



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

---

July 25, 2023


**REGIONAL MEMORANDUM**

No. NCR- 688, s. 2023

To: Schools Division Superintendent

**NOMINATION FOR THE DEVELOPMENT OF PUBLIC SECTOR  
PRODUCTIVITY SPECIALIST-FOUNDATION COURSE (DSPS-FC)  
TRAINING**

1. This is in reference to the Memorandum from Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, informing the field about the above-captioned subject.
2. All SDOs are encouraged to submit one (1) qualified nominee **subject for Regional Evaluation**. SEPS-HRD shall upload the **complete documentary requirements** of their nominee through this link <https://bit.ly/2023DSPSFC> on or before July 26, 2023.
3. For and clarifications, you may contact Mr. Siljohn Rey P. Salazar of the Bureau of Human Resource and Development Division through 02-8470-6630 or through [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph)
4. For full details, please see the attached Memorandum.
5. Immediate dissemination and strict compliance with this Memorandum are desired.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director



Address: Misamis St., Bago Bantay, Quezon City  
Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: [depedncr.com.ph](http://depedncr.com.ph)



Republika ng Pilipinas


## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2023-0934**

**TO :** REGIONAL DIRECTORS  
BUREAU AND SERVICE DIRECTORS

**FROM :**  **GLORIA JUNAMIL MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

**SUBJECT :** **Call for Nomination for the Development of Public Sector Productivity Specialist – Foundation Course (DSPS -FC) Training**

**DATE :** July 11, 2023

The Development Academy of the Philippines (DAP) has recently opened the nominations for the **DSPS-FC** from **31 July 2023 to 4 August 2023**. This program is designed to equip technical staff and officers of public-sector organization with the knowledge and skills in measurement, analysis, planning, and troubleshooting to increase their respective organizations' productivity with the foundational understanding of productivity to improve government processes and to contribute in the effort to raise productivity performance of agencies as stipulated in the 2023-2028 Philippine Development Plan.

This two-month hybrid training program requires professionals/officers from the Management Division/ Unit and those performing related functions with the following qualifications:

- a. 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 DSPS-FC 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

For your guidance.

Should there be queries, please contact Mr. Silobha Rey P. Salazar of the Bureau of Human Resource and Development Division through 02-8470-6630 or through [hrd@unsc.org.ph](mailto:hrd@unsc.org.ph).

Regional and Bureau Directors are requested to submit (1) one nominee per region using the attached Nomination Form with nominees' letter of commitment on or before July 14, 2023 to [unsc@unsc.org.ph](mailto:unsc@unsc.org.ph), copy furnished the [hrd@unsc.org.ph](mailto:hrd@unsc.org.ph). The training fee, including board and lodging for face-to-face trainings for successful nominees shall be covered by the DAP - Asian Productivity Organization's (APO) Center of Excellence on Public Sector Productivity (COE-PSF). However, the Travelling expenses related to this program shall be charged to nominees' respective Office Local Funds subject to accounting and auditing rules and regulations; and in accordance with granting Travel Authority for Local Travel as stipulated in EO No. 1 s. 2023.

5. Present findings and updates of the PIP implementation during the Knowledge and Experience Sharing Session on 5 December 2022
  4. Submit an entry to the DAP Productivity Challenge
  3. Take part in the pilot-testing of his/her team's PIP and submit progress report within the first month of the implementation period
  2. Develop the Productivity Improvement Plan (PIP) with his/her team and submit it a week after the upskilling and piloting phase
  1. Ensure complete attendance and participation in all activities in each phase of the course
- A certificate of Completion shall be awarded to participants upon completion of the four phases (refer to Annex B- Training Schedule) and the following requirements:

1. possesses managerial and leadership potential
  2. with good character and commitment to public service
  3. possessing intellectual and creative capacities
  4. in good health (no debilitating, chronic illnesses or serious health condition)
  5. with excellent communication skills: (both oral and written)
- a. did not go on fractional leave (max of 2 months/year), excluding maternity leave
  - b. willing to render at least a year of service after completing the program through a service contract
  - c. possesses managerial and leadership potential
  - d. with good character and commitment to public service
  - e. possessing intellectual and creative capacities
  - f. in good health (no debilitating, chronic illnesses or serious health condition)
  - g. with excellent communication skills: (both oral and written)

## Annex A- Four Phases for DPSPS- FC

1. **Upskilling** The phase involves the conduct of the following activities:
  - a. **Kick-off Meeting.** This virtual activity aims to introduce participants to the DPSPS Foundation Course where they are welcomed and given an overview of the program. An icebreaker is also facilitated during this session to engage group dynamics, especially for participants coming from different offices in the same agency. Duration: 2 hours
  - b. **Workshops.** The face-to-face training aims to discuss the founding principles, measurement, and diagnosis of productivity in the public sector. It also includes a session about the development of the Productivity Improvement Plan. The workshop consists of six sessions delivered within five days, with eight-hour sessions per day. Duration: 5 days, 8 hours per session
2. **Pitching.** In this online activity, each team will present and seek approval of their Productivity Improvement Plans (PIPs) to their nominating officers or Institutional Partner. Duration: 30-minutes
3. **Pilot-testing and Coaching.** This phase will involve the initial implementation of the PIPs. Coaching sessions will be conducted to check their progress and assist participating agencies during PIP implementation. Duration: 4 week asynchronous, with 2 virtual coaching sessions (30 minutes) every two weeks
4. **Sharing Session.** The last phase is a culminating activity where participating agencies showcase the milestones, learnings, and impact of their respective productivity initiatives to their agency heads. This is also an opportunity for them to learn from the experience of other public sector organizations benefiting from the DPSPS Foundation Course and other training interventions of the Center of Excellence on Public Sector Productivity. Duration: 4 hours

