



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

October 9, 2023

REGIONAL MEMORANDUM

No. **1098** s. 2023

**CALL FOR SUBMISSION OF NOMINEES FOR THE DEVELOPMENT ACADEMY
OF THE PHILIPPINES – PUBLIC MANAGEMENT AND DEVELOPMENT
PROGRAM MIDDLE MANAGERS CLASS BATCH 33 AND SENIOR
EXECUTIVE CLASS BATCH 13**

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2023-1468 issued by Usec. Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, dated October 2, 2023, this Office, through the Human Resource Development Division (HRDD), informs all concerned regarding the Call for Submission of Nominees for the Development Academy of the Philippines-Public Management and Development Program Middle Managers Class Batch 33 and Senior Executive Class Batch 13 which will both commence on early 2024.
2. Immediate dissemination of this Memorandum is desired.

fr
EVELYN R. FETALVERO, CESO IV
Regional Director *100*

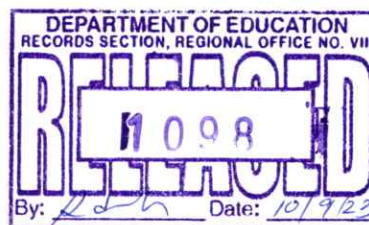
Enclosures: As stated

References: As stated

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

DAP
MMC
PMDP
SEC

HRDD-RVR





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM

DM-OUHROD-2023-1468

FOR : **UNDERSECRETARIES**
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
HEAD/ CHIEF OF DIVISION AND UNIT
OTHER CONCERNED PERSONNEL

FROM : **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **Call for Submission of Nominees for the Development Academy of the Philippines - Public Management and Development Program Middle Managers Class Batch 33 and Senior Executive Class Batch 13**

DATE : 2 October 2023

The Development Academy of the Philippines (DAP) has recently opened the nominations for the Public Management Development Program for Middle Managers Class Batch 33 and the Senior Executive Class Batch 13 which will both commence on early 2024.

The Middle Managers Class (MMC) is designed to transform division chiefs, promising section chiefs and high-potential specialists into development-oriented, peak performing, dedicated and honest leaders preparatory for a Senior Executive and Middle Manager post and willing to take classes for a period of 12 months with six months in residency.

On the other hand, the Senior Executive Class is designed for incumbents of positions with Salary Grade 25 and above, or OICs of such positions for at least a year, aged 55 years and below and willing to take classes for a period of 50 days (about one and a half months) spread across 10 months.

For both classes, scholars shall undergo flexible learning mode of training and work on their respective Capstone Plan/Project that will impact the delivery of DepEd's critical services. Successful applicants shall receive full government scholarships. The MMC and SEC scholars who satisfy all the academic requirements of the program will be conferred with a Master's degree in Development Management and Diploma in Development Management, respectively.

The qualifications and other pertinent information about the MMC and SEC are as follows:

MIDDLE MANAGERS CLASS (MMC)	SENIOR EXECUTIVE CLASS (SEC)
Qualifications	
<ul style="list-style-type: none"> a. Incumbent of a permanent position with Salary Grade 18-24, designated as at least Section or Division Chief, or incumbent Officer-in-Charge for at least one year b. Aged 50 years old and below at the time of the PMDP-MMC conduct c. possessing at least a Bachelor's Degree d. Duly nominated by the head of office (with forms approved by the Regional Directors for Regional Offices (RO) and School Division Offices (SDO), and at least Bureau/Service Director for Central Office) e. Attained Very Satisfactory (VS) or outstanding performance rating for the past two years f. Without pending administrative and/or criminal case g. Did not go on habitual leave (max of 2 months/year), excluding maternity leave h. Willing to render at least a year of service after completing the program through a service contract i. Possesses managerial and leadership potential j. With good character and commitment to public service k. Possessing intellectual and creative capacities l. In good health (no debilitating, chronic illnesses or serious health condition) m. With excellent communication skills (both oral and written) 	<ul style="list-style-type: none"> a. Must be in government service for at least two years b. Occupying executive positions (including OICs) for at least one year c. Aged 55 years old and below at the time of the PMDP-SEC d. High performing and high potential (HPHP) employees with Salary Grade 25 or higher e. Without pending administrative and/or criminal case f. Attained Very Satisfactory or Outstanding performance rating for the past two years g. Must not have any ongoing or pending completion of post-graduate studies at the time of the application h. Did not go on habitual leave (max. of two months/years) i. Must be in good health (no debilitating, chronic illnesses or serious health condition) j. Willing to render time of 50 days spread across 10 months to complete the program k. Willing to sign a Tripartite Memorandum of Agreement with DAP and his/her agency l. Willing to render at least a year of service in his/her agency after completion of the Program through a Service Contract
Downloadable Forms/ Templates	
https://bit.ly/PMDPMMCFORMS	https://bit.ly/PMDPSECFORMS
Submission Links	
https://bit.ly/pmdponlinesubmissionsMMC	https://bit.ly/pmdponlinesubmissionsSEC

