



Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
**MINISTRY OF SCIENCE AND TECHNOLOGY**  
Bangsamoro Government Center, Cotabato City



**MEMORANDUM**

Order No. **028**

Series of 2024

TO/FOR : **ALL DIVISION HEAD**  
*This Ministry*

SUBJECT : **SUBMISSION OF INDIVIDUAL DEVELOPMENT PLAN (IDP) FOR FISCAL YEAR 2025**

DATE : **22 FEBRUARY 2024 | 12 SHABAN 1445**

As part of our continuous commitment to enhancing professional growth of the employees of this ministry, all division heads are requested to facilitate and consolidate the submission of Individual Development Plans (IDP) of the staff within your division.

The IDP template is attached to this memorandum. It is a tool that will guide you in outlining your career objectives, identifying areas for development, and determining your training needs.

Please ensure the signed hard copies are submitted to the Human Resource Management Section and the soft copy to our email address [hrrmostbarmm@gmail.com](mailto:hrrmostbarmm@gmail.com) on or before, Monday, February 26, 2024.

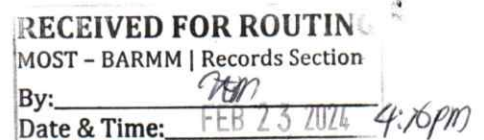
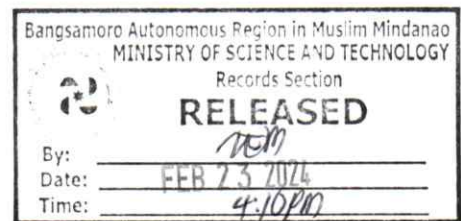
Your cooperation and proactive involvement in this process are highly appreciated as we strive for the success of individual career paths and the overall success of the Ministry.

For information, guidance and strict compliance.

**ENGR. AIDA M. SILONGAN, MAPDS**

Minister

AW





**INDIVIDUAL DEVELOPMENT PLAN (IDP) 2025**

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Years in the position: \_\_\_\_\_  
 Section/Division: \_\_\_\_\_

**INDIVIDUAL DEVELOPMENT PLAN (IDP)**

<b>OBJECTIVE(S)</b>	<ul style="list-style-type: none"> <li>To exceed performance expectations in my current role</li> <li>To increase knowledge on technical writing skills</li> </ul>
<b>AREAS OF STRENGTH</b>	<ul style="list-style-type: none"> <li>Time management skills;</li> <li>Organizational skills;and</li> <li>Able to quickly assess difficult situations and identify solutions to the problem.</li> </ul>
<b>AREAS FOR DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>I would like to work on building my confidence – especially when trying to influence team members who now report to me (and who were former colleagues).</li> <li>I also would like to build my confidence when presenting to my immediate supervisors.</li> <li>I would also like to develop my skills in developing people. I don't feel I know how to be a "coach" to my employees. I have had the opportunity to lead some small projects and would like more formal knowledge and experience in project management.</li> </ul>





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<b>TARGET COMPETENCY/TRAINING</b>	<ul style="list-style-type: none"><li>• Basic Technical Writing Workshop for Mid Managers</li><li>• Supervisory Development Training</li></ul>
<b>TARGET SCHEDULE OF COMPLETION</b>	<ul style="list-style-type: none"><li>• 2<sup>nd</sup> Quarter (June 2025)</li></ul>

*\*Use other sheets if necessary*

*\*All texts in red are sample only. Please delete this part.*

Prepared by:

Noted by:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Immediate Supervisor

