



Republic of the Philippines
Mindanao State University
ILIGAN INSTITUTE OF TECHNOLOGY
Iligan City 9300 Philippines
<http://www.msu.edu.ph>

ANNUAL HRD PLAN
Period: JANUARY 1 to DECEMBER 31, 2025

Responsibility Center: OFFICE OF ADMISSIONS, SCHOLARSHIPS AND GRANTS

Date Submitted: OCTOBER 28, 2024

Priority HRD Needs	Action Plan (Attendance in Relevant L&O Program)	No. of Participants and Estimated Budget								TOTALS Estimated Budget	Remarks
		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
		# of Participants	Estimated budget	# of Participants	Estimated budget	# of Participants	Estimated budget	# of Participants	Estimated budget		
A. CORE COMPETENCY (Knowledge Skills Attitudes)	1) Further studies (College/M.A./M.S./Ph.D.)										
	2) Professional Conference/ Conventions (Ex. PCPA, BEI, etc.)										
B. LEADERSHIP COMPETENCY (Knowledge Skills Attitudes)	3) Management Skills Development Course										
	4) Supervisory Development Course/ Program										
	5) Administrative process skills and competency development relevant program	1	35,000.00	1	35,000.00	1	35,000.00	1	35,000.00	104,000.00	
	1. Glenda O. Almacan										
	2. Glenda O. Almacan										
	3. Michelle D. Rogero										
	4. Steven M. Sirel										
	Record Management	1	35,000.00	1	35000					35,000.00	
	1. Cedra R. Malawani										
	2. Steven M. Sirel										
Knowledge on Data Privacy Act of 2012								1	35,000.00	35,000.00	
1. Cedra R. Malawani											
8) Financial process skills development relevant programs											
PAQBA convention/seminar				1	35,000.00					35,000.00	70,000.00
1. Ruben R. Barotilla											
2. Glenda O. Almacan											
7) Technical skills development relevant programs											
8) High technical skills and competency development relevant program											
9) Behavioral attitude competency development relevant program											
Customer Service Skills		2	70,000.00	2	70,000.00	1	35,000.00	1	35,000.00	210,000.00	
1. Michelle D. Rogero											
2. Steven M. Sirel											
3. Cedra R. Malawani											
4. Ataula D. Sumpaka											
5. Glenda O. Almacan											
6. Jocelyn P. Vilala											
Personality Development Seminar		1	35,000.00								
1. Ataula D. Sumpaka											
GRAND TOTAL OF ESTIMATED BUDGETS										PHP 420,000.00	

NB: To be consolidated by L&O Section and for deliberation or approval by the HRD Committee.

Submitted by:

JOCelyn P. VELA, Ph.D.
Responsibility Center Head

Received for HRDC by:

L&O Section (HRDC Secretary)
10/29

Approved by:

HRDC Chairperson

Justifications:

- Presented in this plan are all the trainings needed by each employee.
- These are just presented here but we will practice prioritization and availability of the seminars/workshops and the employee concerned.
- If needed, we will ask our Cluster to finance trainings/funds that are beyond our budget allocation.



2024 OCT 28

ANNUAL INDIVIDUAL DEVELOPMENT PLAN (AIDP)

Period: JANUARY 1 to DECEMBER 31, 2025

Name of the Employee:
Current Position:
Years in the Position:
No. of Years in MSU-IIT:

GLEND A. O. ALMACEN
ADMINISTRATIVE ASSISTANT II
10 YEARS
30 YEARS

Responsibility Center:
Section:
Name of Supervisor:

MSU-IIT
OFFICE OF ADMISSIONS, SCHOLARSHIP
JOCELYN P. VILELA, Ph.D.

