



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

DIVISION MEMORANDUM
SGOD-2023- 289

July 6, 2023

ATTENDANCE TO MIDDLE MANAGERS CLASS BATCH 32

To: Aimee Amor C. Porto
 School Principal II
 Senior High School-Digos City

1. This is in reference to the letter from Nanette C. Caparros, Vice President, Center for CES Development of the Development Academy of the Philippines.
2. You are hereby directed to attend the said government scholarship program starting July 9, 2023 to January 10, 2024.
3. It is stated in Instruction Circular Number 10, "Your agency shall cover transportation to and from DAPCC during the residential training and other activities in DAP Pasig. The Program will only cover module-related trips."
4. Attached are the Instruction Circular, Training Calendar, and Letter of Conforme for ready reference.
5. For information, guidance, and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO

OIC-Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED
 23-104826

DATE: JUL 07 2023 TIME: 4:00pm

BY: *[Signature]*





development academy of the philippines

The National Productivity Organization

03 July 2023

MS. AIMEE AMOR C. PORTO

School Principal II
Department of Education - Region XI
Zone II, Digos City

Dear **Ms. Porto**:

Congratulations!

You have been accepted as one of the participants of Middle Managers Class Batch 32 by the National Government's Career Executive Service Development Program Inter-Agency Steering Committee. This entitles you to a government scholarship that includes tuition, training materials, accommodation, and module-related travel.

In view of the much-improved community health and safety conditions, the PMDP has reverted to full face-to-face classes conducted at the Development Academy of the Philippines Conference Center (DAPCC) in Tagaytay City.

Sessions will start on **10 July 2023, Monday, at 8:00 AM** at DAPCC-Tagaytay. However, you are enjoined to check-in on 09 July 2023, Sunday, 2:00 PM, for the traditional Salubong, a welcome activity by the preceding batch.

Attached are the Instruction Circular and the Training Calendar for your reference. You may also contact Ms. Reina Carmelita F. Young, Program Director for Recruitment and Admissions, at mobile number 0956-3849434 or email at pmdp.admissions@dap.edu.ph for queries and concerns.

Thank you and we look forward to welcoming you to PMDP!

Very truly yours,

NANETTE C. CAPARROS

Vice President
Center for CES Development

cc: *Immediate Supervisor / HR Department*



Letter of Conformance

Full Name	AIMEE AMOR C. PORTO
Position	School Principal II
Agency	Department of Education/Region XI/Digos City
Home Address	Roxas St., Digos City

Dear **MMC Batch 32 Scholar**:

Greetings!

In line with your acceptance to Middle Managers Class (MMC) Batch 32 of the Public Management Development Program (PMDP) as confirmed by the National Government's Career Executive Service Development Program (NGCESDP) Inter-Agency Steering Committee, the following conditions of this scholarship shall be observed and complied with:

1. As indicated in PMDP Form A (Nomination Form) signed by the head of your agency, you shall be relieved of official duties and be considered on study leave for five (5) days per month for the 10-month duration of the intensive predominantly face-to-face training in DAP Tagaytay.
2. You shall ensure complete attendance, full participation and commitment during the entire training phase starting 10 July 2023 and comply with all the module requirements. Classes are normally conducted from Monday to Friday, 8:00 AM to 5:00 PM.
3. If you fail to complete the training phase within the stated period without a valid reason, the DAP-PMDP shall charge the corresponding expenses incurred for the duration of your attendance to you or your agency, depending on who requests the withdrawal. Please provide a copy of the proof of payment to DAP-PMDP through:

Payee: Development Academy of the Philippines
Bank: Land Bank of the Philippines - Pasig Capitol SA No:
0671-010540

4. DAP shall award a graduate Diploma in Development Management only after acceptance of a Capstone Paper which can be a Policy Paper, Management Case or Innovation Project.
5. The scholar's agency shall commit to support the scholar's completion of the whole Program regardless of change in leadership and management.
6. The scholar and his/her agency shall participate in tracer and evaluation studies related to the Program during and after the scholarship period to be conducted either by DAP or a third party commissioned by the Academy.

