Republic of the Philippines
Department of Education
CARAGA REGION
J. Rosales Avenue, Butuan City,
Agusan del Norte, Philippines, 8600

January 21, 2020

RELEASED
DATE: 22 JAN 2020
SIGNATURE
CARAGA REGION

REGIONAL MEMORANDUM
No. 044, s. 2020

NOMINATIONS FOR THE PUBLIC MANAGEMENT DEVELOPMENT PROGRAM OF DAP

TO: **SCHOOLS DIVISION SUPERINTENDENTS**
CHIEFS OF FUNCTIONAL DIVISION
This Region

1. Attached is the communication from **Ms. Nanette C. Caparros**, Managing Director of the Public Management Development Program (PMDP) of the Development Academy of the Philippines (DAP) to **Hon. Diosdado M. San Antonio**, Undersecretary for Curriculum and Instruction, inviting nominations for the **Middle Managers Class (MMC)** opening on **February 21, 2020**.

2. Eligible for nominations are those with permanent positions designated as Section or Division Chiefs in the Regional Office or Schools Division Offices with Salary Grade 18 to 24 and must not be older than 50 years old. OICs of such position with the required salary grade for at least a year are also eligible to be nominated.

3. Admission guidelines and requirements can be accessed and downloaded from www.dap.edu.ph/pmdp/forms.

4. Send application documents, copy furnished this office thru HRDD, on or before **January 31, 2020** to:

Attn: Mr. Mark Adrian Sebastian / Ms. Shellie Dejan
Public Management Development Program (PMDP)
5th Flr., DAP Building, San Miguel Avenue, Ortigas, Pasig City 1600

5. Advanced copies of the documents may be sent to **pmdp.admissions@dap.edu.ph**.

6. For further inquiries, you may reach the Program Manager of PMDP Recruitment and Admissions, **Ms. Millete F. Young**, at telephone number (02) 631-0921 local 127 or at (02) 631-2128.

7. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS, CESO V
Director III
OIC – *Office of the Regional Director*

HRDD04/mmv
01/21/2020

2020-01-1047

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019

development academy of the philippines

OFFICE OF THE UNDERSECRETARY
CURRICULUM AND INSTRUCTION
RECEIVED
17 JAN 2020
BY: TIME:
DOC # 423783

10 December 2019

DR. DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction
Department of Education
DepEd Complex, Meralco Ave., Pasig City

Dear Undersecretary San Antonio,

Yuletide greetings from the Development Academy of the Philippines (DAP)!

As 2019 draws to a close, we would like to convey our profound gratitude for the immeasurable support that you have extended to the Academy's various programs so far.

In particular, with much help from you, the Public Management Development Program (PMDP), or the National Government's Career Executive Service Development Program, achieved its milestone of a thousand scholars after only seven years!

The good news is that the present administration continues to provide resources to strengthen the capability of our civilian forces. This early, we would like to solicit nominations for the next Middle Managers Class (MMC) opening on **February 21, 2020**.

To qualify, nominees from your agency must hold permanent positions and are designated as Section or Division Chiefs with **Salary Grade 18** to **24** and must not be older than 50 years old. OICs of such positions with the required SG for at least a year are also eligible to be nominated.

PMDP consists of a Residential Training which runs for about five (5) months at the DAP Conference Center, Tagaytay City with monthly one-week breaks and the Capstone Project Phase which is mostly done for six (6) months in your agency.

We ardently hope that you will seize this program of the national government. Please send your high-performing and high-potential employees who are being groomed for managerial / leadership posts as part of your agency's succession plan. Successful nominees will have the distinct privilege of being mentored by luminaries in government, the academe and private sector and earn academic *equivalencies* towards a Master in Development Management degree.

For further inquiries, you may get in touch with the PMDP Program Manager for Recruitment and Admissions, Ms. Milette F. Young, at (02) 8-631-0921 local 127 or at (02) 8-631-2128.

Thank you and we look forward to receiving your nomination soon.

