



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. 00624
Series of 2023

TO : ALL OFFICES, SERVICES, DIVISIONS, SPECIAL PROGRAMS, AND
ATTACHED OFFICES UNDER THE OFFICE OF THE CHIEF
MINISTER
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : GUIDELINES IN ACCOMPLISHING THE INDIVIDUAL
DEVELOPMENT PLAN (IDP)

DATE : 22 RAJAB 1444 AH | 13 FEBRUARY 2023

1. The Office of the Chief Minister - Bangsamoro Autonomous Region in Muslim Mindanao (OCM-BARMM) is committed to implementing the Moral Governance framework, which carries with it the means to develop a strong learning culture among its workforce, where everyone is able to achieve their full potential, consequently boosting job satisfaction, and improving efficient delivery of basic services in the region.
2. Among the existing tools to address the gaps in the performance of our workforce is the *Individual Development Plan (IDP)*. It is a document agreed upon by the employees and their respective supervisors, approved by the head of office, creating a plan of action to improve the former's knowledge, skills, and abilities to help them perform at optimum level, and contribute to the accomplishment of the OCM's overall mandate and goals.
3. IDP can help employees and their supervisors outline an actionable plan for career growth and professional development by strengthening identified weaknesses, improving performance, sharpening established skills and competencies, providing insight to both short- and long-term career goals, and consequently, boosting employee engagement.
4. The aforesaid document is consistent with the provisions of the existing OCM Policies on Learning and Development (L&D), and Strategic Performance Management System (SPMS). In view of this, all offices, services, and divisions are enjoined to observe the herein guidelines in fulfilling the IDP Form.

a. Generic Guidelines in accomplishing the IDP form

- i. The IDP Form can be accomplished either digitally or handwritten, but it must be submitted in printed form, duly signed by the employee, supervisor, and the head of the office;
- ii. The format indicated in the IDP template must be followed, i.e., Family/Last Name, First/Given Name, Middle Initial;
- iii. The current position must be indicated, including its appropriate parenthetical title;
- iv. The number of years in the position and in the present office must be specified, including the months if in excess of the year indicated therein;
- v. Abbreviations and acronyms in writing the Office, Service, or Division represented must be avoided. If under a Service, please indicate the latter before the Division (e.g. Office of the Chief of Staff – Protocol Division);
- vi. Individual employees must affix their signature first, followed by the supervisor, and lastly, the head of office;
- vii. Accomplished IDP Forms must be submitted, together with the rated IPCRF, to the SPMRT Expanded Secretariat for endorsement to the Personnel Development Committee (PDC) Chair, attention to the PDC Secretariat from the AMS – Human Resource Management Division;
- viii. The foregoing IDPs shall serve as one of the bases for the design of the OCM Human Resource Development Plan (HRDP).

b. Specific Guidelines in accomplishing the IDP form

- i. First, the employees must determine their **Goal/s**. They must objectively note any areas in their performance that could use more attention for opportunities for improvement (OFI). Identify negative gaps that can be closed through trainings or positive gaps that can be reinforced by capacity development interventions. Specifically, focus on goals that can help them perform their job-related tasks efficiently;
- ii. Second, consider which learning opportunities may be available to them and list under the **Development Activity** column. These activities should directly complement the goal/s they want to achieve. The more precise and detailed the development activity is, the more smart and attainable the plan is. Thus, the type of activity

should be described as but not limited to classroom training, shadowing, cross-posting, coaching, or self-development, as may be appropriate;

- iii. Determine the resources required under the **Support Needed** column. Consider how much time, money, and training may be used to achieve the employee's objectives based on what is appropriate for the latter's current situation. Thus, if the office has limited budget, or is severely understaffed, and unable to allow employees to attend full-time training programs, the employee may use free video lectures, and read books from the library *after work* to build skills or gain more knowledge. Other basic requirements must also be indicated such as *Travel Authority* if the development activity is conducted out of office, identified Officer-in-Charge in case the employee needs someone to assume his/her responsibilities while training is ongoing, and other similar conditions;
- iv. The last column called **Tracking Method** consists of three sub-columns that contain the expected progress from the employee through the identified interventions: [a] *Deadline* must include the specific time that the employee must complete the identified intervention; [b] *Achievement Review Mid-Year* must specify the skills that the employee must acquire or exhibit after the intervention, as may be evaluated by the SPMRT Secretariat; [c] *Date Accomplished* or the actual date that the identified intervention is completed.

c. Different approaches in closing negative gaps or reinforcing positive gaps in performance

A performance gap is the difference between an employee's current performance and the desired performance. It may either be negative or positive. Employees have negative performance gap when they have to perform a certain task in their role, but do not know how to complete it. Strategically used as part of performance management process, performance gaps are a result of lack of knowledge, expertise, or skill in a specific area pertaining to an employee's role which may be closed through development interventions or an IDP.

