 2023	Supervisor Signature: 	Date: April 27, 2023
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