



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

October 14, 2022

DIVISION MEMORANDUM  
No 0076, s. 2022

**CALL FOR NOMINATIONS TO THE PUBLIC MANAGEMENT DEVELOPMENT PROGRAM (PMDP) MIDDLE MANAGERS CLASS (MMC) BATCH 31 AND SENIOR EXECUTIVES CLASS (SEC) BATCH 12 OF THE DEVELOPMENT ACADEMY OF THE PHILIPPINES**

**TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS - CID AND SGOD  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS/  
ACTING SCHOOLS DISTRICT SUPERVISORS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

1. Enclosed is Regional Memorandum No. 0825, s. 2022 titled Call for Nominations to the Public Management Development Program (PMDP) Middle Managers Class (MMC) Batch 31 and Senior Executive Class (SEC) Batch 12 of the Development Academy of the Philippines, contents of which are self-explanatory.
2. Please read the enclosure for details.
3. For the information and guidance of all concerned.
4. Immediate and widest dissemination of this Memorandum is desired.

  
**BIANITO A. DAGATAN, EdD, CESO V**  
Schools Division Superintendent



0050 Lino Chatto Drive, Barangay Cogon, Tagbilaran City, Bohol  
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550  
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph

Behold...  
**BOHOL**



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8/

Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

OCT 6 3 2022

REGIONAL MEMORANDUM

No. **0826**, s. 2022

**CALL FOR NOMINATIONS TO THE PUBLIC MANAGEMENT DEVELOPMENT PROGRAM (PMDP) MIDDLE MANAGERS CLASS (MMC) BATCH 31 AND SENIOR EXECUTIVES CLASS (SEC) BATCH 12 OF THE DEVELOPMENT OF THE PHILIPPINES (DAP)**


To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions  
All Others Concerned

1. Attached is a communication from Atty. Engelbert C. Caronan, Jr., MNSA, President and CEO, Development Academy of the Philippines (DAP) dated September 15, 2022, announcing the submission of nominations for the Middle Managers Class (MMC) Batch 31 and Senior Executives Class (SEC) Batch 12 which will open on January 16, 2023 and February 20, 2023 respectively, contents of which are self-explanatory for the information and guidance of all concerned.
2. The Division nominees shall be approved by this Office before the endorsement to the Development Academy of the Philippines.
3. Division Scholarship Focal Persons are requested to submit nominee/s with scanned copies of the required documents on or before **October 28, 2022** and upload in the google drive through this link : <https://bit.ly/3z22za3>.
4. The PMDP Forms can be downloaded from: <https://bit.ly/PMDPMMCFORMS>.
5. For queries and clarifications, you may contact Dr. Rosa H. Cabotaje, Scholarship Focal Person through this email address, [rosa.cabotaje@deped.gov.ph](mailto:rosa.cabotaje@deped.gov.ph).
6. Immediate dissemination of this Memorandum is desired.

**DOWNLOADED**

DATE 10/3/22  
TIME 9:17 AM  
SIGNATURE [Signature]

STJ/CAE/HRDD/NEAP-RO7/MGB/RHC

  
**SALUSTIANO T. JIMENEZ, JR., Ed. D., CESO IV**  
Director IV  
Regional Director



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: [region7@deped.gov.ph](mailto:region7@deped.gov.ph)



# development academy of the philippines

The National Productivity Organization

15 September 2022

**DR. SALUSTIANO T. JIMENEZ**  
Regional Director  
Department of Education - Region VII  
Sudlon, Lahug, Cebu City

Dear **Regional Director Jimenez**:

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.

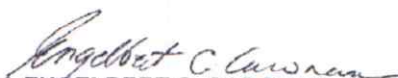
Participating agencies are also encouraged to provide scholars with the necessary support such as transportation expenses and internet access e.g. data allowance to ensure uninterrupted participation.

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,

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

DAP MAIN OFFICE  
DAP Bldg., San Miguel Avenue, Pasig City 1600  
PO Box 12788, Ortigas Center, Pasig City 1600  
Tel.: (632) 631 0921 to 30 | Fax: (632) 631 2123  
E-mail: [academy@dap.edu.ph](mailto:academy@dap.edu.ph) | <http://www.dap.edu.ph>

DAP CONFERENCE CENTER  
Brgy. Sungay, Tagaytay City 2720  
Telefax: (046) 483-1291  
E-mail: [academy@dap.edu.ph](mailto:academy@dap.edu.ph)

DAP SA MINDANAO  
PO Box 80102, Davao City  
Tel.: (082) 232-8062 | Fax: (082) 224-5685  
E-mail: [academy@dap.edu.ph](mailto:academy@dap.edu.ph)



# 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	
<b>Laboratory Results</b>	Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalalysis, and Chest X-ray (within the last 6 months at the time of application)	• Physician from a Government or Private Hospital or the Nominee's Agency Clinic/Hospital
<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</b> (if applicable)	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 Conformance</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)
- 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:
<b>Form A</b>	Nomination Form	• Head of the Agency
<b>Form B</b>	Assessment by the Immediate Supervisor	• Immediate Supervisor of the Nominee
<b>Form C</b>	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	
<b>Laboratory Results</b>	Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalalysis, and Chest X-ray (within the last 6 months at the time of application)	• Physician from a Government or Private Hospital or the Nominee's Agency Clinic/Hospital
<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 <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 Conformance</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/PMDPSECForms>

