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**COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION**

**Individual Faculty Development Plan**  
2nd Semester AY 2025 - 2026

**A. FACULTY INFORMATION**

|                            |                     |
|----------------------------|---------------------|
| Faculty Name               | JOLLY JOEY B. FLORA |
| Rank/Position              | Asst. Prof 4        |
| Department/Program         | <b>CBPA/BSOA</b>    |
| Employee Number            | <b>2013-1100</b>    |
| Number of Years in Service | <b>23</b>           |

**BACHELOR'S DEGREE INFORMATION**

|                        |   |
|------------------------|---|
| Program/Specialization | <b>3 -YEAR SPECIALIZED SECRETARIAL/BSOA</b> |
| Name of School         | <b>EARIST</b>                               |
| Year Completed         | 1994/2001                                   |

**MASTER'S DEGREE INFORMATION**

|                              |  |
|------------------------------|--|
| Program/Specialization       | <b>MBA</b>   |
| Name of School               | <b>EARIST</b>  |
| Degree Status                | <input type="checkbox"/> Year Completed: 2004<br><input type="checkbox"/> In Progress, Current Term: _____<br><input type="checkbox"/> Planned, Target Date to Enroll: _____ |
| Earned Units (if applicable) |  |

**DOCTORAL DEGREE INFORMATION**

|                              |   |
|------------------------------|---|
| Program/Specialization       | <b>DBA</b>  |
| Name of School               | <b>EARIST</b>   |
| Degree Status                | <input type="checkbox"/> Year Completed: _____<br><input type="checkbox"/> In Progress, Current Term: _____<br><input type="checkbox"/> Planned, Target Date to Enroll: _____ |
| Earned Units (if applicable) |   |



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**B. SCHOLARLY ACTIVITY**

**B.1. SEMINARS/TRAININGS ATTENDED** (For the past 5 years)

| <b>Types of Seminars/Trainings</b><br>(Indicate if local, regional, national or international)  | <b>Date/Place</b>        | <b>Impact on teaching</b>   |
|---|--------------------------|---|
| <b>SENDING OFF SEMINAR</b><br>'Exploring Public Communication Strategies and Office Administration Opportunities"<br>□ <b>Local</b>   | <b>APRIL 5, 2024</b>     | <b>Strengthening Communication Skill</b>                                  |
| <b>OFFICE ADMINISTRATION EXTENSION PROGRAM</b><br>Office Procedures & Personality Development Literacy Training Program: 'MASTERING OFFICE DYNAMIC: A Guide to Professional Growth and Personal Development"<br>□ <b>Local</b>        | <b>OCTOBER 11, 2024</b>  | <b>Developing, Enhancing Office Procedures Through Social Interaction</b> |
| <b>OFFICE ADMINISTRATION EXTENSION PROGRAM</b><br>Office Procedures & Personality Development Literacy Training Program: 'CREATING A CULTURE OF EXCELLENCE: Enhancing Productivity and Well-being in the Community"<br>□ <b>Local</b> | <b>NOVEMBER 22, 2024</b> | <b>Developing, Enhancing Office Procedures Through Social Interaction</b> |
| <b>INSTRUCTIONAL EXCELLENCE 2025</b><br>'Empowering JC3 Through Quality and Compliant Instructional Materials"<br>□ <b>Local</b>  | <b>OCTOBER 15, 2025</b>  | <b>Enhancing Knowledge Through JC3</b>                                    |



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|--|---------------------------------|---|
| <b>THRIVING OF WORK BUILDING<br/>ADAPTABILITY AND RESILIENCE<br/>IN TIMES OF CHANGE</b>  | <b>OCTOBER 4, 2025</b>          | <b>CAREER COMPETENCY:<br/>WORKPLACE<br/>ADAPTABILITY AND<br/>RESILIENCE</b>               |
| <b>GOOGLE WORKSPACE MADE<br/>EASY: ESSENTIAL SKILLS FOR<br/>EVERY PROFESSIONAL</b>   | <b>OCTOBER 11,<br/>2025</b>     | <b>OFFICE ADMINISTRATIVE<br/>SKILLS: GOOGLE<br/>WORKPLACE FOR<br/>OFFICE PRODUCTIVITY</b> |
| <b>BLUEPRINTS OF SUCCESS:<br/>FUNDAMENTAL KILLS IN PROJECT<br/>MANAGEMENT</b>  | <b>OCTOBER 18,<br/>2025</b>     | <b>OFFICE ADMINISTRATIVE<br/>SKILLS: PROJECT<br/>MANAGEMENT<br/>FUNDAMENTALS</b>          |
| <b>BEYOND THE DESK: SMART<br/>INITIATIVES FOR OFFICE<br/>EXCELLENCE</b>  | <b>OCTOBER 25,<br/>2025</b>     | <b>OFFICE ADMINISTRATIVE<br/>SKILLS: INITIATIVES FOR<br/>OFFICE PROFESSIONALS</b>         |
| <b>3<sup>rd</sup> INTERNATIONAL<br/>MULTIDISCIPLINARY RESEARCH-<br/>BASED EXTENSION<br/>CONFERENCE (IMREC) 2025</b><br>□ International                           | <b>NOVEMBER 19-22,<br/>2025</b> | <b>Developing Research and<br/>Extension<br/>Skills</b>                                   |
| <b>6<sup>TH</sup> INTERNATIONAL CONFERENCE<br/>ON EDUCATION, RESEARCH,<br/>TECHNOLOGY AND THE SOCIAL<br/>SCIENCE (6<sup>TH</sup> ICERTSS)</b><br>□ International | <b>DECEMBER 17-19,<br/>2025</b> | <b>Developing Research<br/>Skills</b>   |

