

Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DepEd Regional Office No. 02



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### MEMORANDUM

DM-OUHROD-2024-1646

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

FROM : WILFREDO E. CABRAL  
Regional Director  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : Submission of Nominees for the Development Academy of the Philippines - Public Management and Development Program Middle Managers Class Batch 35 and Senior Executive Class Batch 14

DATE : August 22, 2024

MEMORANDUM		Date: 11-14-24	Released (Records):
To:	( ) PSDS/DICs	( ) Elem/Sec School Heads	
	( ) Private Schools	( ) Others:	
For:	( ) Information	( ) Dissemination	
	( ) Guidance	( ) Strict Compliance	

ORLANDO E. MANUEL PH.D., CESO V

Office of the Schools Division Superintendent

By: ☐ ASDS ☒ CID Chief ☐ SGOD Chief ☐ AO ☐ Atty. Signature: [signature]

The Development Academy of the Philippines (DAP) has opened the nominations for its Public Management Development Program for Middle Managers Class Batch 35 and Senior Executive Class Batch 14 which will both commence in the first quarter of 2025.

The Middle Managers Class (MMC) is designed to transform promising OIC division chiefs, high-potential specialists, and division chiefs, 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.

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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 4



For both programs, 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 details about the MMC and SEC are as follows:

MIDDLE MANAGERS CLASS (MMC)	SENIOR EXECUTIVE CLASS (SEC)
Qualifications	
<ul style="list-style-type: none"> <li>a. Incumbent of a permanent position with <b>SG 18-24</b>, designated as at least Section or Division Chief, or incumbent Officer-in-Charge for at least one year</li> <li>b. 50 years old and below at the time of the PMDP- MMC conduct</li> <li>c. possessing at least a Bachelor's Degree</li> <li>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)</li> <li>e. attained very satisfactory (VS) or outstanding performance rating for the past two years</li> <li>f. without pending administrative and/or criminal case</li> <li>g. did not go on habitual leave (max of 2 months/year), excluding maternity leave</li> <li>h. willing to render at least a year of service after completing the program through a service contract</li> <li>i. possesses managerial and leadership potential</li> <li>j. with good character and commitment to public service</li> <li>k. possessing intellectual and creative capacities</li> </ul>	<ul style="list-style-type: none"> <li>a. must be in government service for at least two (2) years</li> <li>b. Occupying executive positions (including OICs) for at least (one) 1 year</li> <li>c. 55 years old and below at the time of the PMDP-SEC</li> <li>d. High performing and high potential (HHP) employees with Salary Grade 25 or higher</li> <li>e. Without pending administrative and/or criminal case</li> <li>f. Attained Very Satisfactory or Outstanding performance rating for the past two years</li> <li>g. Must not have any ongoing or pending completion of post-graduate studies at the time of the application</li> <li>h. Did not go on habitual leave (max of 2 months/year)</li> <li>i. Must be in good health (no debilitating, chronic illnesses or serious health condition)</li> <li>j. Willing to render time of fifty (50) days spread across 10 months to complete the program.</li> <li>k. Willing to sign a Tripartite Memorandum of Agreement with DAP and his/her agency</li> <li>l. Willing to render at least a year of service in his/her agency after completion of the Program through a Service Contract</li> </ul>



MIDDLE MANAGERS CLASS (MMC)	SENIOR EXECUTIVE CLASS (SEC)
l. in good health (no debilitating, chronic illnesses or serious health condition) m. with excellent communication skills (both oral and written)	
<b>Downloadable Forms/ Templates</b>	
<a href="https://bit.ly/PMDPMMCFORMS">https://bit.ly/PMDPMMCFORMS</a>	<a href="https://bit.ly/PMDPSECFORMS">https://bit.ly/PMDPSECFORMS</a>
<b>Submission Links</b>	
<a href="https://bit.ly/pmdponlinesubmissionsMMC">https://bit.ly/pmdponlinesubmissionsMMC</a>	<a href="https://bit.ly/pmdponlinesubmissionsSEC">https://bit.ly/pmdponlinesubmissionsSEC</a>
<b>Deadline for Submission of Application</b>	
05 November 2024	05 December 2024
<b>Opening of Class</b>	
20 January 2025	17 February 2025
<b>Conferred Title upon completion</b>	
<p><i>Certificate of Completion of Residential Training</i></p> <p>- upon completion of all training modules</p> <p><i>Diploma in Development Management</i></p> <p>- upon completion of all academic requirements including the acceptance of the Capstone Project Plan</p> <p><i>Master in Development Management</i></p> <p>- upon successful implementation of the Capstone Project and the approval of the Final Capstone Project Report</p>	<p><i>Certificate of Completion of Residential Training</i></p> <p>- upon completion of all training modules</p> <p><i>Diploma in Development Management</i></p> <p>- upon completion of all academic requirements including the acceptance of the Capstone Paper</p>

Each SDO, RO, and Bureau/Service may submit maximum of 2 qualified nominees with applications & 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](mailto:bhrod.hrdd@deped.gov.ph) following this format on the subject line: [DAP-PMDP MMC 35/SEC 14]\_Surname, First Name of Nominee\_Region/Office/Bureau.

Nominees who have submitted complete forms and requirements shall be processed by DAP Admission Office. 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. Successful nominees will be on Official Business during the scholarship and for face-to-face session must file their Travel Authority in accordance with DO No. 1 s. 2023 *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities*, and shall charge their Travelling 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](mailto:bhrod.hrdd@deped.gov.ph).

For your appropriate action.