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

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



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

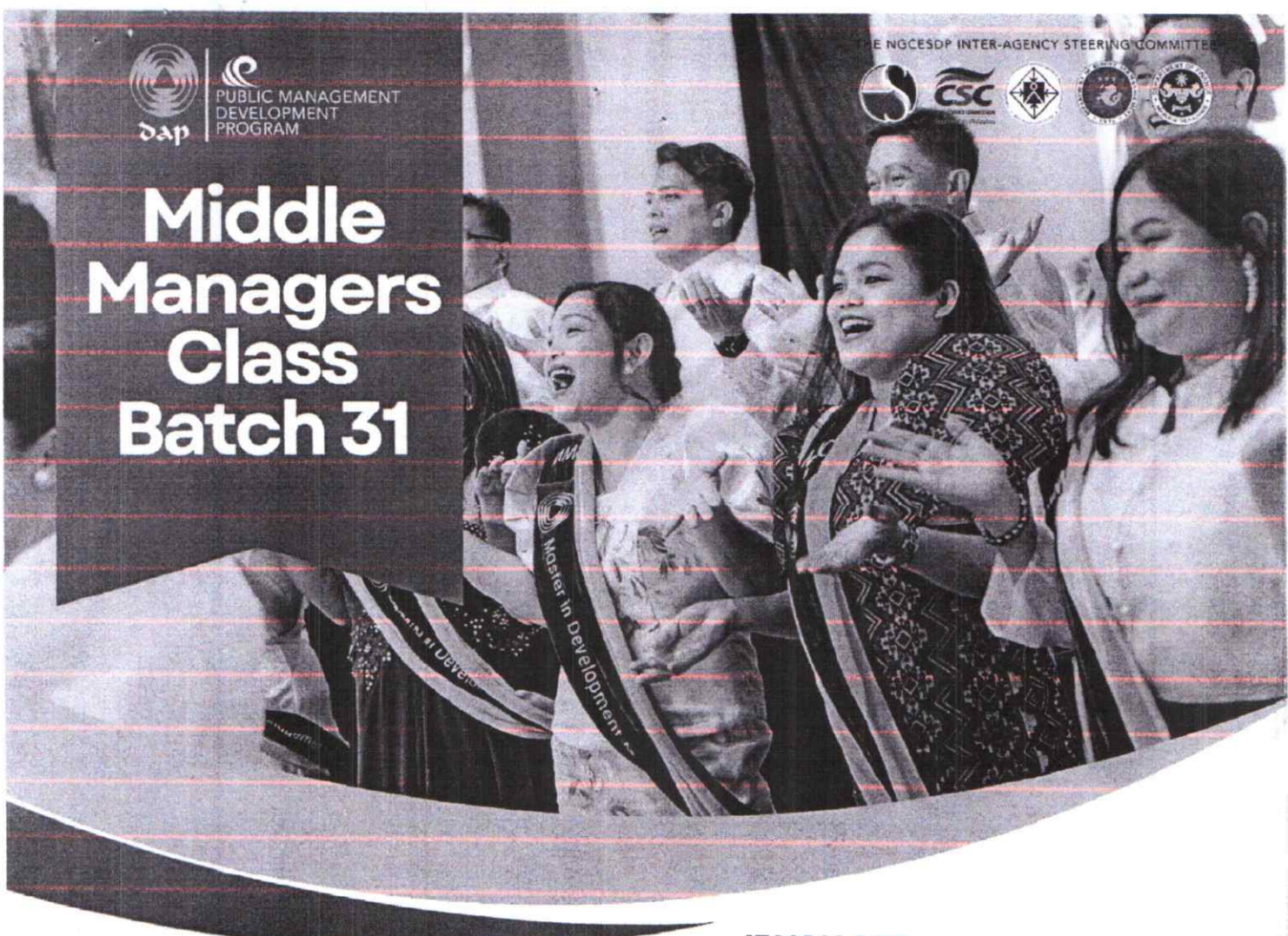


PUBLIC MANAGEMENT  
DEVELOPMENT  
PROGRAM

THE NGCESDP INTER-AGENCY STEERING COMMITTEE



# Middle Managers Class Batch 31



## CLASS OPENING 16 JANUARY 2023

The Middle Managers Class (MMC) transforms division chiefs, promising section chiefs and high potential specialists into development-oriented, peak-performing and future-ready leaders preparatory to a post in the Philippine Career Executive Service.

WE ARE ACCEPTING NOMINATIONS  
UNTIL 15 NOVEMBER 2022

### IF YOU ARE



a Division Chief (SG 24) or high performing, high potential specialist (SG 18 - SG 23)



aged 50 years old or below



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

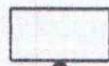


in good health

*\*Interested applicants from the security sector are encouraged to apply at DAP-GSPDM (Email: gspdm@dap.edu.ph)*



12 MONTHS



FLEXIBLE  
LEARNING MODE

Online and In-person Sessions



FULL GOVERNMENT  
SCHOLARSHIP

#### FOR MORE INFORMATION



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Public Management Development Program



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THE NGCESDP INTER-AGENCY COORDINATING COMMITTEE



# Senior Executives Class Batch 12



## CLASS OPENING 20 FEBRUARY 2023

The Senior Executives Class (SEC) widens the perspectives of high-level officials and arms them with cutting edge tools to lead agile, digital, ethical and future-ready organizations towards a radiant future.

WE ARE ACCEPTING NOMINATIONS  
UNTIL 30 NOVEMBER 2022

### IF YOU ARE



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



with Salary Grade 25 or higher



in good health

*\*Interested applicants from the security sector are encouraged to apply at DAP-GSPDM (Email: gspdm@dap.edu.ph).*



**50 DAYS**  
SPREAD ACROSS 10  
MONTHS



**FLEXIBLE LEARNING  
MODE**

Online and In-person Sessions



**FULL GOVERNMENT  
SCHOLARSHIP**

### FOR MORE INFORMATION



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8631-0921 local 125 0969-5867046



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Public Management Development Program