**B.2. SEMINARS/TRAININGS INTENDED TO ATTEND TO** (For the next 5 years)

| <b>Types of Seminars/Trainings</b><br>(Indicate if local, regional, national or international)   | <b>Date/Place</b> | <b>Impact on teaching</b>                               |
|--|-------------------|---|
| <b>4<sup>th</sup> INTERNATIONAL<br/>MULTIDISCIPLINARY RESEARCH-<br/>BASED EXTENSION CONFERENCE<br/>(IMREC) 2025</b><br>□ International | <b>2026</b>       | <b>Developing Research and<br/>Extension<br/>Skills</b> |



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|---|-------------|---------------------------------------|
| <b>7<sup>TH</sup> INTERNATIONAL CONFERENCE<br/>ON EDUCATION, RESEARCH,<br/>TECHNOLOGY AND THE SOCIAL<br/>SCIENCE (6<sup>TH</sup> ICERTSS)</b><br><input type="checkbox"/> International | <b>2026</b> | <b>Developing Research<br/>Skills</b> |
|---|-------------|---------------------------------------|

**D. RESEARCH ENGAGEMENT/ACTIVITIES**

| <b>Title of Research(s)</b>  | <b>Proposal</b>          | <b>Ongoing</b>           | <b>Date<br/>intended to<br/>finish</b> |
|--|--------------------------|--------------------------|--|
| <b>Best Practices for BSOA Legal and Medical<br/>Internships (2023-2026)</b> | <input type="checkbox"/> | <input type="checkbox"/> | <b>August<br/>2026</b>                 |

**E. PROFESSIONAL ORGANIZATION ENGAGEMENT/ACTIVITIES**

| <b>Professional Organization</b> | <b>Position</b> | <b>Terms of Office</b> |
|----------------------------------|-----------------|------------------------|
|                                  |                 |                        |
|                                  |                 |                        |
|                                  |                 |                        |

**F. CURRENT TEACHING ASSIGNMENT**

| <b>Subject(s) Taught:</b> | <b>Time/Day</b> | <b>Alignment with Degree<br/>Program</b> |
|---------------------------|-----------------|--|
|---------------------------|-----------------|--|



Republic of the Philippines  
**EULOGIO "AMANG" RODRIGUEZ  
INSTITUTE OF SCIENCE AND  
TECHNOLOGY**  
Nagtahan, Sampaloc, Manila



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|--|--|--|
| PROJECT MANAGEMENT   | <b>MONDAY</b><br>10:00-11:30             | ✓ Aligned <input type="checkbox"/> Not Aligned |
|  | <b>TUESDAY</b><br>1:00-2:30<br>2:30-4:00 |  |
|  | <b>THURSDAY</b><br>10:11:30              |  |
|  | <b>FRIDAY</b><br>1:00-2:30<br>2:30-4:00  |  |
|  |  |  |
| CUSTOMER RELATIONS   | <b>MONDAY</b><br>2:30-4:00               | ✓ Aligned <input type="checkbox"/> Not Aligned |
|  | <b>THURSDAY</b><br>2:30-4:00             |  |
|  | <b>TUESDAY</b><br>10:00-11:30            |  |
|  | <b>FRIDAY</b><br>10:00-11:30             |  |
|  |  |  |
| If teaching subjects not aligned, provide justification or corrective action plan: |  |  |
| Weakness In teaching that needs retooling  |  |  |
| Strengths in teaching that you can share   |  |  |
| Prepared by:   | Reviewed by:                             | Approved by:                                   |
| <b>JOLLY JOEY B. FLORA</b>   | <b>DR. CHANDA R. TINGGA</b>              | <b>DR. WILLY O. GAPASIN</b>                    |
| Signature over printed name  | Signature over printed name              |  |



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| FACULTY | DEPARTMENT HEAD | DEAN |
|---------|-----------------|------|
|---------|-----------------|------|