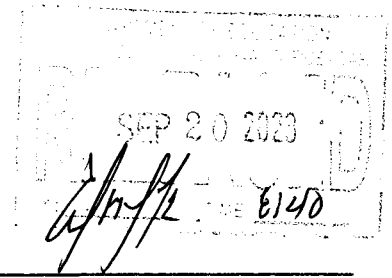




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



September 19, 2023

REGIONAL MEMORANDUM
 No. **545.2023**

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

To: Assistant Regional Director
 Schools Division Superintendents
 All Other Concerned
 All Divisions

1. Pursuant to the letter of invitation received from the Development Academy of the Philippines (DAP), with the directive of Public Management Development Program (PMDP), DepED CAR through the National Educators Academy of the Philippines, calls for the nominations for the Middle Manager Class (MMC) Batch 33 and Senior Executives Class (SEC) Batch 13.

2. The MMC is for Division Chiefs (SG 24) or those in equivalent positions, 50 years old and below while the SEC is designed for incumbents in directorship positions with Salary Grade 25 or up, or OICs of permanent directive positions for at least a year, aged 55 years old or younger, 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.

3. The PMDP training is held in-person in the DAP 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 Management for completion of the two classes, respectively.

4. The following are the two classes opening early 2024:

Classes	Opening Date	Deadline of Nominations in the region for PDC Evaluation
Middle Managers Class (MMC) Batch 33	January 11, 2024	October 31, 2023
Senior Executives Class (SEC) Batch 13	February 19, 2024	November 3, 2023

5. Attached are details on the qualifications and admission requirements for MMC (Enclosure 1) and SEC (Enclosure 2).

6. PMDP Forms for MMC can be downloaded from <https://bit.ly/PMDPMMCFORMS> and SEC forms can be downloaded from <https://bit.ly/PMDPSECFORMS>.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph



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<https://depedcar.ph>



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7. As set by the National Government's Career Executive Service Development Program (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.
8. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or Elvernice S. Fanged, Scholarship Focal Person through email address at car.neapr@deped.gov.ph.
9. Immediate and widest dissemination of this Memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director 

HRDD-NEAPCAR/RCA/esf



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Enclosure 1 to RM No. 545.2025

A. Call for Nominations for MMC

CALL FOR NOMINATIONS

MIDDLE MANAGERS CLASS BATCH 33

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 universities and colleges
- aged 50 years old or below
- in good health

The Middle Managers Class (MMC) transforms accepted nominees into development-oriented, peak-performing and future-ready leaders preparatory to a post in the Philippine Career Executive Service.

12 MONTHS

IN-PERSON AND ONLINE SESSIONS

FULL GOVERNMENT SCHOLARSHIP

FOR MORE INFORMATION

(02) 8631-2128
 (02) 86310921 local 125, 126, 127

0969-5867046

pmdp.admissions@dap.edu.ph

pmdp.dap.edu.ph

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Public Management Development Program

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B. Qualifications of MMC



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



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Cordillera Administrative Region

C. MMC Admission Requirements

REQUIREMENTS	TO BE ACCOMPLISHED BY:
PMDP MMC Form A (Nomination Form)	Head of the Agency
PMDP MMC Form B (Assessment by the Immediate Supervisor)	Immediate Supervisor of the Nominee
PMDP MMC 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 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
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 Conformance (To be submitted once accepted into the Program only)	Nominee and the Head of the Agency / Nominating Officer

REQUIREMENTS	TO BE ACCOMPLISHED BY:
Certified True Copy of CSC Form 33 (Appointment Paper)	Nominee / HR Officer
Certified True Copy of Designation Order (If applicable)	Nominee
Copy of IPCR with Adjectival Rating for the past two (2) years (2022 and 2023)	• HR Officer Note: In case of unavailability, a certification from the HR must be submitted
Copy of NSO/PSA-issued Birth Certificate	Nominee
Certified True Copy of Organizational Chart (reflecting the applicant's name/position/level)	Nominee / HR Officer



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Department of Education
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Enclosure 2 to RM No. **545.2023**

A. Call for Nominations for SEC

CALL FOR NOMINATIONS

SENIOR EXECUTIVES CLASS BATCH 13

QUALIFIED ARE:

- in a permanent directorship position
- aged 55 years old or below
- from a national line or attached agency, constitutional and legislative office, government-owned and controlled corporation, or state universities and colleges
- in good health

The Senior Executives Class (SEC) widens the perspectives of the high-level officials and arms them with cutting edge tools to lead agile, digital, ethical and future-ready organizations towards a radiant future.

50 DAYS
SPREAD ACROSS
10 MONTHS

IN-PERSON
SESSIONS

FULL GOVERNMENT
SCHOLARSHIP

FOR MORE INFORMATION

(02) 8631-2126
 (02) 86310921 local 125, 126, 127

0969-5867046

pmdp.admissions@dap.edu.ph

pmdp.dap.edu.ph

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B. SEC Qualifications



Updated as of August 2023

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



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C. Admission Requirements

REQUIREMENTS	TO BE ACCOMPLISHED BY:
PMDP SEC Form A (Nomination Form)	Head of the Agency
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 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
PMDP 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:
Certified True Copy of CSC Form 33 (Appointment Paper)	Nominee / HR Officer
Certified True Copy of Designation Order (If applicable)	Nominee
Copy of OPCR/DPCR/CESPE with Adjectival Rating for the past two (2) years (2022 and 2023)	HR Officer Note. In case of unavailability, a certification from the HR must be submitted
Copy of NSO/PSA-issued Birth Certificate	Nominee
Certified True Copy of Organizational Chart (reflecting the applicant's name/position/level)	Nominee / HR Officer
Certified True Copy of Official (Red) Passport [Pages 2 and 3] (a requirement for the Foreign Study Mission)	Nominee