



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2022- 101

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Public School Heads
Senior Education Program Specialists

Subject : **DEVELOPMENT PROGRAM FOR MIDDLE MANAGERS CLASS (MMC)
BATCH 31 AND SENIOR EXECUTIVE CLASS (SEC) BATCH 12 OF THE
DEVELOPMENT ACADEMY PHILIPPINES**

Date : November 18, 2022

This is in reference to Regional Memorandum HRDD-2022-126 dated November 15, 2022 signed by Allan G. Farnazo, Director IV, re: Development Program for Middle managers Class (MMC) Batch 31 and Senior Executive Class (SEC) Batch 12 of the Development Academy Philippines.

Below is the timeline for ready reference:

Classes	Opening Date	Deadline of Submission	Who may avail
Middle Managers Class (MMC) Batch 31	January 16, 2023	November 15, 2022	1. Division Chiefs 2. OIC Division Chiefs for at least 1 year 3. High performing and high potential Specialists with SG 18-23

Enclosed: As stated
SGOD/rbd



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

Senior Executive Class (SEC) Batch 12	February 20, 2023	November 30, 2022	1. Incumbent Directorship Positions with SG 25 and up
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For inquiries you may contact the Program Manager, Ms. Reina Carmelita F. Young at 0956-384-9434 and Mr. Jhon Robert N. Javier at 0969-586-7046 or via email at pmdp.admissions@dap.edu.ph.

All other details of the said activity are found in the enclosures.

For the dissemination and information.

For and in the absence of the Schools Division Superintendent:


BEVERLY S. DAUGDAUG, EdD
 Chief ES CID
 Officer-In-Charge 

Schools Division of Digos City

RECORDS SECTION

RELEASED
 22-9277
 DATE: NOV 21 2022 TIME: 10:20am
 BY: 



Republic of the Philippines
Department of Education
DAVAO REGION

22-10942
DepEd Schools Division Office - Digos
RECORDS SECTION
RECEIVED 93979
DATE: 15 NOV 2022 TIME: 2:20
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM
HRDD-2022-126

To : All Schools Division Superintendents

Subject: DEVELOPMENT PROGRAM FOR MIDDLE MANAGERS
CLASS BATCH 31 AND SENIOR EXECUTIVE
CLASS BATCH 12 OF THE DEVELOPMENT
ACADEMY OF THE PHILIPPINES

Date : November 15, 2022

The Public Management and Development Program (PMDP) continues to provide opportunities to foster professionalism and promote stability in the bureaucracy of producing a corps development-oriented, competent, dedicated, and honest government senior executive and middle managers.

Corollary to this, the Development Academy of the Philippines is pleased to invite nomination from the Department of Education for the following classes:

Classes	Opening Date	Deadline of Submission
Middle Managers Class (MMC) Batch 31	January 16, 2022	November 15, 2022
Senior Executive (SEC) Batch 12	February 20, 2022	November 30, 2022

The MMC is designated for Division Chiefs (SG 24) or those in equivalent positions who are in succession for 3rd level process posts, aged 50 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 the post-graduate studies at the time of the application.

All the other details and information are found in the enclosures:

- Enclosure 1 - Basic Communication from DAP President and CEO
- Enclosure 2 - Advocacy flyers from MMC and SEC
- Enclosure 3 - Qualifications and Admission Requirements



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

For inquiries, feel free to contact Program Manager, Ms. Reina Carmelita F. Young at mobile number, 0956-384-9434 for SEC, and Mr. Jhonn Robert N. Javier at pmdp.admissions@dap.edu.ph.

Immediate dissemination on this Memorandum is desired.

ALLAN G. FARNAZO

Director IV

MARY JEANNE B. ALDEGUER, Ed.D.
CHIEF EDUCATION SUPERVISOR

Enclosed: As Stated.

ROH9/maba

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

By: 10942
Date: Nov. 16, 2012
Time:



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republika ng Pilipinas

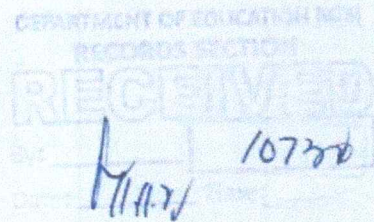
Department of Education

OFFICE OF THE UNDERSECRETARY

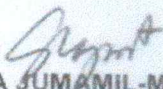
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND
TEACHER EDUCATION COUNCIL SECRETARIAT

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)
Qualifications	
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 least one year b. 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)	a. must be in government service for at least two (2) years 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) j. 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 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	
15 November 2022	30 November 2022
Conferred Title upon completion	
<i>Certificate of Completion of Residential Training</i> - upon completion of all training modules <i>Diploma in Development Management</i> - upon completion of all academic requirements including the acceptance of the Capstone Project Plan <i>Master in Development Management</i> - upon successful implementation of the Capstone Project and the approval of the Final Capstone Project Report	<i>Certificate of Completion of Residential Training</i> - upon completion of all training modules <i>Diploma in Development Management</i> - upon completion of all academic requirements including the acceptance of the Capstone Paper

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 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.

For your appropriate action.

[BHROD- HRDD/ Salazar]



MIDDLE MANAGERS CLASS

QUALIFICATIONS

- Incumbents of **SG 18 to SG 24** permanent / regular positions (*designated O/C-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)

Form D	Declaration of Medical Illness/es	• Nominee
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, Fecalysis, and Chest X-ray (within the last 6 months at the time of application)	
CSC Form 212	Updated Personal Data Sheet	• Nominee
CSC Form 33	Appointment Paper (Certified True Copy)	• Nominee / HR Officer
Designation Order (if applicable)	Certified True Copy	• Nominee
Certification of IPCR Ratings <i>(with Adjectival Rating)</i> for the past two (2) years (2020 and 2021)	Original Signed Copy	• HR Officer
Certificate of No Pending Administrative/Criminal Case	Original Signed Copy	• HR Officer / Legal
Transcript of Records	Certified True Copy of TOR from last school attended	• Nominee
Birth Certificate	Copy of NSO/PSA-issued Birth Certificate	• Nominee
Organizational Chart (reflecting your name/position/level)	Certified True Copy	• Nominee / HR Officer
Certification Form	Nominee Certification Form	• Nominee
PMDP Letter of Conformance	<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



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)

Form D	Declaration of Medical Illness/es	• Nominee
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
CSC Form 33	Appointment Paper (Certified True Copy)	• Nominee / HR Officer
Designation Order (if applicable)	Certified True Copy	• Nominee
Certification of IPCR Ratings (with Adjectival Rating) for the past two (2) years (2020 and 2021)	Original Signed Copy (Note: OPCR/DPCR/CESPE for SEC nominees)	• HR Officer
Certificate of No Pending Administrative/Criminal Case	Original Signed Copy	• HR Officer / Legal
Transcript of Records	Certified True Copy of TOR from last school attended	• Nominee
Birth Certificate	Copy of NSO/PSA-issued Birth Certificate	• Nominee
Organizational Chart (reflecting your name/position/level)	Certified True Copy	• Nominee / HR Officer
Official Passport	Photocopy of Pages 2-3	• Nominee
Certification Form	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



PUBLIC MANAGEMENT
DEVELOPMENT
PROGRAM

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Attn: Angelica D. Ranas

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