



# *Career* DEVELOPMENT PLAN



# PERSONAL DATA SHEET

## PERSONAL INFORMATION

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Sex: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Civil Status: ☐ Single ☐ Married ☐ Separated ☐ Widowed

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Blood Type: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Zip Code: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## FAMILY BACKGROUND

Father's Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Name of Sibling /s: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PERSONAL DATA SHEET

## EDUCATIONAL BACKGROUND

Tertiary: \_\_\_\_\_

Address: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

Secondary: \_\_\_\_\_

Address: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

Primary: \_\_\_\_\_

Address: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

I declare that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines.

I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date Accomplished

ID picture taken within  
the last 6 months  
4.5 cm. X 3.5 cm  
(passport size)

Computer generated  
or photocopied picture  
is not acceptable



# CAREER PLAN

## My Career Goals:

1

*"Move into supervisory role in two-three years. Move into Director level role in 10 years."*

2

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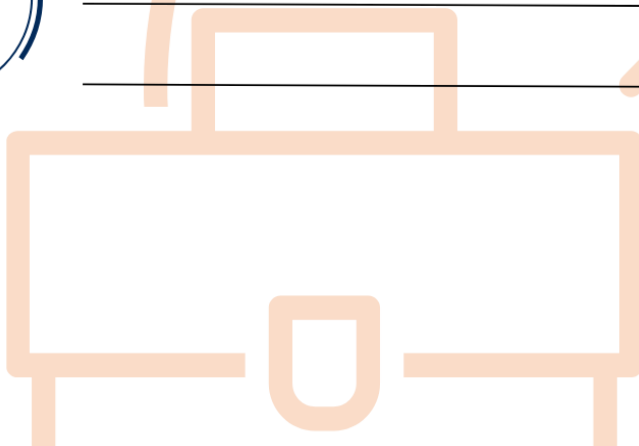
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3

