

Department of Education REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

September 30, 2024

DIVISION MEMORANDUM No. _______ s. 2024

CALL FOR NOMINATION FOR THE DAP PMDP MIDDLE CLASS MANAGERS CLASS BATCH 35 AND SENIOR EXECUTIVE CLASS BATCH 14

To:

Assistant Schools Division Superintendent

Chief Education Supervisors, CID & SGOD

Education Program Supervisors Public Schools District Supervisors

School Heads of Public Elementary and Secondary Schools

All Others Concerned

- 1. Relative to the enclosed Regional Memorandum No. 955, s. 2024, titled Call for Nomination for the DAP PMDP Middle Manager Class Batch 35 and Senior Executive Class Batch 1, this Office is now accepting applications for scholarship.
- 2. Interested applicants are requested to submit the hardcopy of required documents to SGOD-Human Resource Development Section on October 5, 2024. Submission is required for initial screening of the Division Personnel Development Committee prior to endorsement to the Regional Office.
- 3. Immediate and widest dissemination of this memorandum is desired.

CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent









catandvanes@deped.

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Republic of the Philippines Department of Education REGION V - BICOL



27 August 2024

REGIONAL MEMORANDUM No._____ 00955_, s. 2024

> CALL FOR NOMINATION FOR THE DAP PMDP MIDDLE MANAGERS CLASS BATCH 35 AND SENIOR EXECUTIVE CLASS BATCH 14

To

Assistant Regional Director

Schools Division Superintendents

Chiefs of the Functional Divisions, RO V

All Concerned

- 1. The Development Academy of the Philippines (DAP) is accepting nominations for its Public Management Development Program (PMDP) for Middle Managers Class Batch 35 and Senior Executive Class Batch 14 which will both commence in the first quarter of 2025.
- 2. 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.
- 3. 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.
- 4. Interested applicants must submit scanned and hard copies of the required documents to the Regional Human Resource Development Division (HRDD) on or before October 5, 2024, for evaluation and proper endorsement to the BHROD.
- 5. Qualifications, Downloadable Forms/Templates and complete details for MMC and SEC are indicated in the attached communication from BHROD.
- 6. For more information and immediate concerns, please email the Regional Human Resource Development Division (HRDD) at https://hrdd.roy@deped.gov.ph.

7. Immediate dissemination of this Memorandum is desired

LBKRT SADSAL Regional Director

Encls:As stated
To be indicated in the Perpetual Index
under the following subjects:
DAP SCHOLARSHIP
HRDD-NEAPR/jaa
08/27/2024







Address: Regional Center Site, Rawis, Legazpi City, 4500 Telephone Nos.: 0969 516 9555 Email Address: region5@deped.gov.ph Website: https://region5.deped.gov.ph/





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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

-tabel

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

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

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Effectivity	03.23.23	Page	1014



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:

Qualifications

130

a. Incumbent of a permanent position with **SG 18-24**, designated as at least Section or Division Chief, or incumbent Officer-in-Charge for at

MIDDLE MANAGERS CLASS (MMC)

 50 years old and below at the time of the PMDP- MMC conduct

least one year

- 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
- with good character and commitment to public service
- k. possessing intellectual and creative capacities

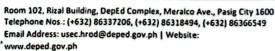
a. must be in government service for at least two (2) years

SENIOR EXECUTIVE CLASS (SEC)

- b. Occupying executive positions (including OICs) for at least (one) 1 year
- c. 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 2 months/year)
- i. Must be in good health (no debilitating, chronic illnesses or serious health condition)
- Willing to render time of fifty (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
- Willing to render at least a year of service in his/her agency after completion of the Program through a Service Contract







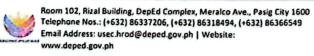
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MIDDLE MANAGERS CLASS (MMC)	SENIOR EXECUTIVE CLASS (SEC)			
l. in good health (no debilitating, chronic illnesses or serious health condition) m.with excellent communication skills (both oral and written)				
Downloadable Fo	rms/ Templates			
https://bit.ly/PMDPMMCForms	https://bit.lv/PMDPSECForms			
Submissi	on Links			
https://bit.ly/pmdponlinesubmissionsMMC	https://bit.lv/pmdponlinesubmissionsSEC			
Deadline for Submis	sion of Application			
05 November 2024	05 December 2024			
Opening of Class				
20 January 2025	17 February 2025			
Conferred Title u	Conferred Title upon completion			
Certificate of Completion of Residential Training	Certificate of Completion of Residential Training			
- upon completion of all training modules	– upon completion of all training modules			
Diploma in Development Management	Diploma in Development Management			
- upon completion of all academic requirements including the acceptance of the Capstone Project Plan	- upon completion of all academic requirements including the acceptance of the Capstone Paper			
Master in Development Management				
- upon successful implementation of the Capstone Project and the approval of the Final Capstone Project Report				







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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 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.

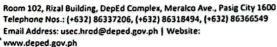
For queries, please contact Mr. Siljohn Rey Salazar of BHROD-HRDD at (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph.

For your appropriate action.









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CALL FOR NOMINATIONS

DEADLINE OF APPLICATION: 5 NOVEMBER 2024

MIDDLE MANAGERS CLASS BATCH 35

CLASS OPENS ON 20 JANUARY 2025

QUALIFIED ARE



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



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



aged 50 years old or below

in good health

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.