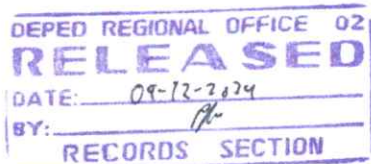
September 9, 2024

To: **Schools Division Superintendents**

For information, dissemination and appropriate action.

  
**BENJAMIN D. PARAGAS PhD, CESO-III**  
Director IV/Regional Director

hrdd/rbc/cbc



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: [usec.hrdd@deped.gov.ph](mailto:usec.hrdd@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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Effectivity	03.23.23	Page	4 of 4







SCAN THIS QR CODE TO SUBMIT  
YOUR APPLICATION:  
LINK: <https://pindponline.submissionsMIMC>

mailto:pindpachmissions@dapjeddaphn

(02) 8631 0921 local 126, 127, 125

+63 969 566 7046

FOR MORE INFORMATION :

FULL GOVERNMENT  
SCHOLARSHIP

IN-PERSON SESSIONS

6 MONTHS  
RESIDENTIAL TRAINING  
6 MONTHS  
CAPSTONE PROJECT

The Middle Managers Class (MMC) transforms accepted nominees into peak-performing, development-oriented, and future-ready leaders preparatory to a post in the Philippine Career Executive Service.

with permanent employment in a  
national line or attached agency,  
constitutional and legislative office,  
government-owned and controlled  
corporation, or state university/college  
in good health

aged 50 years old or below

high-performing, high-potential  
Division Chiefs (SG 24), OIC Division  
Chiefs, or fast-trackers specialists  
(SG 18 - SG 23)

QUALIFIED ARE

CLASS OPENS ON 20 JANUARY 2025

MIDDLE MANAGERS CLASS BATCH 35

DEADLINE OF APPLICATION: 5 NOVEMBER 2024

CALL FOR NOMINATIONS

BAONG PUNILAS



THE NGCSDP INTER-AGENCY STEERING COMMITTEE

Development Academy of the Philippines

Public Management Development Program







## 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

ORIGINAL PHYSICAL AND DIGITAL COPIES	DIGITAL COPIES ONLY
<b>Original physical copies must be submitted to:</b>  <i>Development Academy of the Philippines Public Management Development Program DAP Building, San Miguel Avenue Ortigas Center, Pasig City, 1600 Attn: Ma. Alyssa Samantha Sison</i>	<b>Please upload the documents via:</b> <a href="http://bit.ly/pmdponlinesubmissionsMMC">http://bit.ly/pmdponlinesubmissionsMMC</a>
<b>PMDP MMC Form A</b> (Nomination Form)	<b>Certified True Copy of CSC Form 33</b> (Appointment Paper)
<b>PMDP MMC Form B</b> (Assessment by the Immediate Supervisor)	<b>Certified True Copy of Designation Order</b> (If applicable)
<b>PMDP MMC Form C</b> (Agency Screening Certification)	<b>Copy of IPCR</b> with Adjectival Rating for the past two (2) years (2022 and 2023)
<b>PMDP Form D</b> (Self-Declaration of Medical Illness/es)	<b>Copy of NSO/PSA-issued Birth Certificate</b>
<b>PMDP Form E</b> (Physician's Certification)	<b>Certified True Copy of Organizational Chart</b> (reflecting the applicant's name/position/level in the organization)
<b>Laboratory Results</b> Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalalysis, and Chest X-ray (taken within the last 6 months at the time of application)	

ORIGINAL PHYSICAL AND DIGITAL COPIES	DIGITAL COPIES ONLY
CSC Form 212 (Updated Personal Data Sheet)	
Certificate of No Pending Administrative/Criminal Case (Original Signed Copy)	
Certified True Copy of Transcript of Records (TOR from last school attended)	
Nominee Certification Form	
PMDP Letter of Conformance (To be submitted once accepted into the Program only)	

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

All admission documents must be submitted **on or before 5 November 2024**.

*Per Program policy, the fees incurred in processing your nominees' application shall be reimbursed to DAP-PMDP in case they decide not to pursue the Program after undergoing the admission process or if the shortlisted nominees withdraw their participation before the class opening date.*

#### FOR MORE INFORMATION



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



0969-5867046



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



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

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Public Management Development Program





development academy of the philippines  
Public Management Development Program

THE NOCESDP INTER-AGENCY STEERING COMMITTEE



BAGONG PILIPINAS

# CALL FOR NOMINATIONS



DEADLINE OF APPLICATION: 5 DECEMBER 2024

## SENIOR EXECUTIVES CLASS BATCH 14

CLASS OPENS ON 17 FEBRUARY 2025

### QUALIFIED ARE



in a permanent  
directorship position



from a national line or attached  
agency, constitutional and  
legislative office, government-owned  
and controlled corporation, or state  
university/college



aged 55 years old or below



in good health

The Senior Executives Class (SEC) equips incumbent directors and their counterparts with advanced tools to steer organizations toward productivity, agility, and future readiness in support of the country's development goals.



55 DAYS  
SPREAD ACROSS  
10 MONTHS



IN-PERSON SESSIONS



FULL GOVERNMENT  
SCHOLARSHIP

FOR MORE INFORMATION:



(02) 8631 0921 local 126, 127, 125



+63 969 566 7046



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

SCAN THIS QR CODE TO SUBMIT  
YOUR APPLICATION:

LINK: [bit.ly/pmdponlinesubmissionsSEC](https://bit.ly/pmdponlinesubmissionsSEC)







## 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
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<b>Laboratory Results</b> Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalalysis, and Chest X-ray (taken within the last 6 months at the time of application)	<b>Certified True Copy of Official (Red) Passport</b>

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



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Public Management Development Program