

Republic of the Philippines
CITY OF KORONADAL WATER DISTRICT
 Blk. 1 Casa Subd., Koronadal City

INDIVIDUAL DEVELOPMENT PLAN (IDP)

Name (Last, First, MI)		Two-Year Period	
Current Position	<u>SG-Step</u>	Department	
Division	No further development is desired or required for this year/s (please check the box)		
Years in the Position		<input type="checkbox"/> Year 1	<input type="checkbox"/> Year 2 <input type="checkbox"/> Both Year
Years in the CKWD		Supervisor's Name	

PART A- COMPETENCY ASSESSMENT AND DEVELOPMENT PRIORITIES

(Based on the organizational plans/programs and/or review of performance review results, please identify top gaps or weaknesses among the competencies assessed that the employee needs to focus on for development, improvement or enhancement. As a rule-of-thumb, it would be best to prioritize three development areas over a two-year period).

Development Target	Performance Goal This Supports	Objective
<i>List competency/(ies) which needs to be developed or improved</i>	<i>Link to specific operational objective(s) of Office/Dept/Div. NOTE: Which of the Office/Dept/Div's objectives needs to be prioritized</i>	<i>State personal goals or learning objectives (How knowledge, skills, attitudes will be developed)</i>

PART B: DEVELOPMENT PLAN			
Development Activity	Support Needed / Involvement of Others	Tracking Method / Completion Date	
		Planned	Accomplished Mid-Year
<i>One or more specific actions you can take to meet an objective. Consider a variety of the developmental approaches</i>	<i>Assistance you will need to accomplish each developmental activity (resources, feedback, permissions, tools, coaching, other assistance.</i>	<i>How will you track the completion of developmental activities (one or more observable results that will indicate success)</i>	
Employee signature	Date	Supervisor's signature	Date
Updated (initials)	Date	Updated (initials)	Date
Check applicable copy designation as shown	<input type="checkbox"/> Employer's Copy <input type="checkbox"/> Supervisor's Copy <input type="checkbox"/> HR Copy	Next Review Date:	