A positive gap usually indicates the employee is ready to take on more responsibilities and a higher role in the organization. This may be addressed through promotion, designation, or recognition. But where learning and development is concerned, a positive gap may be reinforced by rewarding the employees with development opportunities to fortify the outstanding performance they are exhibiting through interventions such as but not limited to scholarships, exchange programs, or assuming advanced roles (e.g. Acting or OIC capacity) in preparation for a future career growth. Some of the approaches that may be adopted are as follows:

- i. **Formal Classroom Training.** Internal or external trainings from duly accredited Learning Service Provider (LSP), whether face to face or online.
 - ii. **On-the-Job-Training.** This may include *Coaching* on the job from direct supervisor or colleague, *Knowledge sharing and learning session* on a specific topic, *Shadowing* or *Cross-posting* under the guidance of a colleague, direct supervisor, or heads from other offices.
 - iii. **Self-Development.** This approach may include self-study, taking evening or weekend courses on a certain topic, watching educational or training videos, reading books and other publications / journals, working on online tutorials or computer - assisted training program, and webinars, among others.
 - iv. **Specialized developmental activities/interventions.** This approach may include special work project on a certain topic or research, additional responsibility requiring technical competencies, Cross-Program, Rotational assignment, Task Force or Committee assignment on area/s outside the individual's line of work.
5. For other relevant details, please refer to the *Learning and Development Policy*, and salient provisions in the *Strategic Performance Management System Policy* of the OCM.
 6. Attached is a sample accomplished IDP Form (*Annex A*) for your reference. For other concerns and clarifications, please contact the *AMS-Human Resource Management Division*.

For information and guidance.

By Authority of the Chief Minister
AHOD B. EBRAHIM

ABDULRAOF A. MACACUA
Senior Minister

OCM-BARMM RD-AMS
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Bangsamoro Autonomous Region in Muslim Mindanao	
Office of the Chief Minister	
OFFICE OF THE SENIOR MINISTER	
RELEASED	
Name: ABDUL AZIS LU ALI	h 8:40 AM
Date: FEB 20 2023	Time: 8:40 AM

RECEIVED FOR ROUTING	
By: MASNAH K. MIDTIMBANG	
Date: 20 FEB 2023	
Time: 9:10 AM	

INDIVIDUAL DEVELOPMENT PLAN (IDP)

1. Name (Last, First, MI)	ABDUL, Fareeq L.	6. Period	1 st Semester 2023
2. Current Position	Administrative Officer III (Records Officer II)	7. Division/Department	Administrative Management Service - Human Resource Management Division
3. Salary Grade	SG 14	8. Office/Agency	Office of the Chief Minister
4. Years and/or months in the Position	2 years and 2 months	9. Supervisor's Name (Last, First, MI)	
5. Years and/or months in present Office	3	DARIUS, Fatima O.	

DEVELOPMENT PLAN

Goal	Development Activity	Support Needed/ Involvement of Others	Tracking Method/ Completion Date		
			Deadline	Achievement Review Mid-Year	Date Accomplished
Have knowledge on computer programming and be able to efficiently lead the HRIS section of HRMD	Take crash course on computer programming	Allow the use of official time for training	30 June 2023	Able to do simple programming	(Actual date)
Understand the intricacies and implementation of Strategic Performance Management System (SPMS) as SP MART Expanded Secretarial member	SPMS Training	Official Training fund, time, and authority to attend	Before the end of the 1 st semester of 2023	Able to check Individual Performance Commitment Review (IPCR) Form without supervision	(Actual date)
Improve technical writing skills	Watch video programs about technical writing after work	Approved or recommended video program, books, and e-books on technical writing	Before the end of the 1 st semester of 2023	Ability to draft guidelines with minimal errors	(Actual date)

11. Employee's Signature	Date	12. Supervisor's Signature	Date	13. Head of Office's Name and Signature	Date