



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

SGOD-2024- 241

To: : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Senior Education Program Specialist  
School Principals

Subject : **NOMINATIONS FOR THE 2024 MIDDLE MANAGERS CLASS (MMC)  
BATCH 34**

Date : April 19, 2024

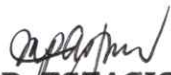
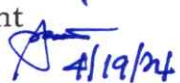
This is in reference to Regional Memorandum HRDD-2024-111, signed by Rebonfamil R. Baguio, Director III, re: **Nominations for the 2024 Middle Managers Class (MMC) Batch 34.**


The Public Management Development Program (PMDP), continues to provide opportunities to foster professionalism and promote stability in the bureaucracy in producing a network of peak performing, development-oriented, competent, committed and ethical leaders in government on a continuing basis.

The MMC is designated for Division Chiefs (SG 24) or those in equivalent positions, aged 50 years or younger, and in good health. Designated OIC Chiefs for at least a year are also eligible for nomination. The MMC is also offered to high-performing and high-potential specialists with SG 18 to SG 23.

Relevant details and information are provided in the enclosures.

Immediate and dissemination of this Memorandum is directed.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
OIC- Schools Division Superintendent  


Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
24-19427  
DATE: APR 22 2024 TIME: 4:49  
BY: 

Enclosed: As stated  
SGOD/jsa



RECORDS

24-29443



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

119437

3:54

2024  
8

Office of the Regional Director

**REGIONAL MEMORANDUM**  
HRDD-2024-111

To : Assistant Regional Director  
Schools Division Superintendents

Subject: NOMINATIONS FOR THE 2024 MIDDLE MANAGERS CLASS  
(MMC) BATCH 34

Date : April 16, 2024

The Public Management Development Program (PMDP), continues to provide opportunities to foster professionalism and promote stability in the bureaucracy in producing a network of peak performing, development-oriented, competent, committed and ethical leaders in government on a continuing basis.

The MMC is designated for Division Chiefs (SG 24) or those in equivalent positions, aged 50 years or younger, and in good health. Designated OIC Chiefs for at least a year are also eligible for nomination. The MMC is also to high-performing and high-potential specialists with SG 18 to SG 23.

Details and other information are provided in the enclosures.

- a. Enclosure 1 – Basic Communication from DAP President and CEO
- b. Enclosure 2 – Qualifications and Admission Requirements

Immediate and wide dissemination of this Memorandum is desired.

**REBONFAMIL R. BAGUIO**  
Director III  
Officer-in-Charge  
Office of the Regional Director

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

Enclosed: As Stated.

ROE19/maba

By: \_\_\_\_\_  
Date: Apr: 17, 2024  
29443



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedr11.ph

# development academy of the philippines

The National Productivity Organization

4 April 2024

**ALLAN G. FARNAZO, PhD**  
Regional Director  
Department of Education - Reg. XI  
F. Torres Street, Davao City

... PARTIAL ...  
4-11-24  
10:16

Dear **Regional Director Farnazo**:

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

We are pleased to invite you to send nominations for the **Middle Managers Class (MMC) Batch 34** of the Public Management Development Program (PMDP), the National Government's Career Executive Service Development Program (NGCESDP). This offering aims to produce a network of peak performing, development-oriented, competent, committed and ethical leaders in government on a continuing basis.

The MMC is an intensive, holistic and multi-modal training geared at providing a robust supply of professionally trained successors to incumbent third-level level executives that will ensure quality service to the citizenry in support of the 8-Point Socioeconomic Agenda, the Philippine Development Plan 2023-2028 and the Sustainable Development Goals.

In this light, the MMC is open to high-performing, high potential Division Chiefs (SG 24) or those in equivalent positions, aged 50 years or younger, and in good health. Officers-in-Charge awaiting appointment to Division Chief positions, fast tracker section chiefs and specialists (SG18-23) may be accepted on a limited basis. Further details on the qualifications and requirements are attached for your reference.

The 6-month residential training is held in-person in our conference center in Tagaytay City. In order to maximize the learning from the program, accepted nominees should be relieved of their official duties and be considered on study leave at the minimum for the in-house phase or up to the Capstone phase following the 6 months residential training.

As stipulated by the NGCESDP Steering Committee, considering that the PMDP is a national scholarship, the Program will cover the scholar's accommodation, meals and training materials. The nominating agency will only shoulder the transportation expenses to and from the venue.

For inquiries, your office may contact Ms. Desiree Grace D. Distajo, Associate Project Officer at 0969-5867046 or via email at [pmdp.admissions@dap.edu.ph](mailto:pmdp.admissions@dap.edu.ph).

Thank you and we look forward to receiving the nominations from your agency.

