



## 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 <input type="checkbox"/> In Progress, Current Term: _____ <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: _____ <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
<b>SENDING OFF SEMINAR</b> ‘Exploring Public Communication Strategies and Office Administration Opportunities’ <input type="checkbox"/> Local	APRIL 5, 2024	Strengthening Communication Skill
<b>OFFICE ADMINISTRATION EXTENSION PROGRAM</b> 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
<b>OFFICE ADMINISTRATION EXTENSION PROGRAM</b> 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
<b>INSTRUCTIONAL EXCELLENCE 2025</b> ‘Empowering JC3 Through Quality and Compliant Instructional Materials’ <input type="checkbox"/> Local	OCTOBER 15, 2025	Enhancing Knowledge Through JC3



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**INSTITUTE OF SCIENCE AND**  
**TECHNOLOGY**

Nagtahan, Sampaloc, Manila



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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 <sup>rd</sup> INTERNATIONAL MULTIDISCIPLINARY RESEARCH-BASED EXTENSION CONFERENCE (IMREC) 2025 □ International	NOVEMBER 19-22, 2025	Developing Research and Extension Skills
6 <sup>TH</sup> INTERNATIONAL CONFERENCE ON EDUCATION, RESEARCH, TECHNOLOGY AND THE SOCIAL SCIENCE (6 <sup>TH</sup> ICERTSS) □ 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 <sup>th</sup> INTERNATIONAL MULTIDISCIPLINARY RESEARCH-BASED EXTENSION CONFERENCE (IMREC) 2025 □ International	2026	Developing Research and Extension Skills



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<p>7<sup>TH</sup> INTERNATIONAL CONFERENCE ON EDUCATION, RESEARCH, TECHNOLOGY AND THE SOCIAL SCIENCE (6<sup>TH</sup> ICERTSS) <input type="checkbox"/> International</p>	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	



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FACULTY	DEPARTMENT HEAD	DEAN