



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

September 20, 2022

**REGIONAL MEMORANDUM**

No. **1063**, s. 2022

**CALL FOR NOMINATIONS FOR PUBLIC MANAGEMENT DEVELOPMENT PROGRAM  
SENIOR EXECUTIVE CLASS BATCH 12 AND MIDDLE MANAGERS CLASS BATCH 31  
OF THE DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP)**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is a communication letter from Atty. Engelbert C. Caronan Jr., MNSA, CEO and President, DAP dated September 15, 2022, inviting nominations to the Public Management Development Program (PMDP) Senior Executive Class (SEC) Batch 12 and Middle Managers Class (MMC) Batch 31 which will open on January 16, 2023 and February 20, 2023 respectively.
2. Attached are the call for nomination and the list of qualifications and admission requirements which should be submitted via links provided in the attachments
3. The nominees must submit the hard copies of the required documents to the HRDD Chief, Dr. Alejandra B. Lagumbay, and the e-copies of the admission requirement to through [hrdd.region8@deped.gov.ph](mailto:hrdd.region8@deped.gov.ph) not later than December 23, 2022 MMC for Batch 31 nominees and January 20, 2023 for SEC Batch 12 nominees.
4. Immediate dissemination of and compliance with this memorandum are desired.

*Eri*  
  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

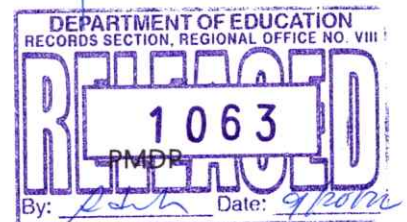
Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

DEVELOPMENT ACADEMY OF THE PHILIPPINES      NOMINATIONS

HRDD-NEAP-R-MCP



Government Center, Candahug, Palo, Leyte  
(053) 323-3156 | [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
ISO 9001:2015 Certified

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 1



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# Development Academy of the Philippines

The National Productivity Organization

15 September 2022

OFFICE OF THE DIRECTOR IV		Signature
Date and Time Received	16 SEP 2022	<i>[Signature]</i>
Date and Time Released	16 SEP 2022	<i>[Signature]</i>

**DR. EVELYN R. FETALVERO**  
 Regional Director  
 Department of Education - Region VIII  
 Candahug, Palo, Leyte

DEPARTMENT OF EDUCATION  
**RECEIVED**  
 RECORDS DIVISION  
 SEP 16 2022 8:43  
 BY: \_\_\_\_\_ TIME: 4:34

Dear **Regional Director Fetalvero**:

Greetings of good health from the Development Academy of the Philippines (DAP)!

The Public Management Development Program (PMDP) continues to provide opportunities to foster professionalism and promote stability in the bureaucracy by producing a corps of development-oriented, competent, dedicated and honest government senior executives and middle managers.

In line with this, we are pleased to invite nominations from your agency for the following classes:

Classes	Opening Date	Deadline of Submission
Middle Managers Class (MMC) Batch 31	January 16, 2023	November 15, 2022
Senior Executives Class (SEC) Batch 12	February 20, 2023	November 30, 2022

The MMC is designed for Division Chiefs (SG 24) or those in equivalent positions who are in succession for 3rd level posts, aged 50 years and below. Designated OIC-Division Chiefs for at least a year are also eligible for nomination. The MMC is also open to high-performing and high-potential specialists with SG 18 to SG 23.

The SEC is for incumbents of directorship positions with Salary Grade 25 and up, or OICs for at least a year, aged 55 years and below. For both classes, nominees must be in good health and must not have any ongoing or pending completion of post-graduate studies at the time of the application.

You will be pleased to know that PMDP has been partially reverted back to its residential design with some modules being held in-person in our conference center in Tagaytay City under a bubble arrangement. Whether virtual or onsite, training is compact and intensive, being conducted only by experts in the various fields of study.

Given the rigor of the Program and per policy set by the National Government's Career Executive Service Development Program (NGCESDP) Steering Committee, scholars should be relieved from their official duties and be considered on study leave for the duration of the six-month training for them to be able to focus and maximize learning from the Program.

Participating agencies are also encouraged to provide scholars with the necessary support such as transportation expenses and internet access e.g. data allowance to ensure uninterrupted participation.

Attached is the list of qualifications and admission requirements which should be submitted via <http://bit.ly/pmdponlinesubmissionsMMC> for MMC and <http://bit.ly/pmdponlinesubmissionsSEC> for SEC. Subsequently, hard copies of the complete admission documents must be sent to DAP Bldg., San Miguel Avenue, Ortigas Center, Pasig City.

For inquiries, feel free to contact Program Manager Ms. Reina Carmelita F. Young at mobile number 0956-3849434 for SEC, and Mr. Jhonn Robert N. Javier at 0969-5867046 or 0995-9406943 for MMC. Inquiries may also be directed via email at [pmdp.admissions@dap.edu.ph](mailto:pmdp.admissions@dap.edu.ph).

Thank you and we look forward to receiving the nominations from your agency!

