



Republic of the Philippines
Department of Environment and Natural Resources
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JAN 13 2022

MEMORANDUM

FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Heads of Attached Agencies
All Regional Directors

FROM : The Assistant Secretary
Administration and Human Resources

SUBJECT : **INVITATION TO NOMINATE CANDIDATES TO THE PUBLIC MANAGEMENT DEVELOPMENT PROGRAM (PMDP) SENIOR EXECUTIVE CLASS (SEC) BATCH 11 AND MIDDLE MANAGERS CLASS (MMC) BATCH 29**

This refers to the invitation of the Development Academy of the Philippines (DAP) soliciting nominations to the following:

CLASSES	OPENING DATE	DEADLINE OF SUBMISSION
SEC Batch 11	February 21, 2022	January 17, 2022
MMC Batch 29	May 02, 2022	February 15, 2022

The SEC is designed for incumbents of directorship positions with Salary Grade 25 and up, or OICs for at least a year, aged 55 years and below.

The MMC is designed for Division Chiefs (SG 24) or those in equivalent positions who are in succession for 3rd level posts. Designated OICs in these positions for at least a year are also eligible for nomination and so with high-performing and high-potential specialists SG 18 to SG 23. All nominees must not be older than 50 years old.

The PMDP has adopted Flexible Learning, a combination of online (both synchronous and asynchronous) and face-to-face modality for selected modules if possible, with the easing of travel restrictions subject to health protocols. Classes are scheduled from Monday to Friday, 8:00 AM to 5:00 PM.

Nominees/participants in the above activities shall possess the following qualifications:

1. Have at least two years holding permanent plantilla position in the DENR at the time of application;
2. Have obtained performance ratings of at least Very Satisfactory for the last two consecutive rating periods;
3. Performing duties and responsibilities relevant to the field of study;

4. Have rendered the required service obligation for a scholarship previously enjoyed;
5. Have not availed any scholarship (local and foreign) in the past two years prior to the awarding of grant;
6. Must be willing to conduct a master's thesis aligned to the priority programs of the Department or related topics to be identified/approved by the DENR;
7. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation;
8. Must not be a delinquent scholar; and
9. In good mental and physical health.

The nominee shall submit the following requirements to Career Development Division-HRDS **on the abovementioned deadline of submission:**

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention HRDC Secretariat to be endorsed by Head of Office and concurred by Supervising Undersecretary/Assistant Secretary (Kindly indicate classes applied for.);
2. Board Resolution from HRDC Counterpart recommending the nomination of the applicant;
3. Service Record;
4. Certification from the Director supervising human resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) stating that the applicant:
 - a. has No Pending Administrative and/or Criminal Case;
 - b. has No Pending Scholarship Nomination;
 - c. performance ratings for two immediate rating periods were at least Very Satisfactory;
 - d. has not been a delinquent scholar from a previous scholarship grant;
 - e. has rendered and completed the service obligation required under the previous scholarship; and
 - f. physically *and* mentally fit to study.
5. Certification of actual duties and responsibilities (including past involvement) relevant to the course signed by immediate superior; and
6. Updated Personal Data Sheet, with work experience sheet, duly signed by authorized person administering oath.

The DENR HRDC shall screen and select qualified candidates to the program. Selected candidates will be notified and endorsed to the DAP to proceed with the application/admission process.

Full scholarship grant will be awarded to successful candidates including time-off from work for the duration of the six-month training. Benefits and privileges for the duration of the grant including data allowance shall be charged to DENR funds in accordance with existing scholarship policies and guidelines after their admission to the course.

Should you need further information about the requirements, please communicate with the HRDC Secretariat at (02) 927-9107 and VOIP 1063.

For your information and appropriate action.


RUTH M. TAWANTAWAN, CESO II