Enclosure 2 to Region Memorandum HRDD No. \_\_\_\_\_\_, s. 2022

**INDIVIDUAL DEVELOPMENT PLAN (SG 18 AND ABOVE)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strengths** (The highest point on Results and demonstration of Competencies are the Strengths.) | **Development Needs**(The lowest point on Results and demonstration of Competencies are the Development Needs.) | **Action Plan** (Recommended Development Intervention) | **Timeline** | **Resources Needed** |
| **Functional Competencies** (These competencies are based on the employee’s Key Result Areas (KRAs). The development needs in this area are based on the competencies that are rarely demonstrated as seen in the employee’s IPCRF.) |
|  |  |  |  |  |
| **Core Behavioral Competencies** (These competencies are the six competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators ~~in~~ of Self-Management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, and Innovation.) |
|  |  |  |  |  |
| **Leadership Competencies** (These competencies are the three competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators in Leading People, People Performance management, and People Development.) |
|  |  |  |  |  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Rater Ratee

Enclosure 3 to Region Memorandum HRDD No. \_\_\_\_\_\_, s. 2022

**INDIVIDUAL DEVELOPMENT PLAN (BELOW SG 18)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strengths** (The highest point on Results and demonstration of Competencies are the Strengths.) | **Development Needs**(The lowest point on Results and demonstration of Competencies are the Development Needs.) | **Action Plan** (Recommended Development Intervention) | **Timeline** | **Resources Needed** |
| **Functional Competencies** (These competencies are based on the employee’s Key Result Areas (KRAs). The development needs in this area are based on the competencies that are rarely demonstrated as seen in the employee’s IPCRF.) |
|  |  |  |  |  |
| **Core Behavioral Competencies** (These competencies are the six competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators ~~in~~ of Self-Management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, and Innovation.) |
|  |  |  |  |  |
| **Core Skills** (These competencies are the three competencies provided in DO 02, s. 2015, p. 29. The development need in this area are based on the rarely demonstrated indicators in Oral Communication, Written Communication, and Computer/ICT Skills.) |
|  |  |  |  |  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Rater Ratee

Enclosure 4 to Region Memorandum HRDD No. \_\_\_\_\_\_, s. 2022

|  |
| --- |
| **SUMMARY OF INDIVIDUAL DEVELOPMENT PLAN FOR SG 18 AND ABOVE** **FUNCTIONAL DIVISION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name of Recipient** | **KRAs/****Competencies** | **Development Needs** | **Action Plan (Recommended Development Intervention)** | **Timeline** | **Resources** **Needed** |
| **A. FUNCTIONAL COMPETENCIES** (These competencies are based on the employee’s Key Result Areas (KRAs). The development needs in this area are based on the competencies that are rarely demonstrated as seen in the employee’s IPCRF.) |
|  |  |  |  |  |  |
| **B. CORE BEHAVIORAL COMPETENCIES** (These competencies are the six competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators ~~in~~ of Self-Management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, and Innovation.) |
|  |  |  |  |  |  |
| **C. LEADERSHIP COMPETENCIES** (These competencies are the three competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators in Leading People, People Performance management, and People Development.) |
|  |  |  |  |  |  |

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Functional Division Chief)

Enclosure 5 to Region Memorandum HRDD No. \_\_\_\_\_\_, s. 2022

|  |
| --- |
| **SUMMARY OF INDIVIDUAL DEVELOPMENT PLAN FOR BELOW SG 18****FUNCTIONAL DIVISION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name of Recipient** | **KRAs/****Competencies** | **Development Needs** | **Action Plan (Recommended Development Intervention)** | **Timeline** | **Resources** **Needed** |
| **A. FUNCTIONAL COMPETENCIES** (These competencies are based on the employee’s Key Result Areas (KRAs). The development needs in this area are based on the competencies that are rarely demonstrated as seen in the employee’s IPCRF.) |
|  |  |  |  |  |  |
| **B. CORE BEHAVIORAL COMPETENCIES** (These competencies are the six competencies provided in DO 02, s. 2015, p. 25. The development needs in this area are based on the rarely demonstrated indicators ~~in~~ of Self-Management, Professionalism and Ethics, Result Focus, Teamwork, Service Orientation, and Innovation.) |
|  |  |  |  |  |  |
| **C. CORE SKILLS** (These competencies are the three competencies provided in DO 02, s. 2015, p. 29. The development needs in this area are based on the rarely demonstrated indicators in Oral Communication, Written Communication, and Computer/ICT Skills.) |
|  |  |  |  |  |  |

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Functional Division Chief)