



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

Office of the Schools Division Superintendent

November 24, 2022

Division Memorandum  
No **0758** Series 2022

**SUBMISSION OF NOMINEES FOR THE DEVELOPMENT ACADEMY OF THE  
PHILIPPINES-PUBLIC MANAGEMENT AND DEVELOPMENT PROGRAM  
MIDDLE MANAGERS CLASS BATCH 31 AND SENIOR EXECUTIVE CLASS  
BATCH 12**

TO: ASDSs  
Chief CID  
OIC-Chief SGOD  
Public Schools District Supervisors (PSDSs)/ACTING PSDSs  
Elementary and Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 0972, s. 2022 dated November 21, 2022, from the office of Undersecretary Dr. Gloria Jumamil- Mercado, of Human Resource and Organizational Development, National Educators Academy of the Philippines, and Teacher Education Council Secretariat, this Office disseminates the enclosed memorandum entitled **“Submission of Nominees for the Development Academy of Philippines-Public Management and Development Program Middle Managers Class Batch 31 and Senior Executive Class Batch 12”** the contents of which are self-explanatory.
2. For more details, refer to the attached communication
3. Widest and immediate dissemination of this Memorandum is desired.

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



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

Office of the Regional Director

NOV 21 2022

REGIONAL MEMORANDUM  
No. **0372**, s. 2022

Dr. Cimeni

**SUBMISSION OF NOMINEES FOR THE DEVELOPMENT ACADEMY OF THE PHILIPPINES-PUBLIC MANAGEMENT AND DEVELOPMENT PROGRAM MIDDLE MANAGERS CLASS BATCH 31 AND SENIOR EXECUTIVE CLASS BATCH 12**

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

1. Attached is DepEd Memorandum DM-OUHROD-2022-032 from Undersecretary Gloria Jumamil-Mercado of Human Resource and Organizational Development, National Educators Academy of the Philippines, and Teacher Education Council Secretariat dated November 19, 2022 regarding the **Submission of Nominees for the Development Academy of the Philippines-Public Management and Development Program Middle Managers Class Batch 31 and Senior Executive Class Batch 12**, 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 one week before the deadline 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> and <https://bit.ly/PMDPSECFORMS>.
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.

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

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



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)

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Republika ng Pilipinas

# Department of Education


## OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

### MEMORANDUM

**DM-OUHROD-2022-0328**

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,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

SUBJECT : **Submission of Nominees for the Development Academy of the  
Philippines - Public Management and Development Program Middle  
Managers Class Batch 31 and Senior Executive Class Batch 12**

DATE : 10 November 2022

The Development Academy of the Philippines (DAP) has opened the nominations for its Public Management Development Program for Middle Managers Class Batch 31 and Senior Executive Class Batch 12 which will both commence on 2023.

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.

On the other hand, the Senior Executive Class is designed for incumbents of directorship 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 50 days spread across 10 months.

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:

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)
<b>Qualifications</b>	
<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> <li>l. in good health (no debilitating, chronic illnesses or serious health condition)</li> <li>m. with excellent communication skills (both oral and written)</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 (HPHP) 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>
<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>

MIDDLE MANAGERS CLASS (MMC)	SENIOR EXECUTIVE CLASS (SEC)
<b>Deadline of Submission</b>	
15 November 2022	30 November 2022
<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 31/SEC 12]\_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 shall 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](mailto:bhrod.hrdd@deped.gov.ph).

For your appropriate action.

*[BHROD- HRDD/ Salazar]*



# 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, Fecalalysis, 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</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 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



(03) 8631-2120      0995-9406443  
8631-0921 local 125      0969-5267646



[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:
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, Fecalalysis, 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</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 <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



PUBLIC MANAGEMENT  
DEVELOPMENT  
PROGRAM

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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) 2631 2128 0995-9406940  
8631 0921 local 123 0969-5867048



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