Objective: (Check the appropriate box)

- ☒ To meet competencies of current position/designation.
☒ To increase the level of competencies of current position/designation.
☒ To acquire new competencies required in current position/designation.
☒ Others, please specify: PERSONAL COMPETENCY

COMPETENCY ASSESSMENT AND DEVELOPMENT PLAN

COMPETENCY (KSA) TO DEVELOP	PRIORITY NO.	LEARNING AND DEVELOPMENT INTERVENTIONS			SUPPORT/RESOURCES NEEDED	ACCOMPLISHMENT INDICATORS	
		WORKPLACE LEARNING	SOCIAL LEARNING	STRUCTURED LEARNING			
Communication Skills	1	Answering queries through emails, drafting/preparing letter-requests and other narrative reports such as accomplishments/annual reports, OPCR/IPCRR, and WFP.	Seek mentoring by the direct supervisor and attendance to meetings relative to the preparation of the required reports.	Attendance to relevant trainings/seminars in oral and written communication skills and competency development	Special Order and Financial and necessary logistics	Prepared letter/communications and prepare reports that are aligned with the guidelines set by the University	With
Financial Management Skills	2	Preparation of Work and Financial Plan, Line Item Budget, Project Procurement Management Plan, Cash Advance and Reimbursement claims, and other financial reports.	Seek mentoring by the direct supervisor and colleagues and attendance to meetings relative to the preparation of the required reports	Attendance to relevant trainings/seminars in financial management skills and competency development	Special Order and Financial and necessary logistics	Prepared reports and claims that are aligned with the existing guidelines set by the University and in accordance with accounting and auditing laws, rules and regulations	With
Customer Service Skills	3	Attend to walk-in clients and meeting people during meetings with various organizations	Seek mentoring by the direct supervisor, peers, and colleagues	Attendance to relevant trainings in customer service skills and competency development	Special Order and Financial and necessary logistics	Satisfied customers	With

Prepared by:

Discussed and Concurred by:

Approved by:

Glenda O. Almacen
GLEND A. O. ALMACEN
Name and Signature of Employee
October 23, 2024

Jocelyn P. Vilela, Ph.D.
JOCELYN P. VILELA, Ph.D.
Name and Signature of Supervisor / RC Head

Pamela F. Resurreccion
PAMELA F. RESURRECCION
RC Head / Cluster Vice Chancellor



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L&D Form 1A

ANNUAL INDIVIDUAL DEVELOPMENT PLAN (AIDP)

Period: JANUARY 1 to DECEMBER 31, 2025

Name of the Employee: RUBELYN R. BARTOLATA
Current Position: University Research Associate II
Years in the Position: 2 years and 10 months
No. of Years in MSU-IIT: 20 years and 2 months

Responsibility Center: Section:
Name of Supervisor:

Office of Admissions, Scholarships & Grants
Jocelyn P. Vilela, PhD

Objective: (Check the appropriate box)

- ☐ To meet competencies of current position/designation.
☐ To increase the level of competencies of current position/designation.
☐ To acquire new competencies required in current position/designation.
Others, please specify: _____

COMPETENCY ASSESSMENT AND DEVELOPMENT PLAN

COMPETENCY (KSA) TO DEVELOP	PRIORITY NO.	LEARNING AND DEVELOPMENT INTERVENTIONS				ACCOMPLISHMENT INDICATORS	T
		WORKPLACE LEARNING	SOCIAL LEARNING	STRUCTURED LEARNING	SUPPORT/RESOURCES NEEDED		
Admissions process and scholarship coordination competency	1	Being in charge of admitting students and scholarship I need to know the following skills: *Proper handling of scholars and admitting students with concern. *Facilitating and administering scholarship program application, interview and evaluation interview. Organizing the program such as orientation and recognition of scholars efficiently and effectively.	*Referral to the OASG Head and to the Department/College and higher-level management. *Coordinate with the Sponsor's Scholarship In-Charge regarding the applicant's application.	Attendance to Seminars/Workshop/ Training Applicable for my task.	Financial, IIT Issuances on Training matters and Management Support, supplies and materials, cooperation with scholars/grantee and Approved Line-Item Budget	*Successfully admit the new students *Smooth coordination of the various scholarship programs.	Whole round
Financial process competency (Financial & Budgeting Skill)	2	Update on the policies, rule and regulations regarding scholarship programs specifically in the preparation of billing, fund utilization, payroll and liquidation.	Coaching and mentoring from Budget Office and Accounting and higher-level management	Attendance to Seminars/ Workshop/Training regarding disbursing and preparing payroll for scholarship grants	Special Order, CHED ADA with attached list of grantees and Notice of Award from Sponsors	*Successfully submit the billing. *Scholars happily receive allowance. *Properly utilize the funds for grants. *Successfully submit the liquidation of the funds received.	Whole round
Skills in communication (Oral and written)	3	Able to communicate well with the clientele specially in communicating with the sponsors, scholars and parents.	Coaching & mentoring from the OASG Head and higher-level management	Attendance to Seminars/ Workshop/Training regarding communication skills in the Government	Financial, IIT Issuances on Training matters and management approval	Send the communications in writing and / or communicate in person effectively.	Whole round

file

ANNUAL INDIVIDUAL DEVELOPMENT PLAN (AIDP)