Very truly yours,

NANETTE C. CAPARROS
Managing Director, PMDP

DAP Bldg., San Miguel Avenue, Pasig City 1600
PO Box 12788, Ortigas Center, Pasig City 1600 Philippines
Tel: (632) 631 0921 to 30 | Fax: (632) 631 2123

INTER-AGENCY STEERING COMMITTEE
NATIONAL GOVERNMENT'S CAREER EXECUTIVE SERVICE DEVELOPMENT PROGRAM-
PUBLIC MANAGEMENT DEVELOPMENT PROGRAM

NOMINATION FORM (MMC-A)
MIDDLE MANAGERS CLASS

(To be filled-out by the Head of Agency)

CONFIDENTIAL

I, _____ *(name)*, _____ *(position)* of the _____ *(agency)*, willfully nominate the following officer/s for admission to the Public Management Development Program, **Middle Class Batch** _____ on the basis of his/her/their good character and outstanding performance:

Title (Mr./ Ms.)	Name	Current position	SG	Division/ Office / Region	Contact Number
1.					
2.					
3.					
4.					
5.					

I understand that the above candidates meet the qualifications of PMDP, are physically and mentally fit to undergo training, and will be granted the full scholarship provided that they pass the admission process of the Program.

Our Human Resources Manager/Officer, (Mr./Ms.) _____ can be reached through the following contact nos. _____; email address _____to coordinate submission of application and completion of document requirements.

As our commitment, the agency will allow them to take the PMDP training once they are confirmed by the NGCESDP Steering Committee. Should there be any changes or deferment, we will notify the PMDP Secretariat through a letter of notice.

Thank you for this opportunity.

_____
Printed Name and Signature

Date: _____

INTER-AGENCY STEERING COMMITTEE
NATIONAL GOVERNMENT'S CAREER EXECUTIVE SERVICE DEVELOPMENT PROGRAM-
PUBLIC MANAGEMENT DEVELOPMENT PROGRAM

AGENCY SCREENING CERTIFICATION FORM (MMC-C)

(To be filled-out by the Person-in-Charge of Scholarship / HR or Admin Officer / Personnel)

_____

NAME OF NOMINEE

CONFIDENTIAL

This certifies that the nominee is considered high-performing and high potential and qualifies based on the following criteria/requirements of the PMDP:

Criteria	Qualifications			
Nominee holds a permanent position equivalent to *SG 18 to 24*	Position:			
	Date of Appointment:		Salary Grade:	
	Division/Department:			
	Office Address:			
	Office Contact Info:			
	Is the position permanent / regular?	☐ Yes ☐ No		
	Is the nominee designated to another role/function?	☐ Yes ☐ No		
	If yes, state Designation	Position:	Salary Grade:	
		Date of Designation Order:		
	Information on Immediate Supervisor			
	Name:			
	Position:			
	Contact Details:			
Nominee satisfies government required eligibility. *(Please check applicable boxes)*	**Professional Certifications** ☐ PRC, *specify area* _____ ☐ Bar Exams	**Eligibilities** ☐ PD 907 ☐ RA 1080 ☐ Professional ☐ Career Service Executive Eligible ☐ Career Executive Service Eligible ☐ Career Executive Service Officer *state rank* _____		*If pursuing 3rd Level eligibility, check stages passed* ☐ MATB ☐ Assessment Center ☐ Validation ☐ Panel Interview
Nominee is 50 yrs. old or below	Birthdate:	_____ *mm / dd / yyyy*	Age:	

Criteria	Qualifications			
Nominee holds a Bachelor's degree	Highest educational attainment:	Degree and Specialization:	Year of Graduation:	School:
Nominee got VS/ higher PAR rating <u>for the past 2 years</u>	*(Indicate year, check applicable period and put rating)*			
	Year: _____ Rating 1st Semester _____ 2nd Semester _____	Year: _____ Rating 1st Semester _____ 2nd Semester _____	Year: _____ Rating 1st Semester _____ 2nd Semester _____	
Total number of years of service in government? _____				
Does the nominee have a record of habitual leaves (a maximum of 2 months/year)? ☐ Yes ☐ No				
Does the nominee have any pending administrative and/or criminal case? ☐ Yes ☐ No				
Please cite other information that will support nomination to PMDP.				

