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MEMORANDUM

FOR : All DENR Officials and Employees

FROM : The Undersecretary
Administration, Finance, Human Resources, Information Systems
Legal, Legislative Affairs and Anti-Corruption

SUBJECT : **GUIDELINES ON THE PREPARATION OF INDIVIDUAL DEVELOPMENT PLANS (IDPs) FOR DENR EMPLOYEES**

In support of the performance management and professional development of all DENR employees, the guidelines on the preparation of Individual Development Plans (IDPs) are hereby adopted.

The preparation of IDP is pursuant to the Civil Service Commission's Memorandum Circular No. 3 s. 2012 entitled, Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), and the approved Strategic Performance Management System (SPMS) of the DENR. It contains the learning and development needs of an employee and the corresponding interventions to address the identified gaps.

The guidelines shall provide mechanics in accomplishing IDPs which is composed of two (2) parts: (1) competency assessment and identification of development priorities which is done during performance appraisal; and, (2) development plan to be accomplished jointly by the employee and his/her supervisor. Areas for improvement reflected in the Individual Performance Commitment and Review form shall be part of the development plan.

All offices in the Central, Regional and Bureaus for 1st and 2nd level positions are covered by said guidelines. The Attached Agencies may adopt similar guidelines as deemed appropriate. The concerned Heads of Offices shall coordinate with their respective HR Division/Section/Unit in formulating and monitoring of IDPs that are prepared for a period of three (3) years and monitored every year.

For consolidation of the IDPs, a copy of the IDPs of DENR Central Office personnel shall be submitted to the Human Resource Development Service – Training and Development Division. On the other hand, the Regional Offices and Bureaus' employees shall submit a copy of their IDP to their respective HR Section/Unit.

For guidance and strict compliance.

ATTY. ERNEST D. ADOBO, JR., CESO I



Republic of the Philippines
Department of Environment and Natural Resources

GUIDELINES ON THE PREPARATION OF INDIVIDUAL DEVELOPMENT PLANS (IDPs) FOR DENR EMPLOYEES

The Individual Development Plan is a tool that contains the learning and development needs of an employee and the intervention that will be undertaken to respond to the needs. These needs are identified based on observations, feedbacks, and the results of competency assessment.

I. ACCOMPLISHING THE INDIVIDUAL DEVELOPMENT PLAN (IDP):

The IDP form is composed of two parts:

- Part A – Employee’s General Profile
- Part B – Development Plan

Prior to completing the IDP Form, the **Competency Assessment (CA)** should be accomplished first. It is an instrument accomplished by the employee as a form of self-assessment and the supervisor as a form of staff assessment. It is *guided by the approved DENR CBS Manual (July 2016)*, which defined the required types of competency, levels and indicators for each position that an employee must possess. This will determine the current competencies the employee should possess with regard to his/her level of position and salary grade.

CA is done during the performance appraisal period. It is conducted during the review of performance results, where in the reasons for non-performance should be analyzed to determine if it is caused by competency gaps or lack of supportive environment.

In accomplishing the IDP Form (**ANNEX A**), the supervisor and the employee shall fill out the following:

Part A: Employee’s Profile

This portion consists of the employee’s full name, current position and salary grade, division/office, supervisor’s full name, and time period of the development plan. The period covered is three (3) years.

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)

Part B. Development Plan

The supervisor shall prepare a plan to address the competency gaps.

Development Targets	Developmental Activity	Success Indicators	Planned Completion Date	Means of Verifications	Completed Date	Remarks

- a. *Development Targets* are the identified areas for development. It shall be based on performance review and on the list of required competencies based on employee’s place of assignment and competency levels of an employee for a certain position (*refer to approved DENR CBS Manual*).
- b. *Development Activity* – these are the activities that need to be undertaken by the staff to achieve the development targets. Consider a variety of developmental approaches to acquire the knowledge, skills, and attitudes the employee needs. Identify one or more specific actions the employee can take, such as:

Workplace learning	Social learning	Structural learning
- Job Rotation/ Cross-Posting - Shadowing - Projects and special assignments - Field observations	- Coaching - Mentoring - Feedback - Self-development (e.g., books, videos)	- Classroom training - Workshop - Webinars - Distance learning

- c. *Success Indicators* – cite specific outcome(s) which demonstrates the completion of the planned developmental activities. Statement should begin with “to be able to.”
- d. *Planned Completion Date* – identify a timeline for completing the development activity. Ensure a realistic schedule taking into consideration availability of training programs, other learning and development interventions, and the work load of the office.
- e. *Means of Verifications* – enumerate evidences and/or proof that the development targets are met.
- f. *Completed Date* – this should be filled-out by the Human Resource Development Service personnel who will conduct monitoring activity for the accomplishment of the IDP of employees.
- g. *Remarks* – the HRDS personnel shall determine if the developmental targets are met or not. If the employee achieves the target, indicate the date of completion. If the employee fails to

achieve the target in the given period of time, indicate the reasons and specify the plan of the employee and supervisor to accomplish the targets.

Once the IDP form has been accomplished, the employee and the supervisor shall discuss the content of the IDP prepared. It shall be clear to both parties that it is commitment of both supervisor and employee to attain the desired competencies.

