Human Resource Development Office
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
Tel. (632) 8141 loc 227 to 229 | Email: upm-hrdo@up.edu.ph

GUIDELINES TO ANSWERING THE INDIVIDUAL DEVELOPMENT PLAN (UP SPMS Form 5)

I. Personal Information

- Name of the employee is to be filled out in the following format: surname, first name, name extension (if any), and middle name (e.g. Dela Cruz, Juan H.).
- Unit: Write the unit/office/college the employee belongs to (e.g. Human Resource Development Office).
- Period Covered: January 2025 - December 2025

II. Development Activity

- One developmental activity/intervention per row.
- Employee may choose among the following developmental activities/interventions:
    - Formal Classroom Training
        - In-house training; or
        - External training
    - On-the-Job Training
        - coaching on the job from supervisor/senior colleague;
        - knowledge sharing and learning session on a specific topic;
        - job shadowing;
        - cross-program;
        - job rotation or rotational/temporary assignment to a specific function; and
        - counseling and teambuilding
    - Self-Development activities
        - programmed self-study through a third-party provider, including self-study video or audio packages;
        - working on e-Learning through web based courses being offered by online learning providers;
        - PC tutorials or computer-assisted training programs or webinar;
        - taking evening or weekend courses; and
        - reading books and other publications

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- Other Developmental Activities/Interventions
  - special work project;
  - additional responsibilities on assigned work or technical competency;
  - service on technical or research committees or Committee/Taskforce assignment on specific areas sanctioned by the CSC and other professional bodies/organizations;
  - appropriate educational and developmental activities presented under the auspices of UP Manila, other academic institutions, commercial establishments or professional bodies such as but not limited to:
    - congresses, conferences, forums, conventions, courses, seminars, workshops, lectures, brown bag discussions, orientations, briefings and other professional educational activities;
  - meetings of professional organization body and their technical discussion groups;
  - researching and writing technical publications relating to the field of work of the concerned official or employee; and
  - preparation and delivery of technical papers

III. Support needed/Involvement of others

- Employee may write:
  - the unit or office that will be in charge of the developmental activities/interventions (e.g. HRDO); and/or
  - the resources needed in attending the developmental activity/intervention (e.g. funding support).

IV. Tracking Method/Completion Date

- Planned/Expected Outcome: Write what is expected to be achieved in attending the chosen developmental activity/intervention (e.g. To understand the concept of completed staff work and use it as a tool in decision-making).

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- Accomplished date:
    - Employee may fill out either the mid-year or year-end boxes or both.
    - Include the name of the month and the year (e.g. April 2025, January 2025 to March 2025).

V. Signatures

- Employee shall affix his or her signature and the date that the form was accomplished.
- The Supervisor and Head of office shall also affix their signatures and the date/s they signed the form.

VI. Number of copies

- Prepare one copy for each of the three offices. Check the box corresponding to which office the copy was prepared for.

VII. Submission

- The HRDO will provide a link to a Google Drive folder for each office or unit.
- Upload the accomplished Individual Development Plan copy for HRDO to the Google Drive folder.