Very truly yours,

  
**MAJAH LEAH Y. RAVAGO, PhD**  
President and CEO

DAP MAIN OFFICE  
DAP Bldg., San Miguel Avenue, Pasig City 1600  
PO Box 12788, Ortigas Center, Pasig City 1600  
Tel.: (632) 631 0021 to 30 | Fax: (632) 631 2123  
E-mail: [academy@dap.edu.ph](mailto:academy@dap.edu.ph) | <http://www.dap.edu.ph>

DAP CONFERENCE CENTER  
Brgy. Sungay, Tagaytay City 2720  
Telefax: (048) 483-1291  
E-mail: [academy@dap.edu.ph](mailto:academy@dap.edu.ph)

DAP SA MINDANAO  
PO Box 80162, Davao City  
Tel.: (082) 232-6082 | Fax: (082) 224-6885  
E-mail: [academy@dap.edu.ph](mailto:academy@dap.edu.ph)



# 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

ORIGINAL PHYSICAL AND DIGITAL COPIES	DIGITAL COPIES ONLY
<p><b>Original physical copies must be submitted to:</b></p> <p><i>Development Academy of the Philippines Public Management Development Program DAP Building, San Miguel Avenue Ortigas Center, Pasig City, 1600 Attn: Ma. Alyssa Samantha Sison</i></p>	<p><b>Please upload the documents via:</b> <a href="http://bit.ly/pmdp-online-submissions-MMC">http://bit.ly/pmdp-online-submissions-MMC</a></p>
<b>PMDP MMC Form A</b> (Nomination Form)	<b>Certified True Copy of CSC Form 33</b> (Appointment Paper)
<b>PMDP MMC Form B</b> (Assessment by the Immediate Supervisor)	<b>Certified True Copy of Designation Order</b> (If applicable)
<b>PMDP MMC Form C</b> (Agency Screening Certification)	<b>Copy of IPCR</b> with Adjectival Rating for the past two (2) years (2022 and 2023)
<b>PMDP Form D</b> (Self-Declaration of Medical Illness/es)	<b>Copy of NSO/PSA-issued Birth Certificate</b>
<b>PMDP Form E</b> (Physician's Certification)	<b>Certified True Copy of Organizational Chart</b> (reflecting the applicant's name/position/level in the organization)
<b>Laboratory Results</b> Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalysis, and Chest X-ray (taken within the last 6 months at the time of application)	

ORIGINAL PHYSICAL AND DIGITAL COPIES	DIGITAL COPIES ONLY
<b>CSC Form 212</b> (Updated Personal Data Sheet)	
<b>Certificate of No Pending Administrative/Criminal Case</b> (Original Signed Copy)	
<b>Certified True Copy of Transcript of Records</b> (TOR from last school attended)	
<b>Nominee Certification Form</b>	
<b>PMDP Letter of Conformance</b> (To be submitted once accepted into the Program only)	

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

All admission documents must be submitted on or before **03 May 2024**.

*Per Program policy, the fees incurred in processing your nominees' application shall be reimbursed to DAP-PMDP in case they decide not to pursue the Program after undergoing the admission process or if the shortlisted nominees withdraw their participation before the class opening date.*

**FOR MORE INFORMATION**



+62 8631 2123  
+62 8631 9921 (Mon - Fri, 12 - 17)



0857 567346



pmdp.admission@dap.edu.ph



prip.dap.edu.ph

**FOLLOW US ON SOCIAL MEDIA**



dap.edu.ph



dap.prip



dap.prip



Program Management and Support Program



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT  
Date: 4.15.24  
Time: 11:01

**MEMORANDUM**  
**DM-OUHROD-2024-0302**

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS, REGIONAL HRDD & SCHOOL GOVERNANCE &  
OPERATIONS DIVISION**

**FROM : WILFREDO E. CABRAL**  
*Regional Director  
Officer-in-Charge, Office of the Undersecretary  
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 34 (MMC 34)**

**DATE : April 15, 2024**

The Development Academy of the Philippines (DAP) has opened the nominations for its Public Management Development Program for Middle Managers Class (PMDP-MMC) Batch 34 which will begin on 11 July 2024.

The PMDP-MMC is an intensive, holistic, and multi-modal training geared to transform division chiefs, promising section chiefs and high-potential specialists into development-oriented, peak performing, dedicated and honest leaders preparatory for a Senior Executive and Middle Manager post. For 12 months, scholars shall undergo residential training followed by the implementation of Capstone Project in their respective offices to aid in the delivery of DepEd's critical services for the realization of the Basic Education Development Plan (BEDP) and the MATATAG Agenda. Successful applicants shall receive full government scholarships. 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. possessing 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. without pending administrative and/or criminal case
- g. did not go on habitual leave (max of 2 months/year), excluding maternity leave
- h. willing to render at least a year of service after completing the program through a service contract
- i. possesses managerial and leadership potential
- j. with good character and commitment to public service
- k. possessing intellectual and creative capacities
- l. in good health (no debilitating, chronic illnesses, or serious health condition)
- m. with excellent communication skills (both oral and written)
- n. must be in government service for at least two (2) years

**Application and nomination forms can be downloaded from <https://bit.ly/PMDPMMCFORMS>. Each SDO, RO, and Bureau/Service may submit maximum of 2 qualified nominees with approved applications & forms (see Annex A) on or before 06 May 2024 through <https://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](mailto:bhrod.hrdd@deped.gov.ph) following this format on the subject line: [DAP-PMDP MMC 34]\_{Surname, First Name of Nominee}\_(Region/Office/Bureau).**

The nominees shall undergo the preliminary screening, examination, and interview to be conducted by DAP Admission Office. Only qualified nominees shortlisted by DAP shall 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](mailto:bhrod.hrdd@deped.gov.ph).

For your appropriate action.

[BHROD-HRDD/SRPSalazar]