

# Individual Development Plan (IDP)

## A GUIDE

THE IDP IS A TOOL TO ASSIST EMPLOYEES IN CAREER AND PERSONAL DEVELOPMENT. IT 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 RESULTS OF COMPETENCY ASSESSMENT.



### 1.) CONDUCT COMPETENCY ASSESSMENT (CA)

The employee shall conduct self-assessment and submit to the supervisor for staff assessment, based on DENR CBS Manual. This will determine the current competencies possessed by the employee with regards to position level and salary grade.

### 2.) PREPARE DEVELOPMENT PLAN IN THE IDP FORM

The employee shall prepare the Development Plan in the IDP and identify top five (5) competencies/development targets based on the CA results (to be done after performance discussion or end of semester).



### 3.) IDP FOR NEWLY-HIRED AND PROMOTED EMPLOYEES

A newly-hired employee shall submit an accomplished IDP upon reporting to duty, but only entitled to attend internal trainings. The employee can only attend external trainings after six (6) months probationary period. In case of promotion or reassignment, a new accomplished IDP based on the present position shall be submitted within thirty (30) days upon assumption of duty.



### 4.) COVERAGE AND PERIOD

All employees in the Central, Regional and Bureaus for 1st and 2nd level positions shall prepare a three-year IDP (Attached agencies may adopt this IDP guidelines if deemed appropriate).

The concerned Heads of Offices shall coordinate with their respective HR Division/Section/ Unit in formulating the IDPs and ensure that the monitoring of IDP is conducted every year.



### 5.) SUBMISSION OF IDP

The IDPs of DENR Central Office personnel shall be submitted to the Training and Development Division-HRDS while the IDPs of Regions/Bureaus personnel shall be submitted to their respective HR unit.



Reference: DENR Memo-2019-758 (IDP guidelines)



## TRAINING AND DEVELOPMENT DIVISION

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