



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Heads of Attached Agencies
All Regional Executive Directors
All Regional Directors
All Provincial Environment and Natural Resources Officer
All Community Environment and Natural Resources Officer

FROM : The OIC Director
Human Resource Development Service

SUBJECT : **INVITATION TO NOMINATE CANDIDATES TO THE PUBLIC MANAGEMENT DEVELOPMENT PROGRAM (PMDP) SENIOR EXECUTIVE CLASS (SEC) BATCH 13 AND MIDDLE MANAGERS CLASS (MMC) BATCH 33**

SEP 09 2023

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

CLASSES	OPENING DATE	DEADLINE OF SUBMISSION OF NOMINATION
MMC Batch 33	January 11, 2024	October 20, 2023
SEC Batch 13	February 19, 2024	November 3, 2023

The SEC is designed for incumbents of directorship positions with Salary Grade 25 and up, or designated OIC Directors 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 OIC Division Chiefs and/or high-performing and high-potential employees with SG 18-23 are also eligible for nomination. All nominees must not be older than 50 years old.

The PMDP training is held in-person in the DAP Conference Center in Tagaytay City. The MMC is 12-months in duration with 6 months in residency while the SEC is for 50 days spread over 10 months. Completion of the course is equivalent to a Master in Development Management for MMC and a Diploma in Development Management for SEC.

Nominees in the above activities must possess the following qualifications:

1. Have at least two (2) 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;
6. Updated Personal Data Sheet, with work experience sheet, duly signed by authorized person administering oath; and
7. Self Certification of Non-withdrawal from the course.

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 grants will be awarded to successful candidates including time-off from work for the duration of the program. Benefits and privileges such as transportation expenses shall be charged to DENR funds, in accordance with the 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.


MIRIAM M. MARCELO



Development Academy of the Philippines

The National Productivity Organization

September 07, 2023

ATTY. ERNESTO D. ADOBO JR., CESO I

Undersecretary for Legal and Administration
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City

Dear **Undersecretary Adobo**:

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

The Public Management Development Program, by law the National Government's Career Executive Service Development Program (NGCESDP) continues the search for high-performing and high-potential government personnel to formally train for the Career Executive Service, in support of the Philippine Development Plan 2023-2028. We now call for nominations to two classes opening early 2024:

Classes	Opening Date	Deadline of Nominations
Middle Managers Class (MMC) Batch 33	January 11, 2024	November 17, 2023
Senior Executives Class (SEC) Batch 13	February 19, 2024	December 1, 2023

The MMC is for Division Chiefs (SG 24) or those in equivalent positions, 50 years old and below while the SEC is for incumbents of directorship positions (SG 25 up) 55 years and below. Designated OIC-Division Chiefs and OIC Directors for at least a year are also eligible for nomination. For the MMC, the Program can also accept fast tracker specialists (SG 18-23). For both classes, nominees must be in good health. More details on the qualifications and admission requirements are in the attached.

The PMDP training is held in-person in our conference center in Tagaytay City. The MMC is 12-months in duration with 6 months in residency while the SEC is for 50 days spread over 10 months. DAP offers a Master in Development Management and a Diploma in Development Management for completion of the two classes, respectively.

As set by the NGCESDP Steering Committee, PMDP's oversight body, accepted nominees should be relieved of their official duties and be considered on study leave while on training as PMDP is a special scholarship of the national government.

For inquiries, feel free to contact Ms. Desiree Grace D. Distajo, PMDP Project Manager for Recruitment at 0969-586-7046 or via email at pmdp.admissions@dap.edu.ph.

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

Very truly yours,


ATTY. ENGELBERT C. CARONAN, JR., MNSA
President and CEO

Attachments:

- Call for Nominations (MMC and SEC)
- List of admission requirements and qualifications (MMC and SEC)



CALL FOR NOMINATIONS



MIDDLE MANAGERS CLASS BATCH 33

QUALIFIED ARE



high-performing, high-potential Division Chiefs (SG 24), OIC Division Chiefs, or fast tracker specialists (SG 18 - SG 23)



with permanent employment in a national line or attached agency, constitutional and legislative office, government-owned and controlled corporation, or state universities and colleges



aged 50 years old or below



in good health

The Middle Managers Class (MMC) transforms accepted nominees into development-oriented, peak-performing and future-ready leaders preparatory to a post in the Philippine Career Executive Service.