Signature

The signatures of both the supervisor and the employee are required after discussion and filling out of the Individual Development Plan, as well as upon review of the IDP which should happen also during the performance appraisal discussions. It affirms their commitment to accomplish the targets in the given period.

Below are the sample activities and timeline in accomplishing the IDP for 2020-2022 of each employee prepared and submitted at the end of July 2019:

Steps in Accomplishing the IDP Form	Activities	When
I. Competency Assessment and Development Priorities - Identify competency gaps/ development priorities	1. Conduct Competency Assessment (<i>self and staff rating</i>) by the employee and the supervisor 2. Identify at least 5 competencies/development targets based on the results of CA	To be done during performance appraisal (<i>before the end of semester</i>)
II. Development Plan - Formulate the Development Plan	1. Identify development activities including support needed, tracking, and completion date 2. Sign the IDP by the supervisor and employee	To be filled out after performance discussion by the supervisor and employee (<i>after the end of semester or end of July</i>)

II. SUBMISSION OF IDPs:

All IDPs shall be submitted to the Human Resource Development Service (HRDS) at **the end of July each year** for the annual L&D Plan formulation. However, submission of 2020-2022 IDPs shall be submitted to the HRDS **on or before 31 October 2019**. Here is the sample submission timeline:

Time Period of IDP (every 3 years)	Submission of IDP to HRDS	Drafting/ Updating of the Three Year L&D Plan by the HRDS	Three Year L&D Plan
2020-2022	End of October of the year (2019)	4 th quarter 2019	2020-2022
		4 th quarter 2020	
		4 th quarter 2021	

2023-2025	End of July of the year (2022)	3 rd quarter 2022	2023-2025
		3 rd quarter 2023	
		3 rd quarter 2024	

III. MONITORING

The supervisors shall monitor the planned developmental activities, especially when an employee is new to the organization and/or the position, and shall meet with the employee at least twice in every semester to go over the plan, review progress, and identify changes. At the end of each rating period, the supervisors shall check the progress of employees' IDP and update if the development activity is completed.

The concerned HR shall monitor the progress and completion of planned activities and development targets every 2nd week of August. Should the identified intervention not included in the training calendar, the employee may avail interventions offered by external learning service providers, subject to the availability of funds and approval of heads of office.

The IDP of a newly-hired employee is prepared with the supervisor upon reporting to duty. However, the said employee is only entitled to attend internal trainings. He/she can only attend external trainings after his/her probationary period. In case of promotion or reassignment, a new IDP shall be prepared by the employee and supervisor based on the present position and shall be submitted to HRD within thirty (30) days upon assumption to duty.

The sample accomplished IDP (**ANNEX B**) and the sample updated IDP with L&D interventions completed (**ANNEX C**) are provided herein.

Concerned Heads of Offices shall coordinate with their respective HR Divisions/Sections/Units in formulating and monitoring of IDPs.

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)

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

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	Supervisor Signature	Date
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SAMPLE ACCOMPLISHED INDIVIDUAL DEVELOPMENT PLAN

C. 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)
Juan T. Dela Cruz	M	33	AO II, SG11, (3 YEARS)	Training and Development Division	Wilson E. Henson	2020-2022

D. 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
HR 6 LNA (Intermediate)	Formal Classroom Training	Able to prepare LNA tool	October 2020	Certificate and LNA tool		
HR 11 Monitoring and Evaluation (Intermediate)	Formal Classroom Training	Able to prepare a comprehensive L&D program monitoring and evaluation report	October 2021	Training Certificate and M & E Report		
HR 7 Preparation of Learning Design (Intermediate)	Workshop	Able to prepare learning design based on the learning and development plan	October 2020	Workshop Certificate and Approved Course Design		
Data Visualization using Infographics	Coaching and Mentoring	Able to produce report with data visualization using infographics	October 2021	Report with data visualization using infographics		
Integrated Database	Peer Teaching	Able to integrate all database of training interventions	October 2022	Integrate database		

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	Supervisor Signature	Date
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SAMPLE FULLY ACCOMPLISHED 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)
Juan T. Dela Cruz	M	33	AO II, SG11, (3 YEARS)	Training and Development Division	Wilson E. Henson	2020-2022

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
HR 6 LNA (Intermediate)	Formal Classroom Training	Able to prepare LNA tool	October 2020	Certificate and LNA tool	June 2020	The results of prepared LNA tool is used in crafting course design
HR 11 Monitoring and Evaluation (Intermediate)	Formal Classroom Training	Able to prepare a comprehensive L&D program monitoring and evaluation report	October 2021	Training Certificate and M & E Report		
HR 7 Preparation of Learning Design (Intermediate)	Workshop	Able to prepare learning design based on the learning and development plan	October 2020	Workshop Certificate and Approved Course Design	September 2020	Prepared Learning Design is approved for implementation
Data Visualization using Infographics	Coaching and Mentoring	Able to produce report with data visualization using infographics	October 2021	Report with data visualization using infographics		
Integrated Database	Peer Teaching	Able to integrate all database of training interventions	October 2022	Integrate database		

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	Supervisor Signature	Date
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