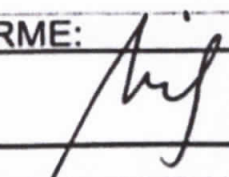
7. The scholar, the scholar's agency, and DAP agree that copyright of the Capstone Paper is under the scholar as the author of the academic paper, the Development Academy of the Philippines, and the scholar's agency. Reproduction and distribution of the paper or parts is prohibited except with permission from all copyright owners.
8. The scholar shall observe and comply with the rest of the provisions stated in the PMDP Scholar's Handbook, a copy of which is provided to him/her, in matters relating to academics, attendance, compliance with the requirements, withdrawal from the Program, and cancellation of the scholarship on valid ground(s).
9. The scholar shall observe and comply with the provisions stated in the Scholarship Service Contract with his/her agency, otherwise, necessary actions may be imposed by his/her agency in accordance with their internal scholarship policies. A copy of the signed Scholarship Service Contract shall be submitted to DAP-PMDP.


This Letter of Conformance is issued as part of the admission requirements of the PMDP for your compliance.

Thank you.

Very truly yours,


NANETTE C. CAPARROS
 Managing Director, PMDP

	CONFORME:
<u>SIGNATURE OF THE NOMINEE:</u>	
<u>PRINTED NAME:</u>	AIMEE AMOR C. PORTO
<u>DATE SIGNED:</u>	July 04, 2023

	CONFORME:
<u>SIGNATURE OF THE HEAD OF AGENCY / REPRESENTATIVE:</u>	
<u>PRINTED NAME:</u>	MELANIE P. ESTACIO, PhD, CESO VI
<u>POSITION:</u>	OIC-Schools Division Superintendent
<u>DATE SIGNED:</u>	July 04, 2023



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

29 June 2023

- INSTRUCTION CIRCULAR NO. 1 -

TO: MMC BATCH 32 SCHOLARS

In line with your acceptance to the Middle Managers Class (MMC) of the Public Management Development Program (PMDP), please be guided by the following:

1. Assembly and Registration

Assembly and registration will be at the Development Academy of the Philippines Conference Center (DAPCC) located at Barangay Sungay, Tagaytay City with contact numbers: 08-631-2152, 8-631-2144, 8-631-0921 locals 118 or 115, on *09 July 2023, Sunday, at 2:00 PM.*

Please find the registration desks at the Upper Lobby.

2. Admission Requirements

If you lack documents from the following list, please submit them on or before **14 July 2023**. Otherwise, we will be constrained to suspend your participation per program policy:

1. PMDP MMC Form A – Nomination from the Head of the Agency
Nominations made by the Regional Directors and/or other officers vested with the authority to nominate must be certified/confirmed by the Central Office.
2. PMDP MMC Form B – Assessment by the Immediate Supervisor
3. PMDP MMC Form C – Agency Screening Certification
4. PMDP Form D - Declaration of Medical Illness/es
5. PMDP Form E - Physician's Certification and Laboratory Results from a government, private, or your agency's clinic or hospital
6. Updated Personal Data Sheet – CSC Form 212
7. Certified True Copy of IPCR for the past 2 years – 2021 and 2022
8. Certified True Copy of CSC Form 33 (Appointment Papers)
9. Certified True Copy of Designation Order (if applicable)
10. Certified True Copy of Transcript of Records
11. Certified True Copy of Birth Certificate
12. Certificate of No Pending Administrative/Criminal Case
13. Copy of the Organizational Chart
14. Nominee Certification Form
15. PMDP Letter of Conformance

Advance digital copies may be submitted via <http://bit.ly/PMDPMMCLackingRequirements>, but hard copies must be sent to the Public Management Development Program, 5th Floor, Development Academy of the Philippines, San Miguel Avenue, Ortigas Center, Pasig City, subsequently.

