

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Advisory No. 358 s, 2023
 September 19, 2023

**DEVELOPMENT ACADEMY OF THE PHILIPPINES (DAP)
 PUBLIC MANAGEMENT DEVELOPMENT PROGRAM (PMDP) MIDDLE
 MANAGERS CLASS (MMC) BATCH 33 AND SENIOR EXECUTIVES
 CLASS (SEC) BATCH 13 CALL FOR NOMINATION**

In reference to the attached letter of Atty. Engelbert C. Caronan Jr., MSNA, President and CEO of Development Academy of the Philippines (DAP), the field is hereby informed of the above-captioned subject. Attached are the list of admission requirements and qualification for both classes.

For more information, queries, and clarification, please contact:

Ms. Desiree Grace D. Distajo
 PMDP Project Manager for Recruitment
 Contact Number: 0969-586-7046
 Email Address: pmdp.admissions@dap.edu.ph


WILFREDO E. CABRAL, CESO III
 Regional Director





Development Academy of the Philippines

The National Productivity Organization

September 08, 2023

DR. WILFREDO E. CABRAL

Regional Director
Department of Education - NCR
Misamis Street, Bago Bantay, Quezon City

Dear **Regional Director Cabral**:

Greetings from the Development Academy of the Philippines (DAP)!

The Public Management Development Program, by law the National Government's Career Executive Service Development Program (NGCESDP) continues the search for high-performing and high-potential government personnel to formally train for the Career Executive Service, in support of the Philippine Development Plan 2023-2028. We now call for nominations to two classes opening early 2024:

Classes	Opening Date	Deadline of Nominations
Middle Managers Class (MMC) Batch 33	January 11, 2024	November 17, 2023
Senior Executives Class (SEC) Batch 13	February 19, 2024	December 1, 2023

The MMC is for Division Chiefs (SG 24) or those in equivalent positions, 50 years old and below while the SEC is for incumbents of directorship positions (SG 25 up) 55 years and below. Designated OIC-Division Chiefs and OIC Directors for at least a year are also eligible for nomination. For the MMC, the Program can also accept fast tracker specialists (SG 18-23). For both classes, nominees must be in good health. More details on the qualifications and admission requirements are in the attached.

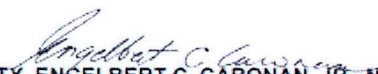
The PMDP training is held in-person in our conference center in Tagaytay City. The MMC is 12-months in duration with 6 months in residency while the SEC is for 50 days spread over 10 months. DAP offers a Master in Development Management and a Diploma in Development Management for completion of the two classes, respectively.

As set by the NGCESDP Steering Committee, PMDP's oversight body, accepted nominees should be relieved of their official duties and be considered on study leave while on training as PMDP is a special scholarship of the national government.

For inquiries, feel free to contact Ms. Desiree Grace D. Distajo, PMDP Project Manager for Recruitment at 0969-586-7046 or via email at 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

Attachments:

Call for Nominations (MMC and SEC)
List of admission requirements and qualifications (MMC and SEC)

DAP MAIN OFFICE
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Tel.: (082) 232-8082 | Fax: (082) 224-5685
E-mail: academy@dap.edu.ph



Updated as of August 2023

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: 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

REQUIREMENTS	TO BE ACCOMPLISHED BY:	TO BE SUBMITTED IN:
PMDD MMC Form A (Nomination Form)	Head of the Agency	<p>Original physical and digital copies</p> <p><i>Original physical copies must be submitted to:</i> <i>Development Academy of the Philippines</i> <i>Public Management Development Program</i> <i>DAP Building, San Miguel Avenue Ortigas</i> <i>Center, Pasig City, 1600</i> <i>Attn: Angelica D. Ranas</i></p> <p>Please upload the documents via: http://bit.ly/pmdponlinesubmissionsMMC</p>
PMDD MMC Form B (Assessment by the Immediate Supervisor)	Immediate Supervisor of the Nominee	
PMDD MMC Form C (Agency Screening Certification)	HR / Scholarship Personnel / Administrative Officer	
PMDD Form D (Self-Declaration of Medical Illness/es)	Nominee	
PMDD 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	
Certificate of No Pending Administrative/Criminal Case (Original Signed Copy)	HR Officer / Legal	
Certified True Copy of Transcript of Records (TOR from last school attended)	Nominee	
Nominee Certification Form	Nominee	
PMDD Letter of Conformance (To be submitted once accepted into the Program only)	Nominee and the Head of the Agency / Nominating Officer	

