



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

JAN 03 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



development academy of the philippines

The National Productivity Organization

01 December 2021

ROY A. CIMATU

Secretary
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1100 Quezon City

Dear **Secretary Cimat**:

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

In line with our goal to foster professionalism in government and promote stability in the bureaucracy by producing a corps of development-oriented, competent, dedicated and honest government senior executives and middle managers, we are pleased to invite nominations from your agency for the following classes:

Classes	Opening Date	Deadline of Submission
Senior Executives Class (SEC) Batch 11	February 21, 2022	January 07, 2022
Middle Managers Class (MMC) Batch 29	May 02, 2022	March 04, 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 for Division Chiefs (SG 24) or those in equivalent positions who are in succession for 3rd level posts, aged 50 years and below. Designated OIC-Division Chiefs for at least a year are also eligible for nomination. The MMC is also open to high-performing and high-potential specialists with SG 18 to SG 23. For both classes, nominees must be in good health and must not have any ongoing or pending completion of post-graduate studies at the time of the application.

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.

Given the rigor of the Program and per policy set by the National Government's Career Executive Service Development Program (NGCESDP) Steering Committee, scholars should be relieved of their official duties for the duration of the training.

Participating agencies are also encouraged to provide scholars internet access e.g. data allowance in lieu of the transportation expenses which was the agency counterpart in the face-to-face set-up, to ensure uninterrupted participation.

Attached are the Call for Nomination and the list of qualifications and admission requirements which should be submitted via the links provided in the attachments.

For inquiries, feel free to contact Program Manager Ms. Reina Carmelita F. Young at mobile number 0956-3849434 for SEC, and Mr. Jhonn Robert N. Javier at 0917-6229173 (via viber) for MMC. Inquiries may also be directed via email at pmdp.admissions@dap.edu.ph.

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

Very truly yours,

* EXTENDED BY DAP


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



PUBLIC MANAGEMENT DEVELOPMENT PROGRAM

Middle Managers Class Batch 29

The Middle Managers Class (MMC) transforms division chiefs, promising section chiefs and high potential specialists into development-oriented, peak-performing and future-ready leaders preparatory to a post in the Philippine Career Executive Service.

IF YOU ARE



from 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



designed for division chiefs (SG 24) but high performing, high potential individuals up to SG 18 can be considered



in good health

12
MONTHS

FLEXIBLE LEARNING MODE

FULL GOVERNMENT SCHOLARSHIP

CLASS OPENS

02 MAY 2022

WE ARE ACCEPTING NOMINATIONS UNTIL 04 MARCH 2022



(02) 8631-2128
8631-0921 loc. 125



0917 928 8623
0908 304 5535



pmdp.admissions
@dap.edu.ph

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Public Management Development Program



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PUBLIC MANAGEMENT DEVELOPMENT PROGRAM

NGCESDP INTER-AGENCY STEERING COMMITTEE





Updated as of November 2021

QUALIFICATIONS

Qualifications	SEC	MMC
Salary Grade <i>(Incumbents and current OICs for at least a year)</i>	SG 25 & above	SG 18 to 24
Age <i>(At the time of the class opening)</i>	55 years old and below	50 years old and below
<ul style="list-style-type: none"> Filipino citizen At least a bachelor's degree holder Nominated by the Head of the Agency (<i>Note: <u>Nominations made by the Regional Directors and other officers vested with the authority to nominate must be certified/confirmed by the Central Office</u></i>) 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 <u>past two years: 2020 and 2021</u> Must be holding a permanent position in government service for at least two (2) years Must not have any ongoing or pending completion of 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 (Scholarship Agreement), 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:
Form A	Nomination Form	• Head of the Agency
Form B	Assessment by the Immediate Supervisor	• Immediate Supervisor of the Nominee
Form C	Agency Screening Certification	• HR/Scholarship Personnel / Administrative Officer)

Form D	Declaration of Medical Illness/es	• Nominee
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, Fecalysis, and Chest X-ray (within the last 6 months at the time of application)	
CSC Form 212	Updated Personal Data Sheet <i>within the last 6 months at the time of application</i>	• Nominee
CSC Form 33	Appointment Paper (Certified True Copy)	• Nominee / HR Officer
Designation Order (if applicable)	Certified True Copy	• Nominee
IPCR for the past two (2) years (2020 and 2021) with Adjectival Rating	Certified True Copy <i>(Note: OPCR/DPCR/CESPE for SEC nominees)</i>	• Nominee / HR Officer
Certificate of No Pending Administrative/Criminal Case	Original Signed Copy	• HR Officer / Legal
Transcript of Records	Certified True Copy of TOR of all Educational Attainment	• Nominee
Birth Certificate	PSA-issued Birth Certificate	• Nominee
Organizational Chart	Certified True Copy	• Nominee / HR Officer
Official Passport <i>(for SEC only)</i>	Photocopy of Pages 2-3	• Nominee
Certification Form	Nominee Certification Form	• Nominee
PMDP Letter of Conformance	Agreement to the Scholarship Conditions <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:

Senior Executives Class: <https://bit.ly/PMDPSECFORMS>

Middle Managers Class: <https://bit.ly/PMDPMMCFORMS>

Submit the e-copies of admission requirements via:

Senior Executives Class: <http://bit.ly/pmdponlinesubmissionsSEC>

Middle Managers Class: <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

CONTACT US:



Trunk Line: (02) 8-631-0921 loc. 127
Direct line: (02) 8-631-2128 or
(02) 8-631-2162



Email:
pmdp.admissions@dap.edu.ph



Senior Executives Batch 11

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

IF YOU ARE



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



with Salary Grade 25 or higher



in good health



50
DAYS SPREAD ACROSS
10 MONTHS



**FLEXIBLE
LEARNING
MODE**



**FULL
GOVERNMENT
SCHOLARSHIP**

CLASS OPENS

21 FEBRUARY 2022

**WE ARE ACCEPTING NOMINATIONS
UNTIL 07 JANUARY 2022**



(02) 8631-2128
8631-0921 loc. 125



0917 928 8623
0908 304 5535



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**PUBLIC MANAGEMENT
DEVELOPMENT
PROGRAM**

NGCESDP INTER-AGENCY
STEERING COMMITTEE





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Birth Certificate	PSA-issued Birth Certificate	• Nominee
Organizational Chart	Certified True Copy	• Nominee / HR Officer
Official Passport <i>(for SEC only)</i>	Photocopy of Pages 2-3	• Nominee
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