12 MONTHS



IN-PERSON AND
ONLINE SESSIONS



FULL GOVERNMENT
SCHOLARSHIP

FOR MORE INFORMATION



(02) 8631-2128
(02) 86310921 local 125, 126, 127



0969-5867046



pmdp.admissions@dap.edu.ph



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Public Management Development Program

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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

REQUIREMENTS	TO BE ACCOMPLISHED BY:	TO BE SUBMITTED IN:
PMDP MMC Form A (Nomination Form)	Head of the Agency	<p>Original physical and digital copies</p> <p>Original physical copies must be submitted to: <i>Development Academy of the Philippines Public Management Development Program DAP Building, San Miguel Avenue Ortigas Center, Pasig City, 1600 Attn: Angelica D. Ranas</i></p> <p>Please upload the documents via: http://bit.ly/pmdponlinesubmissionsMMC</p>
PMDP MMC Form B (Assessment by the Immediate Supervisor)	Immediate Supervisor of the Nominee	
PMDP MMC Form C (Agency Screening Certification)	HR / Scholarship Personnel / Administrative Officer	
PMDP Form D (Self-Declaration of Medical Illness/es)	Nominee	
PMDP Form E (Physician's Certification)	Physician from a Government or Private Hospital or the Nominee's Agency Clinic/Hospital	
Laboratory Results (Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalalysis, and Chest X-ray (within the last 6 months at the time of application))		
CSC Form 212 <i>Updated Personal Data Sheet</i>	Nominee	
Certificate of No Pending Administrative/Criminal Case (Original Signed Copy)	HR Officer / Legal	
Certified True Copy of Transcript of Records (TOR from last school attended)	Nominee	
Nominee Certification Form	Nominee	
PMDP Letter of Conformance (To be submitted once accepted into the Program only)	Nominee and the Head of the Agency / Nominating Officer	

REQUIREMENTS	TO BE ACCOMPLISHED BY:	TO BE SUBMITTED IN:
Certified True Copy of CSC Form 33 <i>(Appointment Paper)</i>	Nominee / HR Officer	Digital Copies Only Please upload the documents via: http://bit.ly/pmdponlinesubmissionsMMC
Certified True Copy of Designation Order <i>(If applicable)</i>	Nominee	
Copy of IPCR with Adjectival Rating for the past two (2) years <i>(2022 and 2023)</i>	<ul style="list-style-type: none"> • HR Officer <i>Note: In case of unavailability, a certification from the HR must be submitted</i>	
Copy of NSO/PSA-issued Birth Certificate	Nominee	
Certified True Copy of Organizational Chart <i>(reflecting the applicant's name/position/level)</i>	Nominee / HR Officer	

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

FOR MORE INFORMATION



(02) 8631-2128
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Public Management Development Program

CALL FOR NOMINATIONS



SENIOR EXECUTIVES CLASS BATCH 13

QUALIFIED ARE



in a permanent directorship position



from a national line or attached agency, constitutional and legislative office, government-owned and controlled corporation, or state universities and colleges



aged 55 years old or below



in good health

The Senior Executives Class (SEC) widens the perspectives of the high-level officials and arms them with cutting edge tools to lead agile, digital, ethical and future-ready organizations towards a radiant future.



30 DAYS
SPREAD ACROSS
10 MONTHS



IN-PERSON
SESSIONS



FULL GOVERNMENT
SCHOLARSHIP

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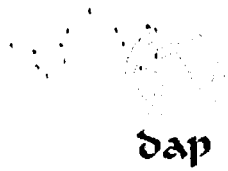
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SENIOR EXECUTIVES CLASS

QUALIFICATIONS

- Directors (SG 25 and above) or those in equivalent positions. Designated OIC-Directors for at least a year are also eligible for nomination.
- **55 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
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PMDP SEC Form A (Nomination Form)	Head of the Agency	<p>Original physical and digital copies</p> <p>Original physical copies must be submitted to: <i>Development Academy of the Philippines Public Management Development Program DAP Building, San Miguel Avenue Ortigas Center, Pasig City, 1600 Attn: Angelica D. Ranas</i></p> <p>Please upload the documents via: http://bit.ly/pmdponlinesubmissionsSEC</p>
PMDP SEC Form B (Assessment by the Immediate Supervisor)	Immediate Supervisor of the Nominee	
PMDP SEC Form C (Agency Screening Certification)	HR / Scholarship Personnel / Administrative Officer	
PMDP Form D (Self-Declaration of Medical Illness/es)	Nominee	
PMDP Form E (Physician's Certification)	Physician from a Government or Private Hospital or from the Nominee's Agency Clinic/Hospital	
Laboratory Results (Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalalysis, and Chest X-ray (within the last 6 months at the time of application))		
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Nominee Certification Form	Nominee	
PMDP Letter of Conformance (To be submitted once accepted into the Program only)	Nominee and the Head of the Agency / Nominating Officer	

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Certified True Copy of CSC Form 33 <i>(Appointment Paper)</i>	Nominee / HR Officer	Digital Copies Only Please upload the documents via: http://bit.ly/pmdponlinesubmissionsSEC
Certified True Copy of Designation Order <i>(If applicable)</i>	Nominee	
Copy of OPCR/DPCR/CESPE with Adjectival Rating for the past two (2) years <i>(2022 and 2023)</i>	HR Officer Note: <i>In case of unavailability, a certification from the HR must be submitted</i>	
Copy of NSO/PSA-issued Birth Certificate	Nominee	
Certified True Copy of Organizational Chart <i>(reflecting the applicant's name/position/level)</i>	Nominee / HR Officer	
Certified True Copy of Official (Red) Passport <i>[Pages 2 and 3]</i> <i>(a requirement for the Foreign Study Mission)</i>	Nominee	

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

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