3. Service Contract

Please also send a copy of your Service Contract before **07 August 2023**. The duration of the return of service shall be prescribed by your agency subject to a minimum of one (1) year.

4. Salubong and Orientation Seminar

The traditional salubong with MMC 31 will be conducted on **09 July 2023, 3:00 PM at the Little Theater**.

The orientation seminar on DAP and Program policies, including learning technologies will be on **10-11 July 2023**. The session will start at **8:00 AM at Conference Rooms 5-7**.

You may wear smart casual attire during these two (2) activities.

5. Opening Ceremony

To officially welcome you to the Program, we will be having a simple Opening Ceremony on 10 July 2023, 6:00 PM, at DAPCC Auditorium. Dress code is Corporate Filipiniana.

6. DAP-issued Gmail Account

To have full access to the premium features of the Google Workspace, a DAP Gmail account shall be issued to you. This will be used during the training period and will be deactivated upon your graduation. The class management team will send the account login details to your personal email address which you have provided during the admission process. After this, all communications of the Program will be sent through your DAP-registered Gmail account. Such account will also be used in accessing the Google Classroom which shall serve as the learning management system.

7. Training Paraphernalia

You will be provided with a training bag containing a notebook and a pen. Please bring other supplies and equipment such as laptop, calculator, printer with ink cartridge, and other related materials which you might need during the course of your study.

8. Internet Connection

Internet is available in all common areas and conference rooms but this is sometimes intermittent due to congestion, hence you are encouraged to bring a pocket wi-fi to suit your needs.

9. Accommodation

Accommodation is on a twin sharing arrangement exclusive to you and your roommate. The rooms are reserved for the duration of the residential training including weekends except during working breaks. Guests, including family members and friends, are not allowed to use these reserved rooms. However, they can be booked in other available rooms of DAPCC on your own account but at a discounted rate.

10. Transportation

Your agency shall cover transportation to and from DAPCC during the residential training and other activities in DAP Pasig. The Program will only cover module-related trips.

11. Meals

Breakfast, lunch and dinner, two snacks and flowing coffee will be served during class days. Snacks will not be served on Saturdays and Sundays when there are no classes. A meal order form is routed every weekend for the reference of the class management team.

In the registration form, please indicate your dietary restrictions. Meals are exclusive for you, the faculty and staff. Meals for visiting family or friends may be ordered separately and shall be charged to your account. Meals may not be exchanged for cash nor other needs.

12. Wearing of IDs

You will be issued a temporary PMDP ID during registration. It will be replaced by an official ID in due time. Always wear this while in DAPCC premises during classes and in DAP Pasig for other activities.

13. Class Schedule

Classes start at 8:00 AM and end at 5:00 PM, with a 1-hour lunch break, unless arranged differently by your faculty. Classes are held from Mondays to Fridays. However, considering the availability of faculty and resource persons, some classes may be held on weekends and holidays.

14. Dress Code

You are expected to always dress appropriately in all DAPCC premises: classroom, dining hall, lobby, grounds, etc. Please wear decent smart casual clothing and comfortable shoes or sandals all the time. For other occasions, you will need a Filipiniana and business attire.

15. Medical Needs

A doctor is available at the DAPCC clinic every Monday and Friday (1:00 PM to 4:00 PM) and Wednesday (8:00 AM to 11:00 AM), while a nurse stays for 24 hours for any emergency and other medical needs. You are advised to always bring your personal medications, if any. The scholarship does not cover medical expenses.

16. Carrying of Firearms

Carrying of firearms is not allowed in DAPCC premises. Firearms should be deposited to the guard at the Front Lobby. Appropriate firearms repository slip will be issued to the owner or holder.

17. Climate

Compared to Metro Manila, Tagaytay weather is relatively cooler especially during evenings. Please bring clothes that will keep you warm when needed. Likewise, please bring an umbrella or any rain gear during the wet season.