MIDDLE MANAGERS CLASS (MMC)	SENIOR EXECUTIVE CLASS (SEC)
Deadline of Submission	
17 November 2023	01 December 2023
Conferred Title upon completion	
<i>Certificate of Completion of Residential Training</i> <ul style="list-style-type: none"> - upon completion of all training modules <i>Diploma in Development Management</i> <ul style="list-style-type: none"> - upon completion of all academic requirements including the acceptance of the Capstone Project Plan <i>Master in Development Management</i> <ul style="list-style-type: none"> - upon successful implementation of the Capstone Project and the approval of the Final Capstone Project Report 	<i>Certificate of Completion of Residential Training</i> <ul style="list-style-type: none"> - upon completion of all training modules <i>Diploma in Development Management</i> <ul style="list-style-type: none"> - upon completion of all academic requirements including the acceptance of the Capstone Paper

Each SDO, RO, and Bureau/Service may submit maximum of two qualified nominees with applications and forms approved by respective Regional or Bureau/Service Directors (see Annexes) **through the links provided** and must copy furnish the Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) via email through bhrod.hrdd@deped.gov.ph following this format on the subject line: *[DAP-PMDP MMC 33/SEC 13]_Surname, First Name of Nominee_Region/Office/Bureau.*

The nominees shall undergo the preliminary screening, examination, and interview to be conducted by DAP and only qualified nominees shortlisted by DAP shall be notified by the Department. Only those nominees who have submitted complete forms and requirements will be processed by DAP Admission Office. Successful nominees must file their travel authority in accordance with DO No. 43 and 46 s. 2022, *Omnibus Travel Guidelines for all Personnel of the Department of Education* and shall charge their travelling and other incidental expenses through their respective office local funds in accordance with the usual accounting and auditing rules and regulations.

For queries, please contact Mr. Siljohn Rey Salazar of BHROD-HRDD at (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph.

For your appropriate action.

[BHROD-HRDD/Salazar]



MIDDLE MANAGERS CLASS

QUALIFICATIONS

- High-performing and high-potential Division Chief (SG 24) or those in equivalent positions who are in succession for 3rd level posts; designated OIC-Division Chiefs for at least a year or fast tracker specialists with SG 18 to SG 23.
- **50 years old or below** at the time of class opening
- Good health (no debilitating, chronic illnesses or serious health condition)
- Filipino citizenship
- Bachelor's Degree
- Nomination by the Head of the Agency (*Note: Nominations made by the Regional Directors and other officers vested with the authority to nominate must be endorsed by the Central Office*)
- Permanent employment status in a national line agency or its attached agencies, constitutional offices, legislative and executive offices, and government-owned and controlled corporations, and SUCs
- Two (2) - year government service
- Very Satisfactory or Outstanding performance rating for the **past two years**
- No ongoing post-graduate studies at the time of the application
- No pending administrative and/or criminal case
- No habitual leave (max of 2 months/year, excluding maternity leave)
- Excellent communication skills (both oral and written)
- Agreement to the PMDP Letter of Conforme once accepted
- Agreement to render at least a year of service in his/her agency after completion of the Program through a Service Contract

ADMISSION REQUIREMENTS

REQUIREMENTS	TO BE ACCOMPLISHED BY:	TO BE SUBMITTED IN:
PMDP MMC Form A (Nomination Form)	Head of the Agency	<p>Original physical and digital copies</p> <p><i>Original physical copies must be submitted to:</i> Development Academy of the Philippines Public Management Development Program DAP Building, San Miguel Avenue Ortigas Center, Pasig City, 1600 Attn: Angelica D. Ranas</p> <p><i>Please upload the documents via:</i> http://bit.ly/pmdp-online-submissions-MMC</p>
PMDP MMC Form B (Assessment by the Immediate Supervisor)	Immediate Supervisor of the Nominee	
PMDP MMC Form C (Agency Screening Certification)	HR / Scholarship Personnel / Administrative Officer	
PMDP Form D (Self-Declaration of Medical Illness/es)	Nominee	
PMDP Form E (Physician's Certification)	Physician from a Government or Private Hospital or the Nominee's Agency Clinic/Hospital	
Laboratory Results (Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalalysis, and Chest X-ray (within the last 6 months at the time of application))		
CSC Form 212 Updated Personal Data Sheet	Nominee	
Certificate of No Pending Administrative/Criminal Case (Original Signed Copy)	HR Officer / Legal	
Certified True Copy of Transcript of Records (TOR from last school attended)	Nominee	
Nominee Certification Form	Nominee	
PMDP Letter of Conformance (To be submitted once accepted into the Program only)	Nominee and the Head of the Agency / Nominating Officer	