6 MONTHS
RESIDENTIAL TRABILING
& MONTHS
CAPSTONE PROJECT



IN-PERSON SESSIONS



FULL GOVERNMENT SCHOLARSHIP

FOR MORE INFORMATION:



(02) 8631 0921 local 126, 127, 125

pmdp.admissions@dap.edu.ph



+63 969 566 7046

SCAN THIS OR CODE TO SUBMIT YOUR APPLICATION:

LINK: bit.ly/pmdponlinesubmissionsAIMC





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

LONG termina have hatched







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 Conforme (To be submitted once accepted into the Program only)	

The PMDP Forms can be downloaded from: https://bit.lv/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 FOLLOW US ON SOCIAL MEDIA (dap.edu.ph @dap.pmdp @dap.pmdp Public Management Development Program











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



IN-PERSON SESSIONS



FULL GOVERNMENT SCHOLARSHIP

FOR MORE INFORMATION:



(02) 8631 0921 local 126, 127, 125



63 969 565 7046



mdp.admissions@dap.edu.ph

SCAN THIS OR CODE TO SUBMIT YOUR APPLICATION:

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





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 Conforme (To be submitted once accepted into the Program only)	

The PMDP Forms can be downloaded from: https://bit.ly/PMDPSECForms

All admission documents must be submitted on or before 5 December 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





pmdp.admissions@dap.edu.ph



pmdp.dap.edu.ph

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Public Management Development Program

Call for Nomination for the DAP PDMP Middle Class Managers Bathc 35 and Senior Executive Class Batch 14

QUALIFICATIONS

(based on DM-OUHROD-2024-1646)

	MIDDLE CLASS MANAGERS		SENIOR EXECUTIVE CLASS		
		incumbent of a permanent position with SG 18-24		must be in the government service for at least 2 years with SG 25 or higher	
		designated as at least section or division chief for at least one year		occupying executive positions (including OICs) for at least one (1) year	
		50 years old and below at the time of PMDP-MMC conduct		55 years old and below at the time of PMDP- SEC conduct	
6		possessing at least a bachelor's degree		Must not have any ongoing or pending completion of post-graduate studies at the time of application	
		duly nominated by the head of office (with forms approved by the Schools Division Superintendent)		high performing and high potential (HPHP) employees with Salary Grade 25 or higher	
		attained very satisfactory (VS) or outstanding performance rating for the past two years		attained very satisfactory (VS) or outstanding performance rating for the past two years	
		without pending administrative and/or criminal case		without pending administrative and/or criminal case	
		did not go on habitual leave (max of 2 months/year), excluding maternity leave		Did not go on habitual leave (max of 2 months/year)	
		willing to render at least a year of service after completing the program through a Service Contract		willing to render at least a year of service in his/her agency after completion of the program through a Service Contract	
5		possess managerial and leadership potential		Willing to render time of fifty (50) days spread across 10 months to complete the program	
		with good character and commitment to public service		Willing to sign a Tripartite Memorandum of Agreement with DAP and his/her agency	
		must be in good health (no debilitating chronic illnesses or serious health condition)		must be in good health (no debilitating chronic illnesses or serious health condition)	
		with excellent communication skills (both oral and written)			
		possessing intellectual and creative capacities			

REQUIREMENTS

	MIDDLE CLASS MANAGERS	SENIOR EXECUTIVE CLASS
	TO BE SUBMITTED IN PHYSICAL AND DIGITAL COPIES	TO BE SUBMITTED IN DIGITAL COPIES
-	Nomination Form PMDP MMC Form A	Nomination Form PMDP SEC Form A
С	Assessment by the Immediate Supervisor PMDP MMC Form B	Assessment by the Immediate Supervisor PMDP SEC Form B
	Agency Screening Certification PMDP MMC Form C	Agency Screening Certification PMDP SEC Form C
	Self-Declaration of Medical Illness/es PMDP MMC Form D	Self-Declaration of Medical Illness/es PMDP SEC Form D
	Physician's Certification PMDP MMC Form E	Physician's Certification PMDP SEC Form E
	Laboratory Results Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalysis, and Chest X-Ray, taken within the last 6 months at the time of application	Laboratory Results Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalysis, and Chest X-Ray, taken within the last 6 months at the time of application
	Updated Personal Data Sheet CSC Form 212	Updated Personal Data Sheet CSC Form 212
	Certificate of No Pending Administrative/Criminal Case Original Signed Copy	Certificate of No Pending Administrative/Criminal Case Original Signed Copy
	Certified True Copy of Transcript of Records TOR from last school attended	Certified True Copy of Transcript of Records TOR from last school attended
	Nominee Certification Form	Nominee Certification Form
	PMDP Letter of Conforme To be submitted once accepted into the Program only	PMDP Letter of Conforme To be submitted once accepted into the Program only
	TO BE SUBMITTED IN DIGITAL COPIES ONLY	TO BE SUBMITTED IN DIGITAL COPIES ONLY
	Appointment Paper Certified True Copy of CSC Form 33	Appointment Paper Certified True Copy of CSC Form 33
	Designation Order Certified True Copy if applicable	Designation Order Certified True Copy if applicable
	Copy of IPCR With Adjectival Rating for the past two (2) years (2022-2023)	years (2022-2023)
C	Copy of NSO/PSA-issued Birth Certificate	Copy of NSO/PSA-issued Birth Certificate
	Organizational Chart	Certified True Copy of the Organizational Chart Reflecting the applicant's name/position level in the organization

		Certified True Copy of the Official (Red) Passport
Original physical copies must be submitted to: Development Academy of the Philippines Public Management Development Program DAP Building, San Miguel Avenue, Ortigas Center, Pasig City, 1600 Attn: Ma. Alyssa Samantha Sison	http: http: Upl	onload Forms here: s://bit.ly/PMDPMMCForms s://bit.ly/PMDPSECForms oad digital copies here: ://bit.ly/pmdponlinesubmissionsSEC