18. Other Amenities

Printing service is available at the Business Center. A gym and some indoor game facilities are also available for your health and wellness activities.

The above are just initial instructions and information. More details on the Program will be discussed by DAP Officers during the orientation.

Congratulations and welcome to PMDP!

NANETTE C. CAPARROS
Vice President
Center for CES Development



MIDDLE MANAGERS CLASS BATCH 32
Training Calendar
 July - January 2024

Note: Modification in the schedule may be necessary while the Program is ongoing.

as of 26 June 2023

PHASE 1: TRAINING									
Week	Date(s)	Day	No. of Days	Course Code	Learning Area	Module/Activity	Venue	Prospective Faculty In-Charge	
1	July 09, 2023	Sunday	0.5			Salubong (PM)	DAPCC		
	July 10-11, 2023	Monday - Tuesday	2			Opening Ceremony Orientation Seminar Day 1-2	DAPCC		
	July 12-14, 2023	Wednesday - Friday	3	MDM 301	Learning Area 3: Personal Efficacy and Leadership	Peak Performers in the Public Sector (PPPS) - Phase 1	DAPCC	Ma. Noralisa Bite	
	July 15-16, 2023	Saturday - Sunday	2	No Classes					
2	July 17-18, 2023	Monday - Tuesday	2	MDM 301	Learning Area 3: Personal Efficacy and Leadership	Peak Performers in the Public Sector (PPPS) - Phase 1	DAPCC	Ma. Noralisa Bite	
	July 19-21, 2023	Wednesday - Friday	3	MDM 101	Learning Area 1: Governance and Development	Development Perspectives (DP)	DAPCC	Temario C. Rivera	
	July 22-23, 2023	Saturday - Sunday	2	No Classes					
3	July 24-27, 2023	Monday - Thursday	4	MDM 101	Learning Area 1: Governance and Development	Development Perspectives (DP)	DAPCC	Temario C. Rivera	
	July 28, 2023	Friday	1	MDM 400	Capstone Project	Capstone Session: Introduction to Capstone Project	DAPCC	Carmelita Ericta	
4	July 29 - August 06, 2023	Saturday - Sunday	9	Break					
5	August 07, 2023	Monday		Submission of Agency Endorsed details of Institutional Partner					
	August 07-08, 2023	Monday - Tuesday	2	MDM 400	Capstone Project	Capstone Session: Co-Creation Innovation Process	DAPCC	Carmelita Ericta	
	August 09-11, 2023	Wednesday - Friday	3	MDM 102	Learning Area 1: Governance and Development	Philippine Governance and Administrative System (PGAS)	DAPCC	Maria Lourdes G. Rebullida	
	August 12-13, 2023	Saturday - Sunday	2	No Classes					
6	August 14-17, 2023	Monday - Thursday	4	MDM 102	Learning Area 1: Governance and Development	Philippine Governance and Administrative System (PGAS)	DAPCC	Maria Lourdes G. Rebullida	
	August 18-19, 2023	Friday - Saturday	2	MDM 201	Learning Area 2: Strategic Public Management	Managing High-Performing Public Sector Organizations (MHPPSO)	DAPCC	Aura Matias	
	August 20-21, 2023	Sunday - Monday	2	No Classes/Holiday					
7	August 22, 2023	Tuesday		Submission of Draft 3 Capstone Project Ideas					
	August 22-26, 2023	Tuesday - Saturday	5	MDM 201	Learning Area 2: Strategic Public Management	Managing High-Performing Public Sector Organizations (MHPPSO)	DAPCC	Aura Matias	

