



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	CBPA/BSOA
Employee Number	2013-1100
Number of Years in Service	23

BACHELOR'S DEGREE INFORMATION

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

MASTER'S DEGREE INFORMATION

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

DOCTORAL DEGREE INFORMATION

Program/Specialization	DBA
Name of School	EARIST
Degree Status	<input type="checkbox"/> Year Completed: _____ <input type="checkbox"/> In Progress, Current Term: _____ <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)

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



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

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

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



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7TH INTERNATIONAL CONFERENCE ON EDUCATION, RESEARCH, TECHNOLOGY AND THE SOCIAL SCIENCE (6TH ICERTSS) <input type="checkbox"/> International	2026	Developing Research Skills
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D. RESEARCH ENGAGEMENT/ACTIVITIES

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

E. PROFESSIONAL ORGANIZATION ENGAGEMENT/ACTIVITIES

Professional Organization	Position	Terms of Office

F. CURRENT TEACHING ASSIGNMENT

Subject(s) Taught:	Time/Day	Alignment with Degree Program



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PROJECT MANAGEMENT	MONDAY 10:00-11:30 TUESDAY 1:00-2:30 2:30-4:00 THURSDAY 10:11:30 FRIDAY 1:00-2:30 2:30-4:00	<input checked="" type="checkbox"/> Aligned <input type="checkbox"/> Not Aligned
CUSTOMER RELATIONS	MONDAY 2:30-4:00 THURSDAY 2:30-4:00 TUESDAY 10:00-11:30 FRIDAY 10:00-11:30	<input checked="" type="checkbox"/> Aligned <input type="checkbox"/> Not Aligned
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:
JOLLY JOEY B. FLORA	DR. CHANDA R. TINGGA	DR. WILLY O. GAPASIN
Signature over printed name	Signature over printed name	



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



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FACULTY	DEPARTMENT HEAD	DEAN