REQUIREMENTS	TO BE ACCOMPLISHED BY:	TO BE SUBMITTED IN:
Certified True Copy of CSC Form 33 <i>(Appointment Paper)</i>	Nominee / HR Officer	Digital Copies Only Please upload the documents via: http://bit.ly/pmdponlinesubmissionsMMC
Certified True Copy of Designation Order <i>(If applicable)</i>	Nominee	
Copy of IPCR with Adjectival Rating for the past two (2) years <i>(2022 and 2023)</i>	<ul style="list-style-type: none"> • HR Officer <i>Note: In case of unavailability, a certification from the HR must be submitted</i>	
Copy of NSO/PSA-issued Birth Certificate	Nominee	
Certified True Copy of Organizational Chart <i>(reflecting the applicant's name/position/level)</i>	Nominee / HR Officer	

The PMDP Forms can be downloaded from: <https://bit.ly/PMDPMMCFORMS>

FOR MORE INFORMATION



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Public Management Development Program



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

REQUIREMENTS	TO BE ACCOMPLISHED BY:	TO BE SUBMITTED IN:
PMDP SEC Form A (Nomination Form)	Head of the Agency	<p>Original physical and digital copies</p> <p>Original physical copies must be submitted to: <i>Development Academy of the Philippines Public Management Development Program DAP Building, San Miguel Avenue Ortigas Center, Pasig City, 1600 Attn: Angelica D. Ranas</i></p> <p>Please upload the documents via: http://bit.ly/pmdponlinesubmissionsSEC</p>
PMDP SEC Form B (Assessment by the Immediate Supervisor)	Immediate Supervisor of the Nominee	
PMDP SEC Form C (Agency Screening Certification)	HR / Scholarship Personnel / Administrative Officer	
PMDP Form D (Self-Declaration of Medical Illness/es)	Nominee	
PMDP Form E (Physician's Certification)	Physician from a Government or Private Hospital or from 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 <i>Updated Personal Data Sheet</i>	Nominee	
Certificate of No Pending Administrative/Criminal Case (Original Signed Copy)	HR Officer / Legal	
Certified True Copy of Transcript of Records (TOR from last school attended)	Nominee	
Nominee Certification Form	Nominee	
PMDP Letter of Conforme (To be submitted once accepted into the Program only)	Nominee and the Head of the Agency / Nominating Officer	

REQUIREMENTS	TO BE ACCOMPLISHED BY:	TO BE SUBMITTED IN:
Certified True Copy of CSC Form 33 <i>(Appointment Paper)</i>	Nominee / HR Officer	Digital Copies Only <i>Please upload the documents via:</i> http://bit.ly/pmdponlinesubmissionsSEC
Certified True Copy of Designation Order <i>(If applicable)</i>	Nominee	
Copy of OPCR/DPCR/CESPE with Adjectival Rating for the past two (2) years <i>(2022 and 2023)</i>	HR Officer <i>Note: In case of unavailability, a certification from the HR must be submitted</i>	
Copy of NSO/PSA-issued Birth Certificate	Nominee	
Certified True Copy of Organizational Chart <i>(reflecting the applicant's name/position/level)</i>	Nominee / HR Officer	
Certified True Copy of Official (Red) Passport <i>[Pages 2 and 3]</i> <i>(a requirement for the Foreign Study Mission)</i>	Nominee	

The PMDP Forms can be downloaded from: <https://bit.ly/PMDPSECFORMS>

FOR MORE INFORMATION



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