



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)
MACUNAT, ERICKA L.	F	32	Admin. Aide VI/ SG6/ 7years 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
Bookkeeping	Formal Classroom Training	Able to prepare Financial Statements	October 2023	Training Certificate		
Preparation of Notes to Financial Statements	Peer Teaching	Able to prepare Notes to Financial Statements	December 2023	Notes to Financial Statements		
Preparation of Subsidiary Ledger	Job Rotation	Able to prepare Subsidiary Ledger	February 2024	Subsidiary Ledger		
OC1 Writing Effectively	Workshop	Able to know and use writing rules	April 2025	Workshop Certificate		
OC2 Speaking Effectively	Workshop	Able to actively participate in discussions	November 2024	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: 	Date April 27, 2023	Supervisor Signature 	Date April 27, 2023
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