



Republic of the Philippines  
**Department of Environment and Natural Resources**

Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
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**MEMORANDUM**

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

FROM : The OIC Director  
Human Resource Development Service

SUBJECT : **INVITATION TO NOMINATE CANDIDATES TO THE PUBLIC  
MANAGEMENT DEVELOPMENT PROGRAM MIDDLE  
MANAGERS CLASS (PMDP-MMC) BATCH 32**

DATE : **24 MAR 2023**

This refers to the invitation of the Development Academy of the Philippines (DAP) soliciting nominations to the Public Management Development Program's Middle Managers Class (PMDP-MMC) Batch 32.

The PMDP-MMC is designed for Division Chiefs (SG 24) or those in equivalent positions who are in succession for 3<sup>rd</sup> 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 a predominantly face-to-face learning modality in DAP Tagaytay with modules being conducted only by experts in the various fields of study.

Nominees/participants in the above activities shall 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 (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.

Qualified candidates shall submit complete application requirements to the Career Development Division through this link <https://bit.ly/3LILuey> not later than **21 April 2023**:



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. performance ratings for two (2) 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;
7. Self-Certification of non-withdrawal from the Program upon application.

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.

*M. M. M.*  
**MIRIAM M. MARCELO**

*X*





# development academy of the philippines

The National Productivity Organization

10 March 2023

**MA. ANTONIA YULO-LOYZAGA**

Secretary  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City

Dear **Secretary Loyzaga**:

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

We are pleased to invite you to send nominations to the Public Management Development Program's **Middle Managers Class (PMDP-MMC) Batch 32** which will open on **10 July 2023**.

The MMC is designed for Division Chiefs (SG 24) or those in equivalent positions who are in succession for 3rd level posts, aged 50 years and below. OIC-Division Chiefs for at least a year who are being groomed for the designated position are also eligible for nomination. It is also open to fast-tracker specialists with SG 18 to SG 23. All nominees must be in good health and must not have any ongoing post-graduate studies at the time of the application.

Accepted nominees should be relieved from their official duties and be considered on study leave for the duration of the six-month training for them to be able to focus and maximize learning from the Program, per policy set by the National Government's Career Executive Service Development Program (NGCESDP) Steering Committee. Participating agencies are also enjoined to provide scholars with the necessary support such as transportation expenses and data allowance to ensure uninterrupted participation for activities conducted online. A professional non-thesis Master in Development Management degree shall be conferred on scholars who complete all program requirements.

In view of the much-improved community health and safety conditions, the PMDP has adopted a predominantly face-to-face learning modality in DAP Tagaytay with modules being conducted only by experts in the various fields of study.

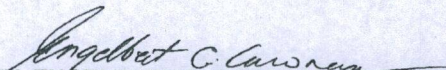
We hope that you will join DAP in this continuing endeavor to help realize the government's goal of having competent, motivated, agile, and resilient public servants as we eagerly look forward to the realization of linking the PMDP with the CES process to hasten and enhance the quality of senior public officials and their successors as articulated in the Philippine Development Plan (PDP) 2023-2028.

Attached is the list of qualifications and admission requirements which should be submitted via <http://bit.ly/pmdponlinesubmissionsMMC> on or before **05 May 2023** hard copy of which must be sent to: DAP Bldg., San Miguel Avenue, Ortigas Center, Pasig City.

For inquiries, feel free to contact Ms. Desiree Grace D. Distajo, Project Manager of the PMDP Recruitment Team, 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 firm nominations from your agency!

Very truly yours,

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





# MIDDLE MANAGERS CLASS

## QUALIFICATIONS

- Must be a Division Chief (SG 24) or those in equivalent positions who are in succession for 3rd level posts; or high-performing and high-potential specialists with SG 18 to SG 23. Designated OIC-Division Chiefs for at least a year are also eligible for nomination.
- Must be **50 years old or below** at the time of application and class opening
- Filipino citizen
- At least a bachelor's degree holder
- Nominated 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*)
- From a national line agency or its attached agencies, constitutional offices, legislative and executive offices, and government-owned and controlled corporations, and SUCs
- Has Very Satisfactory or Outstanding performance rating for the **past two years**
- Must be in government service for at least two (2) years
- Must not have any ongoing post-graduate studies at the time of the application
- Has no pending administrative and/or criminal case
- Did not go on habitual leave (max of 2 months/year, excluding maternity leave)
- Must be in good health (no debilitating, chronic illnesses or serious health condition)
- Must have excellent communication skills (both oral and written)
- Willing to sign the PMDP Letter of Conforme once accepted
- Willing to render at least a year of service in his/her agency after completion of the Program through a Service Contract

## ADMISSION REQUIREMENTS

REQUIREMENTS	DESCRIPTION	TO BE ACCOMPLISHED BY:
<b>PMDP MMC Form A</b>	Nomination Form	• Head of the Agency
<b>PMDP MMC Form B</b>	Assessment by the Immediate Supervisor	• Immediate Supervisor of the Nominee
<b>PMDP MMC Form C</b>	Agency Screening Certification	• HR/Scholarship Personnel / Administrative Officer)



<b>PMDP Form D</b>	Declaration of Medical Illness/es	• Nominee
<b>PMDP Form E</b>	Physician's Certification	• Physician from a Government or Private Hospital or the Nominee's Agency Clinic/Hospital
<b>Laboratory Results</b>	Physical Assessment, Complete Blood Count (CBC), Urinalysis, Fecalalysis, and Chest X-ray (within the last 6 months at the time of application)	
<b>CSC Form 212</b>	Updated Personal Data Sheet	• Nominee
<b>CSC Form 33</b>	Appointment Paper (Certified True Copy)	• Nominee / HR Officer
<b>Designation Order</b> (if applicable)	Certified True Copy	• Nominee
<b>Copy of IPCR Ratings (with Adjectival Rating) for the past two (2) years (2021 and 2022)</b>	Original Signed Copy	• HR Officer  <i>Note: In case of unavailability, a certification from the HR must be submitted.</i>
<b>Certificate of No Pending Administrative/Criminal Case</b>	Original Signed Copy	• HR Officer / Legal
<b>Transcript of Records</b>	Certified True Copy of TOR from last school attended	• Nominee
<b>Birth Certificate</b>	Copy of NSO/PSA-issued Birth Certificate	• Nominee
<b>Organizational Chart</b> (reflecting the applicant's name/position/level)	Certified True Copy	• Nominee / HR Officer
<b>Certification Form</b>	Nominee Certification Form	• Nominee
<b>PMDP Letter of Conformance</b>	<i>(To be submitted once accepted into the Program only)</i>	• Nominee and the Head of the Agency / Nominating Officer





**PUBLIC MANAGEMENT  
DEVELOPMENT  
PROGRAM**

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

Submit the e-copies of admission requirements via: <http://bit.ly/pmdponlinesubmissionsMMC>

**Hard copies shall be submitted to:**

PMDP, DAP Building, San Miguel Avenue  
Ortigas Center, Pasig City 1600  
Attn: Angelica D. Ranas

**FOR MORE INFORMATION**



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



0969-5867046



[pmdp.admissions@dap.edu.ph](mailto:pmdp.admissions@dap.edu.ph)



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Public Management Development Program