Period: JANUARY 1 to DECEMBER 31, 2025

Name of the Employee: **COBRA R. MALAWANI**
Current Position: **Administrative Assistant II**
In the Position: **31 years**
No. of Years in MSU-IT: **31 years**

Responsibility Center:
Section:
Name of Supervisor:

OFFICE OF ADMISSIONS, SCHOLARSHIPS AND
JOCELYN P. VILELA, Ph.D.


Objective: (Check the appropriate box)

- ☒ To meet competencies of current position/designation.
☒ To increase the level of competencies of current position/designation.
☒ To acquire new competencies required in current position/designation.
☐ Others, please specify: _____

COMPETENCY ASSESSMENT AND DEVELOPMENT PLAN

COMPETENCY (KSA) TO DEVELOP	PRIORITY NO.	LEARNING AND DEVELOPMENT INTERVENTIONS			SUPPORT/RESOURCES NEEDED	ACCOMPLISHMENT INDICATORS	
		WORKPLACE LEARNING	SOCIAL LEARNING	STRUCTURED LEARNING			
Customer Service Skills	1	Providing assistance to the client's/ visitor's/students' needs/ inquiries thru walk-in and phone call.	Coaching and mentoring from colleagues, OASG Head and management	Attendance to seminars/training/workshops interaction	Special Order/Training or Budgetary Funds	Improve skills in dealing the clients/visitors, colleagues, officials and satisfied customers	Whole year
Records Management Skill/Handling Record Competency	2	Updating the OASG records/documents to make it easier to find the filed document	Coaching and mentoring from colleagues and IRAO	Attendance to seminars/training/workshop/ on Records Management	Special Order/Training Funds	Improve skills in records management	Whole year
Knowledge on Data Privacy Act of 2012	3	Proper implementation of Data Privacy Act in all OASG transactions.	Coaching and mentoring OASG Head and colleagues	Attendance to seminars/training/workshop on Data Privacy	Special Order/Training Funds	Successfully implemented Data Privacy Act in all OASG transactions and documentations	Whole year

Prepared by:


COBRA R. MALAWANI
Administrative Assistant II
October 23, 2024

Discussed and Concurred by:


JOCELYN P. VILELA, Ph.D.
Head, OASG

Approved by:

PAMELA F. RESURRECCION, F
Vice Chancellor for Academic /



Republic of the Philippines
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Iligan City 9200 Philippines
<http://www.msuiit.edu.ph>

L&D For

ANNUAL INDIVIDUAL DEVELOPMENT PLAN (AIDP)

Period: JANUARY 1 to DECEMBER 31, 2025

Name of the Employee: **MICHELLE D. ROJERO**
Current Position: **Administrative Aide IV**
Years in the Position: **4 years & 9 months**
No. of Years in MSU-IIT: **9 years & 1 month**

Responsibility Center:
Section:
Name of Supervisor:

OFFICE OF ADMISSIONS, SCHOLARSHIPS AND GRANT
JOCELYN P. VILELA, Ph.D.

Objective: (Check the appropriate box)

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☒ To acquire new competencies required in current position/designation.
☐ Others, please specify: _____