Very truly yours,

*Engelbert C. Caronan*  
**ATTY. ENGELBERT C. CARONAN, JR., MNSA**  
 President and CEO

*m email  
7/16/22*



# MIDDLE MANAGERS CLASS

## QUALIFICATIONS

- Incumbents of **SG 18 to SG 24** permanent / regular positions (*designated OIC-Division Chiefs for at least a year are also eligible for nomination*)
- Must be **50 years old or below** at the time of application and class opening
- Filipino citizen
- At least a bachelor's degree holder
- Nominated by the Head of the Agency (*Note: Nominations made by the Regional Directors and other officers vested with the authority to nominate must be certified/confirmed by the Central Office*)
- From a national line agency or its attached agencies, constitutional offices, legislative and executive offices, and government-owned and controlled corporations, and SUCs
- Has Very Satisfactory or Outstanding performance rating for the **past two years**
- Must be in government service for at least two (2) years
- Must not have any ongoing or pending completion of post-graduate studies at the time of the application
- Has no pending administrative and/or criminal case
- Did not go on habitual leave (max of 2 months/year, excluding maternity leave)
- Must be in good health (no debilitating, chronic illnesses or serious health condition)
- Must have excellent communication skills (both oral and written)
- Willing to sign the PMDP Letter of Conforme once accepted
- Willing to render at least a year of service in his/her agency after completion of the Program through a Service Contract

## ADMISSION REQUIREMENTS

REQUIREMENTS	DESCRIPTION	TO BE ACCOMPLISHED BY:
Form A	Nomination Form	• Head of the Agency
Form B	Assessment by the Immediate Supervisor	• Immediate Supervisor of the Nominee
Form C	Agency Screening Certification	• HR/Scholarship Personnel / Administrative Officer)

<b>Form D</b>	Declaration of Medical Illness/es	• Nominee
<b>Form E</b>	Physician's Certification	• Physician from a Government or Private Hospital or the Nominee's Agency Clinic/Hospital
<b>Laboratory Results</b>	Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalysis, and Chest X-ray (within the last 6 months at the time of application)	
<b>CSC Form 212</b>	Updated Personal Data Sheet	• Nominee
<b>CSC Form 33</b>	Appointment Paper (Certified True Copy)	• Nominee / HR Officer
<b>Designation Order (if applicable)</b>	Certified True Copy	• Nominee
<b>Certification of IPCR Ratings (with Adjectival Rating) for the past two (2) years (2020 and 2021)</b>	Original Signed Copy	• HR Officer
<b>Certificate of No Pending Administrative/Criminal Case</b>	Original Signed Copy	• HR Officer / Legal
<b>Transcript of Records</b>	Certified True Copy of TOR from last school attended	• Nominee
<b>Birth Certificate</b>	Copy of NSO/PSA-issued Birth Certificate	• Nominee
<b>Organizational Chart (reflecting your name/position/level)</b>	Certified True Copy	• Nominee / HR Officer
<b>Certification Form</b>	Nominee Certification Form	• Nominee
<b>PMDP Letter of Conforme</b>	<i>(To be submitted once accepted into the Program only)</i>	• Nominee and the Head of the Agency / Nominating Officer



PUBLIC MANAGEMENT  
DEVELOPMENT  
PROGRAM

The PMDP Forms can be downloaded from: <https://bit.ly/PMDPMMCForms>

Submit the e-copies of admission requirements via: <http://bit.ly/pmdponlinesubmissionsMMC>

Hard copies shall be submitted to:

PMDP, DAP Building, San Miguel Avenue  
Ortigas Center, Pasig City 1600  
Attn: Angelica D. Ranas

#### FOR MORE INFORMATION



(02) 8631-2128      0995-9406943  
8631-0921 local 125      0969-5867046



[pmdp.admissions@dap.edu.ph](mailto:pmdp.admissions@dap.edu.ph)



[pmdp.dap.edu.ph](http://pmdp.dap.edu.ph)



# SENIOR EXECUTIVES CLASS

## QUALIFICATIONS

- Incumbents of **SG 25 and above** permanent / regular positions (*designated OIC-Division Chiefs for at least a year are also eligible for nomination*)
- Must be **55 years old or below** at the time of application and class opening
- Filipino citizen
- At least a bachelor's degree holder
- Nominated by the Head of the Agency (*Note: Nominations made by the Regional Directors and other officers vested with the authority to nominate must be certified/confirmed by the Central Office*)
- From a national line agency or its attached agencies, constitutional offices, legislative and executive offices, and government-owned and controlled corporations, and SUCs
- Has Very Satisfactory or Outstanding performance rating for the **past two years**
- Must be in government service for at least two (2) years
- Must not have any ongoing or pending completion of post-graduate studies at the time of the application
- Has no pending administrative and/or criminal case
- Did not go on habitual leave (max of 2 months/year, excluding maternity leave)
- Must be in good health (no debilitating, chronic illnesses or serious health condition)
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<b>Form D</b>	Declaration of Medical Illness/es	• Nominee
<b>Form E</b>	Physician's Certification	• Physician from a Government or Private Hospital or the Nominee's Agency Clinic/Hospital
<b>Laboratory Results</b>	Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalysis, and Chest X-ray (within the last 6 months at the time of application)	
<b>CSC Form 212</b>	Updated Personal Data Sheet	• Nominee
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<b>Designation Order (if applicable)</b>	Certified True Copy	• Nominee
<b>Certification of IPCR Ratings (with Adjectival Rating) for the past two (2) years (2020 and 2021)</b>	Original Signed Copy <i>(Note: OPCR/DPCR/CESPE for SEC nominees)</i>	• HR Officer
<b>Certificate of No Pending Administrative/Criminal Case</b>	Original Signed Copy	• HR Officer / Legal
<b>Transcript of Records</b>	Certified True Copy of TOR from last school attended	• Nominee
<b>Birth Certificate</b>	Copy of NSO/PSA-issued Birth Certificate	• Nominee
<b>Organizational Chart (reflecting your name/position/level)</b>	Certified True Copy	• Nominee / HR Officer
<b>Official Passport</b>	Photocopy of Pages 2-3	• Nominee
<b>Certification Form</b>	Nominee Certification Form	• Nominee
<b>PMDP Letter of Conforme</b>	<i>(To be submitted once accepted into the Program only)</i>	• Nominee and the Head of the Agency / Nominating Officer



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8631-0921 local 125      0969-5867046



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