## Annex B- Training Schedule

PHASE	DESCRIPTION OF ACTIVITIES	DURATION	INCLUSIVE DATES
1 <b>Upskilling</b>	Kick-off meeting, establish team dynamics	2-hour session (virtual)	July 26, 2023
	Workshop proper (Sessions 1-6), including initial PIP development	5 days, 8-hour sessions (face-to-face)	July 31 - August 4, 2023
2 <b>Pitching</b>	Presentation of Productivity Improvement Plan to nominating officers	30-minute session (virtual)	August 11, 2023
3 <b>Pilot-testing and coaching</b>	Adoption/ implementation and/or further development of Productivity Improvement Plan	4 weeks asynchronous with 2 virtual coaching sessions every two weeks	Coaching session 1: August 30, 2023
			Coaching session 2: September 19, 2023
4 <b>Knowledge and experience sharing session</b>	Presentation of results/ impact, learnings, and reflection following productivity improvement initiative	4-hour session (virtual)	December 5, 2023*

\*Tentative



**NOMINATION FORM**

**DEVELOPING PUBLIC SECTOR PRODUCTIVITY SPECIALISTS  
26 July to 19 September 2023**

*By signing and submitting this form, the participant and agency/organization confirms agreement with the guidelines of seeking the capacity stated herein.*

**NAME OF AGENCY/ORGANIZATION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**NAME OF NOMINATING OFFICER:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_ **LANDLINE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **MOBILE NUMBER:** \_\_\_\_\_

**SIGNATURE OF NOMINATING OFFICER:** \_\_\_\_\_

NAME OF NOMINEES	OFFICE	POSITION	EMAIL ADDRESS
1.			
2.			
3.			
4.			
5.			
6.			

\* Kwalipika

**IMPORTANT! General Information and Guidelines for Nomination**

- ENROLLMENT AND CONFIRMATION**  
We will be able to accommodate at least three to five key members of your organization involved in *Systems or Process Improvement, Operations, Planning, and other pertinent units that contribute to productivity improvement* (preferably a Division Chief or a High-ranking official). Additional slots may be provided depending on the availability. Nominated participants must commit to attend the entire program and fulfil the requirements of the course.

Kindly send the accomplished nomination form in PDF format to [capdev.coops@dap.edu.ph](mailto:capdev.coops@dap.edu.ph) on or before 14 July 2023. Nominated participants will receive an email from the project team for further instructions.
- REPLACEMENT OF PARTICIPANT**  
Replacement of participants may be allowed in case the enrollee will not be available for the course due to unforeseen events or another staff member is better able to participate in the activities. However, the agency must notify the DAP project team through email at least one day before the session so they can provide the participant with the details to join the session.

TO DOWNLOAD, CHOOSE FILE & SELECT DOWNLOAD (as PDF or KEYWORD). ACCOMPLISH THE FORM AND SAVE AS PDF THEN SEND TO [capdev.coops@dap.edu.ph](mailto:capdev.coops@dap.edu.ph)





**LETTER OF COMMITMENT**

**DEVELOPING PUBLIC-SECTOR PRODUCTIVITY SPECIALISTS  
26 July to 19 September 2023**

The \_\_\_\_\_ (*Name of agency/organization*) hereby confirms its participation in the Development Academy of the Philippines' Development of Public Sector Productivity Specialists - Foundation Course (DPSPS-FC) and agrees to the following responsibilities.

- a. Enroll staff in the Development of Public Sector Productivity Specialists Foundation Course;
- b. Mandate attendance for all staff enrolled in the above training program;
- c. Assist the Development Academy of the Philippines' project manager with securing necessary participant information;
- d. Accept the training and consultancy services conducted by the resource person(s) assigned by the DAP;
- e. Assign a team and a responsible coordinator to work on the project in consultation with the DAP and resource person(s);
- f. Provide all necessary inputs and information required for the project and extend all necessary local support to the resource person(s) and the DAP;
- g. Implement all suggestions and recommendations of the resource person(s) based on feasibility of the PIP and document the results and outcomes of the Improvement plans;
- h. Confirm that the \_\_\_\_\_ (*Full function of Nominating Officer*) in charge of productivity improvement initiatives, \_\_\_\_\_ (*Full Name of Nominating Officer*) will attend the Pitching Session, which will be carried out virtually on 11 August 2023 via Zoom;
- i. Participate in two coaching sessions following the lectures and workshops;
- j. Present the activities and project results during the Knowledge and Experience Sharing Session in December 2023 for the benefit of other program beneficiaries;
- k. Work with the DAP project team and resource persons to provide follow up services to the participants as applicable; and
- l. Cover the participants' daily allowance and transportation expenses to and from the training venue

TO DOWNLOAD, CHOOSE FILE & SELECT DOWNLOAD (in PDF or MS WORD) ACCORDING TO THE FORM AND HAVE AN ITEM BEEN SENT TO [cepedev@cepsa2023.dap.gov.ph](mailto:cepedev@cepsa2023.dap.gov.ph).



The \_\_\_\_\_ (*Name of agency/organization*) also recommends the following individuals as participants and hereby confirms that they will take part in all four phases of the DPSPS FC training program.

NAME OF CANDIDATE	FUNCTION
1.	
2.	
3.	
4.	
5.	

The candidates have full support from the agency's leadership with regard to attending the training, developing, and implementing a productivity improvement plan at our agency.

\_\_\_\_\_  
Name of Agency Representative / Institutional Partner  
(*Signature over printed name*)

\_\_\_\_\_  
**Position/Designation**  
**Date:**