REQUIREMENTS	TO BE ACCOMPLISHED BY:	TO BE SUBMITTED IN:
Certified True Copy of CSC Form 33 (Appointment Paper)	Nominee / HR Officer	Digital Copies Only <i>Please upload the documents via:</i> http://bit.ly/pmdponlinesubmissionsMMC
Certified True Copy of Designation Order (If applicable)	Nominee	
Copy of IPCR with Adjectival Rating for the past two (2) years (2022 and 2023)	<ul style="list-style-type: none"> • HR Officer <i>Note: In case of unavailability, a certification from the HR must be submitted</i>	
Copy of NSO/PSA-issued Birth Certificate	Nominee	
Certified True Copy of Organizational Chart (reflecting the applicant's name/position/level)	Nominee / HR Officer	

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

FOR MORE INFORMATION



(02) 8631 2128
(02) 8631 0921 local 125, 126, 127



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Public Management Development Program



SENIOR EXECUTIVES CLASS

QUALIFICATIONS

- Directors (SG 25 and above) or those in equivalent positions. Designated OIC-Directors for at least a year are also eligible for nomination.
- **55 years old or below** at the time of class opening
- Good health (no debilitating, chronic illnesses or serious health condition)
- Filipino citizenship
- Bachelor's Degree
- Nomination by the Head of the Agency (*Note: Nominations made by the Regional Directors and other officers vested with the authority to nominate must be endorsed by the Central Office*)
- Permanent employment status in a national line agency or its attached agencies, constitutional offices, legislative and executive offices, and government-owned and controlled corporations, and SUCs
- Two (2) - year government service
- Very Satisfactory or Outstanding performance rating for the **past two years**
- No ongoing post-graduate studies at the time of the application
- No pending administrative and/or criminal case
- No habitual leave (max of 2 months/year, excluding maternity leave)
- Excellent communication skills (both oral and written)
- Agreement to the PMDP Letter of Conforme once accepted
- Agreement to render at least a year of service in his/her agency after completion of the Program through a Service Contract

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PMDP SEC Form A (Nomination Form)	Head of the Agency	Original physical and digital copies <i>Original physical copies must be submitted to:</i> Development Academy of the Philippines Public Management Development Program DAP Building, San Miguel Avenue Ortigas Center, Pasig City, 1600 Attn: Angelica D. Ranas Please upload the documents via: http://bit.ly/pmdponlinesubmissionsSEC
PMDP SEC Form B (Assessment by the Immediate Supervisor)	Immediate Supervisor of the Nominee	
PMDP SEC Form C (Agency Screening Certification)	HR / Scholarship Personnel / Administrative Officer	
PMDP Form D (Self-Declaration of Medical Illness/es)	Nominee	
PMDP Form E (Physician's Certification)	Physician from a Government or Private Hospital or from the Nominee's Agency Clinic/Hospital	
Laboratory Results (Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalalysis, and Chest X-ray (within the last 6 months at the time of application))		
CSC Form 212 Updated Personal Data Sheet	Nominee	
Certificate of No Pending Administrative/Criminal Case (Original Signed Copy)	HR Officer / Legal	
Certified True Copy of Transcript of Records (TOR from last school attended)	Nominee	
Nominee Certification Form	Nominee	
PMDP Letter of Conformance (To be submitted once accepted into the Program only)	Nominee and the Head of the Agency / Nominating Officer	

REQUIREMENTS	TO BE ACCOMPLISHED BY:	TO BE SUBMITTED IN:
Certified True Copy of CSC Form 33 (Appointment Paper)	Nominee / HR Officer	Digital Copies Only <i>Please upload the documents via:</i> http://bit.ly/pmdp-online-submissions-SEC
Certified True Copy of Designation Order (If applicable)	Nominee	
Copy of OPCR/DPCR/CESPE with Adjectival Rating for the past two (2) years (2022 and 2023)	HR Officer <i>Note: In case of unavailability, a certification from the HR must be submitted</i>	
Copy of NSO/PSA-issued Birth Certificate	Nominee	
Certified True Copy of Organizational Chart (reflecting the applicant's name/position/level)	Nominee / HR Officer	
Certified True Copy of Official (Red) Passport [Pages 2 and 3] (a requirement for the Foreign Study Mission)	Nominee	

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

FOR MORE INFORMATION



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