



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)
OYONG, HEIDY L.	F	40	PO I, SG 11, (3 YEARS)	PLANNING SECTION	JHONNA LIZA S. MEDENILLA	2023-2025

B. DEVELOPMENT PLAN


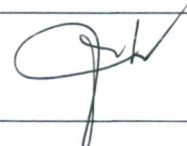
(Based on the competency assessment conducted and/or the results of the review of performance, please identify the top gaps or weaknesses among the competencies assessed that the employee needs to focus for development, improvement or enhancement. It would be best to prioritize FIVE (5) developmental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

Development Targets	Developmental Activity	Success Indicators	Planned Completion Date	Means of Verifications	Completed Date	Remarks
PCP1 - Planning and Programming	<ul style="list-style-type: none"> ➤ Coaching ➤ Training/Workshop 	Able to prepare, review and consolidate Work and Financial Plan of the Office.	October 2023	> Certification from training/workshop.		
PCP2 – Monitoring and Evaluation (Competent)	<ul style="list-style-type: none"> ➤ Training/Learning Event ➤ Coaching & Mentoring 	Able to prepare detailed M&E Plan and properly monitor PPAs using M&E tools/mechanisms	July 2023	> Certification from training/workshop		
PCP3 - Statistical Coordination and Data Research	<ul style="list-style-type: none"> ➤ Coaching ➤ Training/Workshop 	Able to organize ENR data/statistics and present them in statistical tables, graphs, charts and statistical maps.	April 2024	> Certification from training/ workshop. > Organized ENR data/statistics presented in statistical tables,		

				graphs, charts and statistical maps		
OC1 - Writing Effectively	<ul style="list-style-type: none"> ➤ Coaching ➤ Training/Workshop 	Able to reply on queries and prepares Memoranda, presentations, position papers, talking points and reports using templates, references and research tools.	July 2024	<ul style="list-style-type: none"> > Certification from training/ workshop. > Approved simple pro-forma communications such as reply letter to queries, memoranda, presentations and reports using templates, references and research tools. 		
OC2 - Speaking Effectively	<ul style="list-style-type: none"> ➤ Coaching ➤ Training/Workshop 	Can actively participate in discussions and is appropriately assertive in expressing own ideas.	September 2024	<ul style="list-style-type: none"> > Certification from training/ workshop. > Report of IEC campaigns conducted. > Recognition /certification as a speaker to a certain program. 		
OC3 -Technology Literacy and Managing Information	<ul style="list-style-type: none"> ➤ Coaching ➤ Training/Workshop 	Can apply advanced technology tools in performing tasks	May 2025	> Certification from training/workshop.		
OC4 –Project Management	<ul style="list-style-type: none"> ➤ Coaching ➤ Training/Workshop regarding Project Management 	Able to prepare and package research/project proposal;	July 2025	> Certification from training/workshop.		

OC5 - Completed Staff Work (CSW)	<ul style="list-style-type: none"> ➤ Coaching ➤ Training/Workshop 	<p>>Able to analyze validated data through the use of appropriate statistical tools and other techniques</p> <p>>Able to prepare report containing necessary and relevant information in CSW format.</p>	October 2025	<p>> Certification from training/ workshop.</p> <p>> Report submitted in CSW format.</p>		
----------------------------------	---	--	--------------	--	--	--

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: 05/02/2023	Supervisor Signature: 	Date: 5/2/2023
---	------------------	---	----------------