The nominee must submit additional requirements such as **Personal Data Sheet**, copy of **Appointment Papers**, copy of **Transcript of Records** and **Nomination form** signed by the head of agency. As part of the screening process, the nominee will undergo an examination and an interview.

_____ _____

Name and Signature of Person Completing this Form *Position*

_____

Date Accomplished

INTER-AGENCY STEERING COMMITTEE
NATIONAL GOVERNMENT'S CAREER EXECUTIVE SERVICE DEVELOPMENT PROGRAM-
PUBLIC MANAGEMENT DEVELOPMENT PROGRAM

DECLARATION OF MEDICAL ILLNESS/ES (FORM D)

(To be filled-out by the Nominee)

Name *(Last name, First Name, Middle Name)*		
Date of Birth (*mm/dd/yyyy*):	**Civil Status:**	**Sex:** ☐ Female ☐ Male
Weight (*kg*):		**Height** (*cm*):
BP:		**CR:**

Are you currently under treatment for any physical / mental condition? ☐ Yes ☐ No
If yes, please provide details:

_____

_____

Personal Medical History

Have you had or undergone any of the following?
Please tick [✓] **No** or **Yes**. If **"Yes"** please specify **condition and duration**:

	No	Yes	Details *(condition, duration)*
Allergies			
Acute/Chronic Respiratory Disorder			
Blood Disorder			
Brain Disorder			
Gastro-intestinal Disorder			
Heart Disorder			
Injuries / Deformities			
Kidney / Urinary Disorder			
Menstrual Disorder			
Muscular / Joint Disorder			
Skin Disorder			
Surgical Disorder			
Any other conditions			

I certify that the above information are true and correct to the best of my knowledge. I understand that neither PMDP nor DAP shall be liable for any physical or mental problem that I may develop during my participation in the Program and that I shall be responsible for bringing with me necessary medicines as prescribed by my physician since they may not be available at the venue of the training. Further, I understand that non-disclosure of illness/es may result to the discontinuance of my scholarship and expulsion from the Program.

_____ _____

Nominee's Signature Date

PRIVACY NOTICE
We, at the Development Academy of the Philippines (DAP), would like to thank you for your continued trust in providing us with your personal information. Rest assured that these data shall only be used in processing your application in the Public Management Development Program (PMDP), and be secured in the concerned office only. For data privacy concerns, you may contact us at (02) 631-2128 or at pmdp.admissions@dap.edu.ph.

INTER-AGENCY STEERING COMMITTEE
NATIONAL GOVERNMENT'S CAREER EXECUTIVE SERVICE DEVELOPMENT PROGRAM-
PUBLIC MANAGEMENT DEVELOPMENT PROGRAM

GOVERNMENT PHYSICIAN'S CERTIFICATION FORM (FORM E)

(To be filled-out by the Physician, not related to the nominee, from a Government Hospital External to the Nominee's Institution)

Note: Please attach laboratory results from a government hospital.

GENERAL STATUS
Findings: Vision: _____ Snellens: L _____ R _____ Ear: _____ Nose: _____ Throat: _____ Neck: _____ Chest: _____ X-Ray: _____ Breast: _____ Abdomen: _____ History of Any Past Illness: _____ _____ Hospitalization: _____ _____ **Recommendation**: ____ Physically fit to join the Program ____ Unfit to join the Program *(Please specify reason):* _____ ____ Other recommendations: _____

CERTIFICATION			
This is to certify that I have examined the nominee and that all information stated herein are true and correct.			
Government Hospital's Name:			
Examiner's Name & License No.: *[Please write in print / block letters]*			
Examiner's Signature:		**Date:**	