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# CAREER PLAN

*What can you do now to help you reach that goal?*

🎯 *Short-Term Goals:*

**Short-term goals** are defined as accomplishments that take 3 months to a few years.

🎯 *Long-Term Goals:*

**Long-term goals** are usually completed in 3 to 5 years, or longer.

JOB DESCRIPTION & QUALIFICATIONS

Career Goal 1: \_\_\_\_\_

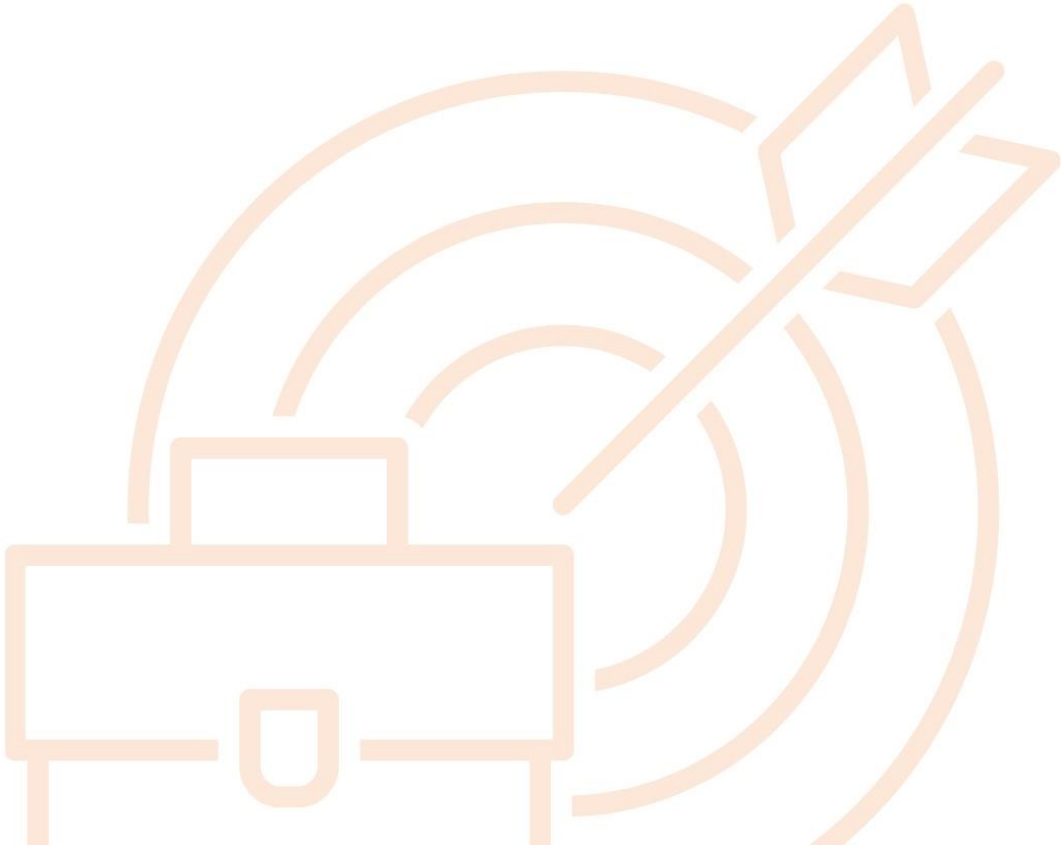
Job Description	Qualifications
<p><b>Office Supervisors</b> oversee administrative tasks in an office to ensure that they are performed adequately and in a timely manner. Office supervisors perform administrative tasks such as filing, producing reports, and ordering office supplies.</p> <p><b>Office Supervisor Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Ordering office supplies.</li><li>• Filing paperwork for various departments.</li><li>• Making presentations to report on productivity.</li><li>• Answering phone calls and responding to emails.</li><li>• Organizing travel arrangements as needed.</li><li>• Managing staff meetings and schedules.</li></ul>	<p><b>Office Supervisor Requirements:</b></p> <ul style="list-style-type: none"><li>○ A high school qualification or equivalent.</li><li>○ A bachelor's degree or equivalent.</li><li>○ Prior experience in an administrative role.</li><li>○ Proficiency in Microsoft Office.</li></ul>

# CAREER PLAN

## JOB DESCRIPTION & QUALIFICATIONS

Career Goal 2: \_\_\_\_\_

Job Description	Qualifications



SKILLS ASSESSMENTS

Areas of Strength		Areas for Development	
Soft Skills		Soft Skills	
1.	... <b>Soft skills</b> are personality traits, social competencies and skills, knowledge, and abilities used to perform interpersonal activities and unique tasks. Sometimes they are also called <i>human skills</i> .	1.	...
2.		2.	...
3.		3.	...
4.		4.	...
5.		5.	...
6.		6.	...
7.		7.	...
8.		8.	...
9.		9.	...
10.		10.	...
Hard Skills		Hard Skills	
1.	... <b>Hard skills</b> , also known as technical skills, are technical knowledge or training you have gained through any life experience, education or specific training.	1.	...
2.		2.	...
3.		3.	...
4.		4.	...
5.		5.	...
6.	Hard skills are specific competencies, skills, knowledge, and abilities needed to perform a specific task or role.	6.	...
7.		7.	...
8.		8.	...
9.		9.	...
10.		10.	...



# CAREER PLAN

## PLAN AND TIMELINE

Areas for Development	PLAN (How are you going to acquire the Skills and Knowledge?)	Timeline
1.	<div><div></div><div></div><div></div><div></div></div>	
2.	<div><div></div></div>	
3.	<div><div></div></div>	
4.	<div><div></div></div>	
5.	<div><div></div></div>	
6.	<div><div></div></div>	

# CAREER PLAN



TIMELINE



2027

BS in Tourism  
Management Degree  
Holder

2026

2025

START

2024

# CAREER PLAN

## OBSTACLES AND SOLUTIONS

OBSTACLES	SOLUTIONS

*An obstacle is anything that may pose a barrier to achieving your career development goals.*