COMPETENCY ASSESSMENT AND DEVELOPMENT PLAN

COMPETENCY (KSA) TO DEVELOP	PRIORITY NO.	LEARNING AND DEVELOPMENT INTERVENTIONS			SUPPORT/RESOURCES NEEDED	ACCOMPLISHMENT INDICATORS
		WORKPLACE LEARNING	SOCIAL LEARNING	STRUCTURED LEARNING		
Customer Service Skills	1	Providing assistance to the client/s/visitor's/students needs/ Inquires thru email, In-person and phone call.	Coaching and mentoring from colleagues, OASG Head and management	Attendance to seminars/training/workshops interaction	Special Order/Training or Budgetary Funds	Improve skills in dealing the clients/visitors, colleagues, officials and satisfied customers
Scholarship Coordination Competency	2	Facilitating and proper handling with the scholars and sponsoring agency with the scholarship application, interview, orientation, and recognition of the scholars	Coaching and mentoring from colleagues, OASG Head and Sponsoring agency and scholars	Attendance to seminars/training/workshop/ updates about scholarship process	Special Order/Training Funds	Successful coordination of various scholars and sponsoring agency
Communication competency (Oral and Written)	3	Able to communicate well with the clients, sponsoring and scholars	Coaching and mentoring OASG Head and Colleagues	Attendance to seminars/training/workshop related to technical writing and communication	MSU-IIT Issuance on Training Funds and management approval	Submit reports or communications letters to sponsoring agency, clients and scholars through written, email and personal interaction
Admissions process competency	4	Processing during enrollment period through SMS	Coaching and mentoring OASG Head and Colleagues	Attendance to seminars/training/workshops related to admissions process	Special Order/Training Funds and management approval	Successfully admitted undergraduate and graduate students during specific academic year and semester
Digital literacy skills	5	Creation of announcement posters through social media platform	Colleagues and coaching from OASG Head	Attendance to seminars/training/workshops related to digital literacy	Special Order/Training Funds	Posting of scholarship announcement to social platform

Prepared by:

MICHELLE D. ROJERO
Administrative Aide IV
October 23, 2024

Discussed and Concurred by:

JOCELYN P. VILELA, Ph.D.
Head, OASG

Approved by:

PAMELA E. RESURRECCION, Ph.D.
Vice Chancellor for Academic Affairs



Republic of the Philippines
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L&D Form 1A

ANNUAL INDIVIDUAL DEVELOPMENT PLAN (AIDP)

Period: JANUARY 1 to DECEMBER 31, 2025

Name of the Employee: **ALMAFAH D. SARAPADA**
Current Position: **Administrative Aide III**
Years in the Position: **3 Years & 9 Months**
No. of Years in MSU-IT: **4 years & 9 Months**

Responsibility Center:
Section:
Name of Supervisor:

OFFICE OF ADMISSIONS, SCHOLARSHIPS AND
OVCIAA- OASG
JOCELYN P. VILELA, Ph.D.

Objective: (Check the appropriate box)

- ☒ To meet competencies of current position/designation.
☒ To increase the level of competencies of current position/designation.
☒ To acquire new competencies required in current position/designation.
☐ Others, please specify: _____

COMPETENCY ASSESSMENT AND DEVELOPMENT PLAN

COMPETENCY (KSA) TO DEVELOP	PRIORITY NO.	WORKPLACE LEARNING		LEARNING AND DEVELOPMENT INTERVENTIONS		SUPPORT/RESOURCES NEEDED	ACCOMPLISHMENT INDICATORS
				SOCIAL LEARNING	STRUCTURED LEARNING		
Administrative Training/Seminars	1	To enhance my Skills and be more knowledgeable in my field of work	Coaching and mentoring OASG Head and Colleagues	Attendance to seminars/training/workshops related to technology or computer related	Special Order, Budgetary Requirements	To further career and ensure that the level of expertise is up to date.	An
Interpersonal and Customer Service Skills	2	Customer Service Skills	Coaching and mentoring OASG Head and Colleagues	Attendance to seminars/training/workshop about customer service skill	Special Order, Budgetary Requirements	This skills set to includes empathy, patience, and the ability to manage relationships with professionalism and handle inquiries and concerns with grace and contribute to a positive and productive work environment.	An
Technological Proficiency	3	Ability to use technology to communicate effectively and professionally and enhance thinking skills	Coaching and mentoring OASG Head and Colleagues	Attendance to seminars/training/workshop related to technology or computer related	Special Order, Budgetary Requirements	To gain qualities abilities about technological skills	Yes
Personal Development	4	Provides or boost soft skills such as time management and adaptability and the capacity to develop creative solutions to overcome obstacles	Colleagues and coaching from OASG Head	Attendance to seminars/training/workshops related to personal development	Special Order, Budgetary Requirements	To gain qualities and abilities that enable me to grow my personally and professionally.	An
Sustainable Leadership	5	Enhance team communication with improved emotional intelligence and active listening skills.	Colleagues and coaching from OASG Head	Attendance to seminars/training/workshops related to competency development.	Special Order, Budgetary Requirements	To improve sustainability practices like client satisfaction and building trust and credibility to my co-employees.	An
Professional Growth	6	Enhance skills or acquiring new ones to remain competitive in work.	Colleagues and coaching from OASG Head	Attendance to seminars/training/workshops related to professional growth	Special Order, Budgetary Requirements	To make a positive impact on others live through volunteer work or community service	An

