

Topic	Midyear progress in relation to the individual performance (stated 3 goals) and developmental goal.	Created On	03/30/2025
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Participant	Elizabeth Delgado	<div> Edit ▼ </div>	
Associated Check-ins	03/31/2025		

Notes

- Shared Notes

1. To actively participate in the organization's activities that may require participation and support.

 - Able to attend and give support to necessary trainings, events and online courses that also boost may knowledge in knowing the organization.
 - It also helped me gain knowledge and view of the type of programs and projects happening in the field office.
 - Able to demonstrate understanding with the organization's core values in terms of work and partnering.
2. To provide technical support and coordination within the field office.

 - Able to facilitate incoming and outgoing mails and communications.
 - Able to facilitate gathering relevant information and documents in behalf of the field office.
 - Been able to provide support in terms of communication and coordination with other field office staff and cluster offices to ensure proper flow of relevant communication.
3. To provide administrative support in ensuring proper coordination within the field office.

 - Able to give support in handling and managing office equipment and supplies in maintaining office conditions.
 - Able to provide documentation assistance to the field office.
 - Able to assist and provide support in terms to related administrative concerns (PR, VR, review and processing of OT files).

Developmental Goal

To take part in pertinent trainings that could actually help me progress as well as to strengthen my communication and organizational skills.

- I was able to attend pertinent trainings and online courses that helped me gain insight in terms of the organization's mission and purpose.
- I was able to effectively learn to work with others through collaborative efforts and sharing of ideas through trainings.

Next developmental goal

I will develop the competencies of an effective Technical Assistant to better hone my skills and be more effective with my role.

- I will perform my identified milestones above to achieve my stated goals.
- I will monitor my own performance progress and areas that needs improvement in terms of skills for my role.
- I will seek mentoring from my fellow TAs in other field offices.
- I will seek guidance and mentoring from my supervisor.
- I will complete related online courses (WV campus and workday) and relevant trainings that would help me develop and enhance my skills for my role.

EAD COMMENTS:

* April possesses a good working attitudes, listens attentively and there's development with her role as Technical assistant. She needs to improve as administrative staff like supporting the SCM team in terms of the supplies and materials being delivered in the office. Materials that were placed inside the office, she needs to be proactive to check and place in a proper location. She also needs to check the back of the office for any supplies or materials need disposal.