8	August 27-September 03, 2023	Sunday - Sunday	8	Break/CP Idea Consultation					
9	September 04, 2023	Monday		Submission of Agency Endorsed details of 3 Capstone Project Ideas					
	September 04-08, 2023	Monday - Friday	5	MDM 204	Learning Area 2: Strategic Public Management	Economic Applications in the Public Sector (EAPS)	DAPCC	Fernando Aldaba	
	September 09-10, 2023	Saturday - Sunday	2	No Classes					
10	September 11-12, 2023	Monday - Tuesday	2	MDM 204	Learning Area 2: Strategic Public Management	Economic Applications in the Public Sector (EAPS)	DAPCC	Fernando Aldaba	
	September 13-14, 2023	Wednesday - Thursday	2	Research Methodology			DAPCC		
	September 15, 2023	Friday	1	Academic Writing			DAPCC		
	September 16-17, 2023	Saturday - Sunday	2	No Classes					
11	September 18-20, 2023	Monday - Wednesday	3	MDM 400	Capstone Project	Capstone Project Idea Presentation	DAPCC	Camelita Erieta	
	September 21-22, 2023	Thursday - Friday	2	MDM 301	Learning Area 3: Personal Efficacy and Leadership	Peak Performers in the Public Sector (PPPS) - Phase 2 Mid-Program Review	DAPCC	Ma. Noralisa Bite	
	September 22, 2023	Friday		Submission of Revised CP Idea Form (incorporated comments from panel)					
	September 23, 2023	Saturday	1	Breakfast Chat			DAPCC		
12	September 24-October 01, 2023	Sunday - Sunday	8	Break					
13	October 02-06, 2023	Monday - Friday	5	MDM 203	Learning Area 2: Strategic Public Management	Public Policy Analysis (PPA)	DAPCC	Patrocinio Jude Esguerra III	
	October 07-08, 2023	Saturday - Sunday	2	No Classes					
14	October 09-10, 2023	Monday - Tuesday	2	MDM 203	Learning Area 2: Strategic Public Management	Public Policy Analysis (PPA)	DAPCC	Patrocinio Jude Esguerra III	
	October 11-14, 2023	Wednesday - Saturday	4	MDM 206	Learning Area 2: Strategic Public Management	Project Development and Management (PDM)	DAPCC	Roderick Planta	
	October 15, 2023	Sunday	1	No Classes					
15	October 16-18, 2023	Monday - Wednesday	3	MDM 206	Learning Area 2: Strategic Public Management	Project Development and Management (PDM)	DAPCC	Roderick Planta	
	October 19-21, 2023	Thursday - Saturday	3	MDM 303	Learning Area 3: Personal Efficacy and Leadership	Strategic Communication and Executive Negotiation (SCEN)	DAPCC	Ma. Nieves Confesor	
	October 22, 2023	Sunday	1	No Classes					
16	October 23-27, 2023	Monday - Friday	5	MDM 303	Learning Area 3: Personal Efficacy and Leadership	Strategic Communication and Executive Negotiation (SCEN)	DAPCC	Ma. Nieves Confesor	
17	October 28 - November 05, 2023	Saturday - Sunday	9	Break/Holiday					