Prepared by:

Almafa D. Sarapada
ALMAFAH D. SARAPADA
Name and Signature of Employee
October 24, 2024

Discussed and Concurred by:

Jocelyn P. Vilela, Ph.D.
JOCELYN P. VILELA, Ph.D.
Name and Signature of Supervisor / RC Head

Approved by:

Pamela F. Resurreccion
PAMELA F. RESURRECCION,
RC Head / Chair Vice Chancellor /

Name of the Employee: SHARMIN M. SIRAD
Current Position: Administrative Aide IV
Years in the Position: 4 years & 9 months
No. of Years in MSU-IIT: 9 years & 1 month

Responsibility Center:
Section:
Name of Supervisor:

OFFICE OF ADMISSIONS, SCHOLARSHIPS AND GRANTS
JOCELYN P. VILELA, Ph.D.

Objective: (Check the appropriate box)
☒ To meet competencies of current position/designation.
☒ To increase the level of competencies of current position/designation.
☒ To acquire new competencies required in current position/designation.
☐ Others, please specify: _____

ANNUAL INDIVIDUAL DEVELOPMENT PLAN (AIDP)
 Period: JANUARY 1 to DECEMBER 31, 2025

COMPETENCY ASSESSMENT AND DEVELOPMENT PLAN

COMPETENCY (KSA) TO DEVELOP	PRIORITY NO.	LEARNING AND DEVELOPMENT INTERVENTIONS			SUPPORT/RESOURCES NEEDED	ACCOMPLISHMENT INDICATORS
		WORKPLACE LEARNING	SOCIAL LEARNING	STRUCTURED LEARNING		
Customer Service Skills	1	Provide assistance to the client's/visitor's/students' needs/ inquiries thru email, face to face client and phone call.	Coaching and mentoring from colleagues and OASG Head	Face to Face training/ seminars interaction	Special Order/Training or Budgetary Funds	Improve skills in dealing the clients/visitors, colleagues, officials and satisfied customers
Communication skills	2	Establish good communication through listening and give feedback to the client/visitors/student	Coaching and mentoring from colleagues and OASG Head	Face to Face training/Web-based interaction	Special Order/Training or Budgetary Funds	Enhance skills in interpersonal communication
Property custodian & inventory skills	3	Be proficient in managing property accountability and using software applications	Seek mentoring by the direct supervisor and colleagues.	Face to Face training/Web-based interaction	Special Order/Training or Budgetary Funds	Monitor and maintain the office equipment, and check the availability of supplies
Skills in records management system	4	Need to have skills able to use electronic records management systems (ERMS)	Coaching and mentoring from colleagues and OASG Head	Face to Face training/ seminars interaction	Special Order/Training or Budgetary Funds	Gain knowledge about the electronic records management systems (ERMS)
Lay outting, updating, Bulletin Board.	5	Know the proper way of displaying and matching of designs for bulletin board and to create a sense of community within the workplace and to keep team member engaged.	Coaching and mentoring from colleagues and OASG Head	Face to Face training/Web-based interaction	Special Order/Training or Budgetary Funds	Improve the atmosphere at work with positive thinking and motivation.
Skills in Documentation	6	Know the techniques in preparing documentation and use to create concise, professional documentation.	Consult OPI on proper way of documentation.	Face to Face training/Web-based interaction	Special Order/Training or Budgetary Funds	Create visually appealing documentation and can help complete tasks more efficiently.

Prepared by:

SHARMIN M. SIRAD
 Administrative Aide IV
 October 23, 2024

Discussed and Concurred by:

JOCELYN P. VILELA, Ph.D.
 Head OASG

Approved by:

PAMELA F. RESURRECCION,
 Vice Chancellor for Academic