



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



AUG 29 2024

MEMORANDUM

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

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 14 AND MIDDLE MANAGERS CLASS (MMC) BATCH 35**

This refers to the letter dated 14 August 2024 of Ms. Majah-Leah V. Ravago, President and CEO, Development Academy of the Philippines (DAP), soliciting nominations to the following:

CLASSES	OPENING DATE	DEADLINE OF SUBMISSION OF NOMINATION
MMC Batch 35	20 January 2025	11 October 2024
SEC Batch 14	17 February 2025	15 November 2024

The MMC is tailored primarily for high-performing and high-potential 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 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.

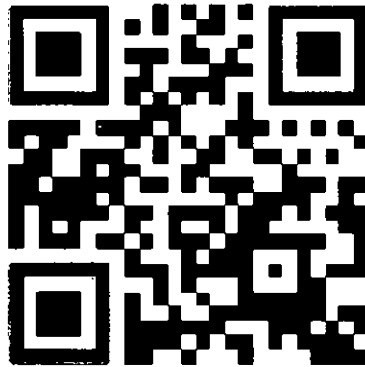
The PMDP training is held in-person in the DAP Conference Center in Tagaytay City. The MMC is six months of training and six months for Capstone Project activities, while the SEC is for 55 days spread over 10 months. Completion of the course is equivalent to a Master in Development Management for MMC and a Diploma in Development Management for SEC.

Hence, the nominees/participants in the above activity shall possess the following qualifications:

MEMO NO. 2024 - 778

1. Have at least two years holding plantilla position in the DENR at the time of application;
2. Have obtained performance ratings of at least Very Satisfactory for the last two (2) 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 (2) 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 complete application requirements to the Career Development Division through this link <http://bit.ly/localscho> 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;
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. has at least very satisfactory (vs) performance rating for the last two (2) rating periods;
 - 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. is 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 the authorized person administering oath with recent colored photo.

The DENR Human Resource Development Committee (HRDC) shall screen and select qualified candidates to the program. Selected candidates will be notified and endorsed to DAP to proceed with the submission of DAP application/admission requirements. The list of qualifications and admission requirements can be accessed through this link: <https://pmdp.dap.edu.ph/forms-requirements/>

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, please communicate with the HRDC Secretariat at (02) 927-9107 and VOIP 1063, email: hrdc2020@gmail.com.

For your information.

M. M. M.
MIRIAM M. MARCELO



14 August 2024

ATTY. ERNESTO D. ADOBO JR., CESO I
Undersecretary
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City

Dear **Undersecretary Adobo**:

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

This is to invite nominations from your agency for the following upcoming classes of the Public Management Development Program (PMDP), the National Government's Career Executive Service Development Program, opening in early 2025.

Classes	Opening Date	Deadline of Nominations
Middle Managers Class (MMC) Batch 35	20 January 2025	5 November 2024
Senior Executives Class (SEC) Batch 14	17 February 2025	5 December 2024

The MMC is tailored primarily for high-performing and high-potential Division Chiefs (SG 24) aged 50 years old and below who are being groomed to become future Directors. This class is intensive, holistic, multimodal and an integrated program aimed to equip participants for leadership advancement. OIC Division Chiefs and exceptional specialists (SG 18 to SG 23) in the same track may be considered.

The SEC, on the other hand, is intended for incumbents of directorship positions (SG 25 and above) under 55 years old who possess outstanding intellectual and creative abilities and demonstrate potential for shaping policy and management at higher levels of government. Detailed qualifications and requirements are in the attached document.

The residential training of both classes is conducted in-person at the DAP Conference Center in Tagaytay City. The MMC includes six months of training and six months for Capstone Project activities, while the SEC spans 55 days in ten months.

We look forward to receiving the nominations from your agency as we work together for the realization of the Philippine Development Plan 2023-2028 with a robust corps of competent and future-ready leaders and managers in the Career Executive Service which DAP is mandated to continuously produce.

For inquiries or concerns, your office may reach Mr. Jhonn Robert N. Javier, Associate Project Officer IV at the DAP via email at pmdp.admissions@dap.edu.ph or through mobile 0969 586 7046.

Very truly yours,


MAJAH-LEAH V. RAVAGO, PhD
President and CEO

- Enclosures: 1. PMDP Call for Nominations
2. List of Qualifications and Admission Requirements



CALL FOR NOMINATIONS



DEADLINE OF APPLICATION: 5 NOVEMBER 2024

MIDDLE MANAGERS CLASS BATCH 35

CLASS OPENS ON 20 JANUARY 2025

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 university/college



aged 50 years old or below



in good health

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



6 MONTHS
RESIDENTIAL TRAINING
6 MONTHS
CAPSTONE PROJECT



IN-PERSON SESSIONS



FULL GOVERNMENT
SCHOLARSHIP

FOR MORE INFORMATION :



(02) 8631 0921 local 126, 127, 125



+63 969 586 7046



pmdp.admissions@dap.edu.ph

SCAN THIS QR CODE TO SUBMIT
YOUR APPLICATION:

LINK: bit.ly/pmdp-online-submissions-MMC





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>Original physical copies must be submitted to:</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>Please upload the documents via: http://bit.ly/pmdponlinesubmissionsMMC</p>
PMDP MMC Form A (Nomination Form)	Certified True Copy of CSC Form 33 (Appointment Paper)
PMDP MMC Form B (Assessment by the Immediate Supervisor)	Certified True Copy of Designation Order (If applicable)
PMDP MMC Form C (Agency Screening Certification)	Copy of IPCR with Adjectival Rating for the past two (2) years (2022 and 2023)
PMDP Form D (Self-Declaration of Medical Illness/es)	Copy of NSO/PSA-issued Birth Certificate
PMDP Form E (Physician's Certification)	Certified True Copy of Organizational Chart (reflecting the applicant's name/position/level in the organization)
Laboratory Results 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
CSC Form 212 (Updated Personal Data Sheet)	
Certificate of No Pending Administrative/Criminal Case (Original Signed Copy)	
Certified True Copy of Transcript of Records (TOR from last school attended)	
Nominee Certification Form	
PMDP Letter of Conformance (To be submitted once accepted into the Program only)	

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

All admission documents must be submitted on or before 5 November 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



(02) 8631-2128
(02) 8631-0921 local 125, 126, 127



0969-5867046



pmdp.admissions@dap.edu.ph



pmdp.dap.edu.ph

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Public Management Development Program



CALL FOR NOMINATIONS



DEADLINE OF APPLICATION: 5 DECEMBER 2024

SENIOR EXECUTIVES CLASS BATCH 14

CLASS OPENS ON 17 FEBRUARY 2025

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 university/college



aged 55 years old or below



in good health

The Senior Executives Class (SEC) equips incumbent directors and their counterparts with advanced tools to steer organizations toward productivity, agility, and future readiness in support of the country's development goals.



55 DAYS
SPREAD ACROSS
10 MONTHS



IN-PERSON SESSIONS



FULL GOVERNMENT
SCHOLARSHIP

FOR MORE INFORMATION :



(02) 8631 0921 local 126, 127, 125



+63 969 586 7046



pmdp.admissions@dap.edu.ph

SCAN THIS QR CODE TO SUBMIT
YOUR APPLICATION:

LINK: bit.ly/pmdpontlinesubmissionsSEC





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
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- No habitual leave (max. of 2 months/year, excluding maternity leave)
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