18	November 06-10, 2023	Monday - Friday	5	MDM 302	Learning Area 3: Personal Efficacy and Leadership	Transformational Leadership (TL)	DAPCC	
	November 11-12, 2023	Saturday - Sunday	2	No Classes				
19-21	November 13-14, 2023	Monday - Tuesday	2	MDM 302	Learning Area 3: Personal Efficacy and Leadership	Transformational Leadership (TL)	DAPCC	
	November 15-28, 2023	Wednesday - Tuesday	14	MDM 103	Learning Area 1: Governance and Development	Dynamics of Social Development (DSD) - Priming Sessions	DAPCC / Selected Community	
	November 29-December 03, 2023	Wednesday - Sunday	5	Break/Holiday				
22	December 04-07, 2023	Monday - Thursday	4	MDM 202	Learning Area 2: Strategic Public Management	Public Finance and Budgeting (PFB)	DAPCC	Laura B. Pascua
	December 08-10, 2023	Friday - Sunday	3	No Classes/Holiday				
23	December 11-15, 2023	Monday - Friday	5	MDM 202	Learning Area 2: Strategic Public Management	Public Finance and Budgeting (PFB)	DAPCC	Laura B. Pascua
	December 16-17, 2023	Saturday - Sunday	2	No Classes				
24	December 18-22, 2023	Monday - Friday	5	MDM 205	Learning Area 2: Strategic Public Management	Practicum on Operations Planning (POP) - Lecture (3) + Asynchronous (2)	DAPCC	Magdalena L. Mendoza
25-26	December 23, 2023 - January 03, 2024	Saturday - Wednesday	12	Christmas & New Year Break				
	January 04-05, 2024	Thursday - Friday	2	MDM 205	Learning Area 2: Strategic Public Management	Practicum on Operations Planning (POP) - Panels + Integration	Google Meet	Magdalena L. Mendoza
	January 06-07, 2024	Saturday - Sunday	2	No Classes				
27	January 08-09, 2024	Monday - Tuesday	2	MDM 301	Learning Area 3: Personal Efficacy and Leadership	Peak Performers in the Public Sector (PPPS) - Phase 3	DAPCC	Ma. Noralisa Bite
	January 10, 2024	Wednesday	1	CP Session, Integration & Closing End of Program Review				

MIDDLE MANAGERS CLASS BATCH 32

Capstone Project Calendar

28 July 2023 - 16 August 2024

PHASE 2: Capstone Plan and Implementation Phase

Date(s)	Day	No. of Days	Course Code	Learning Area	Module/ Activity	Venue
July 28, 2023	Friday	1	MDM 400	Capstone Project	Introduction	DAPCC
August 07, 2023	Monday	Submission of Agency Endorsed details of Institutional Partner				
August 07-08, 2023	Monday - Tuesday	2	MDM 400	Capstone Project	Capstone Session: Co-Creation Innovation Process	DAPCC
August 14, 2023	Monday	Submission of Draft 3 Capstone Project Ideas				
August 22, 2023	Tuesday	1	Institutional Partner Orientation			
August 29-31, 2023	Tuesday - Thursday	3	Capstone Project Idea Consultation with CP FIC			
September 11, 2023	Monday	Submission of Agency Endorsed details of 3 Capstone Project Ideas				
September 18-20, 2023	Monday - Wednesday	3	Capstone Project Idea Presentations			
September 29, 2023	Friday	Submission of Revised CP Idea Form (incorporated comments from panel)				
November 06, 2023	Monday	1	Faculty Adviser Orientation			
January 11 - February 09, 2024	Thursday - Friday	30	MDM 400	Capstone Project	**Capstone Project Plan Writing with FA & IP Consultation **Refinement of Write-up	
February 16, 2024	Friday	Submission of CP Plan Manuscript with IP and FA Endorsement (Chapter 1-3, including required preliminary pages and annexes)				
February 26 - March 01, 2024	Monday - Friday	5	MDM 400	Capstone Project	Capstone Project Plan Panel Presentation	
March 04-08, 2024	Monday - Friday	5	Submission of Revised CP (incorporated comments from panel) with Endorsement from IP and FA to implement			
March 02 - May 31, 2024	Saturday - Friday	90	MDM 400	Capstone Project	Capstone Project Implementation	
June 01 - June 30, 2024	Saturday - Sunday	29	MDM 400	Capstone Project	**Capstone Project Report Writing with FA & IP Consultation	
July 05, 2024	Friday	Submission of CP Report Manuscript with complete IP, FA, and PR Endorsement (5 working days before presentation)				
July 15-19, 2024	Monday - Friday	5	MDM 400	Capstone Project	Capstone Project Report Panel Presentation	
August 12-16, 2024	Monday - Friday	5	MDM 400	Capstone Project	**Capstone Project Report Writing with FA & IP Consultation Submission of Capstone Project Hardbound Copies	
	TBA	1	Internal Deliberation of Candidates for Graduation			

Note: Modification in the schedule may be necessary while the Program is ongoing.