



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF
Schools Division of
RE BOS SER

09 SEP 2021

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DIVISION MEMORANDUM
No. 350, s. 2021

**SUBMISSION OF NOMINEES FOR THE DEVELOPMENT ACADEMY OF THE
PHILIPPINES-PUBLIC MANAGEMENT AND DEVELOPMENT PROGRAM (MIDDLE
MANAGERS CLASS BATCH 28)**

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads

1. Attached is DM-HROD-2021-0120 announcing that the Development Academy of the Philippines (DAP) has opened nominations for the Public Management Development Program for Middle Managers Class (PMDP-MMC) Batch 28 and is expected to commence on October 11, 2021.
2. The Middle Managers Class (MMC) is designed to transform division chiefs, promising section chiefs and high potential specialists into development oriented, peak-performing, and future-ready leaders.
3. For more information about the said nomination, please refer to the attached memorandum.
4. Should there be questions and clarifications, please contact Ms. Mary Joy L. Cabiles, Senior Education Program Specialist-HRD Section at (049) 511-4191 or 0961-761-6828.
5. Immediate dissemination of this Memorandum is desired.

EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: As stated

Reference: DM-HROD-2021-0120

SGOD/HRD / Submission of Nominees for the Development
Academy of the Philippines-Public Management and
Development Program (Middle Managers Class Batch
28)

2686, 09/09/2021



Address: P. Burgos St. Brgy. Sto. Domingo, Biñan City Laguna
Website: depedbinancity.com.ph
Email: deped.binancity@deped.gov.ph
Telephone no: 511-4143/ 511-8620/ 511-4191/ 511-8746



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-HROD-2021-0120

TO : **Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
School Division Superintendents
Heads/Chiefs of Divisions and Units**

FROM : **WILFREDO E. CABRAL**
*Regional Director, DepEd NCR and
Officer-in-Charge, Office of the Undersecretary for Human Resource and
Organizational Development*

SUBJECT : ***Submission of Nominees for the Development Academy of the
Philippines - Public Management and Development Program
(Middle Managers Class Batch 28)***

DATE : **August 24, 2021**

The Development Academy of the Philippines (DAP) has opened the nominations for the Public Management Development Program for Middle Managers Class (PMDP-MMC) Batch 28 and is expected to commence on October 11, 2021.

The Middle Managers Class (MMC) is designed to transform division chiefs, promising section chiefs and high potential specialists into development-oriented, peak-performing and future-ready leaders.

Successful applicants shall receive full government scholarships. For a period of 12 months, scholars shall undergo flexible learning mode of training and work on their respective Capstone Project that will impact the delivery of Deped's critical services. The PMDP-MMC scholars who satisfy the academic requirements of the program will be conferred a Master's degree in Development Management.

The criteria and qualifications for Middle Managers Class are the following:

- 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. Possesses at least a Bachelor's Degree;
- d. Duly nominated by the Head of Office (with forms approved by the School Division Superintendent for Schools Divisions Offices(SDO), Regional Directors for Regional Offices (RO), at least Bureau/ Service Director for Central Office) ;
- e. Attained Very Satisfactory (VS) or Outstanding performance rating for the past two years;
- f. No existing Service Obligation Contract from the Department;
- g. Without pending administrative and/or criminal case;
- h. Did not go on habitual leave (max of 2 months/year), excluding maternity leave;
- i. Willing to sign a service contract up to three years after completing the program;
- j. Possesses managerial and leadership potential;
- k. With good character and commitment to public service;
- l. Possessing intellectual and creative capacities;
- m. Must be in good health (no debilitating, chronic illnesses or serious health condition); and
- n. With excellent communication skills (both oral and written)

Application and nomination forms can be downloaded from <https://bit.ly/PMDPMMCForms>.

Each SDO, RO, and Bureau/Service may submit a maximum of 2 qualified nominees with approved applications & forms (see Annex A) **on or before September 10, 2021 through bit.ly/pmdponlinesubmissionsMMC** and must copy furnish the Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD) through this email: bhrod.hrdd@deped.gov.ph following this format on the subject line: [DAP-PMDP MMC 28]_(Surname, First Name of Nominee)_(Region/Office/Bureau).

The nominees shall undergo the preliminary screening, examination, and interview to be conducted by DAP. Once shortlisted by DAP, qualified candidates will be notified by the Department.

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 information and guidance.

Admission Requirements for DAP MMC Batch 28

1. PMDP MMC Form A – Nomination from the Head of the Agency
2. PMDP MMC Form B – Assessment by the Immediate Supervisor
3. PMDP MMC Form C – Agency Screening Certification (To be accomplished by the HR/Scholarship Personnel / Administrative Officer)
4. Declaration of Medical Illness/es – Form D (To be accomplished by the Nominee)
5. Government Physician’s Certification – Form E (To be accomplished by the physician from a government hospital, other than the agency’s clinic/hospital)
6. Laboratory Results (From a government hospital, other than the agency’s clinic/hospital)
7. Updated Personal Data Sheet – CSC Form 212 (To be accomplished by the nominee)
8. IPCR for the past 2 years (To be accomplished by the nominee / Office Personnel / Administrative Officer)
9. Certified True Copy of CSC Form 33 (Appointment Papers) (To be provided by the HR/Scholarship Personnel / Administrative Officer)
10. Certified True Copy of Designation Order (if applicable) (To be provided by the HR/Scholarship Personnel / Administrative Officer)
11. Certificate of No Pending Case (To be provided by the HR/Scholarship Personnel / Administrative Officer)
12. Original / Certified True Copy of Transcript of Records (To be provided by the nominee)
13. Certified True Copy of Birth Certificate (To be provided by the nominee)
14. Copy of the Organizational Chart (To be accomplished by the HR/Scholarship Personnel / Administrative Officer)
15. Copy of the Red Passport (To be accomplished by the nominee)

[BHROD-HRDD/Salazar]