

Department of Social Welfare and Development

**INDIVIDUAL DEVELOPMENT PLAN
CY 2024 (Copy)**

Name of Ratee:	KARL KEVIN C. BACON
Position:	PROJECT DEVELOPMENT OFFICER II
Designation:	N/A
Office:	REGIONAL OPERATIONS CENTER
AIM:	To improve competencies and qualities of work in Capacity Building Section functionalities primarily as an administrative assistant and other technical tasks.

JOB REQUIREMENTS						
	Current Status	Target Status	Proposed Interventions to be Undertaken	Target Date	Results of Target	Remarks / Next Steps
Education	BS in Information Technology	Master's Degree	Enroll Master's Study	2024-03	Aquired Masters Degree	To enroll Master's Degree related to my course
Training	16 hours	80 hours related trainings	Attend and Enroll IT related trainings	2024-03	Completed number of hours of training/ workshop	Awaiting for learning and development interventions and recommendation from the supervisor
Eligibility	None	CS Prof / IT Prof	Attend trainings for service eligibility	2024-03	Passed and acquired certificate of Eligibility	Enroll review center and take exam
Experience	3 years of IT related functions	Experience as an ICT Instructor and Technical Tasks	Job rotation/ Trainings/ Bootcamp	2023-03	Acquired certificate in bootcamp	Enroll bootcamp for IT

CORE COMPETENCIES						
	Current Competency Level	Target Competency Level	Proposed Interventions to be Undertaken	Target Date	Results of Target	Remarks / Next Steps
Problem Solving and Descision making	Intermediate	Advance	Develop System/ Job rotation/ Trainings/ Mentoring	2024-03	Aquired advanced competency	Work in progress

Computer knowledge and skills	Intermediate	Advance	Develop System/ Job rotation/ Trainings/ Mentoring	2024-03	Maintained the learning about computer knowledge	Work in progress
Thinking strategically and systematically	Intermediate	Advance	Develop System/ Job rotation/ Trainings/ Mentoring	2024-03	Improved skills in technical assistant on training	Work in progress
Commitment to Credible Public Service	Intermediate	Advance	Develop System/ Job rotation/ Trainings/ Mentoring	2024-03	None	Work in progress
Delivering Excellent Results	Intermediate	Advance	Develop System/ Job rotation/ Trainings/ Mentoring	2024-03	None	Work in progress
Personal Effectiveness	Intermediate	Advance	Develop System/ Job rotation/ Trainings/ Mentoring	2024-03	None	Work in progress
Commitment to Credible Public Service	Intermediate	Advance	Develop System/ Job rotation/ Trainings/ Mentoring	2024-03	None	None
Delivering Excellent Results	Intermediate	Advance	Develop System/ Job rotation/ Trainings/ Mentoring	2024-03	None	None
Personal Effectiveness	Intermediate	Advance	Develop System/ Job rotation/ Trainings/ Mentoring	2024-03	None	None

MANAGERIAL / LEADERSHIP COMPETENCIES						
	Current Competency Level	Target Competency Level	Proposed Interventions to be Undertaken	Target Date	Results of Target	Remarks / Next Steps
Collaborating and Networking	Basic	Basic	Basic	2024-03	Acquired	Work in progress
Creating an Environment for Learning and Growth	Basic	Basic	Basic	2024-03	Acquired	Work in progress
Engaging and Inspiring Teams	Basic	Basic	Basic	2024-03	Acquired	Work in progress
Facilitating Change and Innovation	Basic	Basic	Basic	2024-03	Acquired	Work in progress
Planning and Organizing	Basic	Basic	Basic	2024-03	Acquired	Work in progress
Problem Solving and Decision Making	Basic	Basic	Basic	2024-03	Acquired	Work in progress
Thinking Strategically and Systematically	Basic	Basic	Basic	2024-03	Acquired	Work in progress

FUNCTIONAL COMPETENCY						
	Current Competency Level	Target Competency Level	Proposed Interventions to be Undertaken	Target Date	Results of Target	Remarks / Next Steps

Study and evaluate current IT system and business processes of the department	Intermediate	Advance	Develop System ,Trainings, Workshops & Seminars	2024-03	Acquired	Work in progress
Assist in planning, preparation of application and database schema based from the evaluation	Intermediate	Advance	Develop System ,Trainings, Workshops & Seminars	2024-03	Acquired	Work in progress
Design, develop advance web-based/ mobile application software/ database system and data warehouse concept	Intermediate	Advance	Develop System ,Trainings, Workshops & Seminars	2024-03	Acquired	Work in progress
Facilitate systems and database enhancement as applicable	Intermediate	Advance	Develop System ,Trainings, Workshops & Seminars	2024-03	Acquired	Work in progress
Perform other advance programming task to enhance and integrate existing application/ software/ databse system	Intermediate	Advance	Develop System ,Trainings, Workshops & Seminars	2024-03	Acquired	Work in progress
Provide assistance to the other units in responding to the grievance, complains, or requests especially when there is an influx of tickets received.	Intermediate	Advance	Develop System ,Trainings, Workshops & Seminars	2024-03	Acquired	Work in progress
Performs clerical tasks as needed; and	Intermediate	Advance	Develop System ,Trainings, Workshops & Seminars	2024-03	Acquired	Work in progress
Perform other related tasks as may be assigned	Intermediate	Advance	Develop System ,Trainings, Workshops & Seminars	2024-03	Acquired	Work in progress

Prepared by:

KARL KEVIN C. BACON

Date: 08/06/2024

Position:

**PROJECT DEVELOPMENT OFFICER
II**

Recommending Approval:

JEAN PAUL S. PARAJES

Date: _____

Position:

CHIEF, PROM

Approved by:

JEAN PAUL S. PARAJES

Date: _____

Position:

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