Polytechnic University of the Philippines

**HUMAN RESOURCE DEVELOPMENT PLAN**

For the Calendar Year 2013

**College/Office/Department/Branch/Campus**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Administrative Employees**  ***(PERMANENT / CASUAL)*** | **Highest Educational Attainment** | **Designation / Position** | **Academic Program / Training**  **Last Attended** | **No. of Years / No. of Days or Hours** | **Start** | **End** | **Academic Program / Training**  **to Undertake** | **No. of Years / No. of Days or Hours** | **Start** | **End** |
| (Month/Year) | (Month/Year) | (Month/Year) | (Month/Year) |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

*(Please use additional sheet/s if necessary)*

***Instructions:***

|  |  |
| --- | --- |
| ***Academic Program / Training*** | *Identify long-term and short-term capability building programs attended or planning to undertake such as masters or doctoral studies, graduate diploma, seminar-workshops with certificate of completion. Attendance in conferences, conventions, fora, colloquia and other trainings which do not issue certificate of completion are not considered.* |
| ***No. of Years / No. of Days or Hours*** | *Indicate the length of period in terms of years / days or hours the academic program/training the concerned employee has completed or is planning to undertake.* |