



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

**JUN 23 2022**

**FOR/TO :** 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 (PMDP) MIDDLE MANAGERS CLASS (MMC) BATCH 30**

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

CLASS	OPENING DATE	DEADLINE OF SUBMISSION
MMC Batch 30	05 September 2022	04 July 2022

The 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 been partially reverted back to its residential design with some modules being held in-person in the DAP Conference Center, Tagaytay City under a bubble arrangement. Scholars will be relieved for the duration of 12 months which includes residential training, sensing journey and capstone project.

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 class 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 grant will be awarded to successful candidates including time-off from work for the period of the scholarship. Benefits and privileges for the duration of the grant including data allowance and transportation expenses 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) 8927-9107; VOIP 1063; and email: [hrdcs2020@gmail.com](mailto:hrdcs2020@gmail.com).

For your information and appropriate action.

  
**MIRIAM M. MARCELO**



Office of the Secretary &lt;osec@denr.gov.ph&gt;

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**[DENR] Call for Nominations I DAP-PMDP MMC Batch 30**

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**PMDP ADMISSIONS** <pmdp.admissions@dap.edu.ph>

Sun, Jun 12, 2022 at 9:32 PM

To: osec@denr.gov.ph, ohea.denr@gmail.com, hrds.personnel@denr.gov.ph

Dear Sir/Ma'am:

Greetings!

Please see the attached letter addressed to Secretary Sampulna inviting nominations for **Middle Managers Class (MMC) 30** of the Public Management Development Program (PMDP).

MMC Batch 30 will open on **05 September 2022**. The deadline for the submission of nominations is on **11 July 2022**.

For more information about the MMC, also attached are copies of the Call for Nominations and the list of qualifications and admission requirements.

We hope to receive the nominations from your agency soon.

Please acknowledge receipt of this email. Thank you very much.

Best regards,

**Reina Carmelita F. Young**

Program Manager

**Recruitment and Admissions Team**

Public Management Development Program

**Admission is ongoing. Talk to us now!**

pmdp.admissions@dap.edu.ph

dap.edu.ph/pmdp

/dap.pmdp

DAP Bldg., San Miguel Ave. Ortigas Center, Pasig City

(02) 8631 0921 loc. 125 / 8633 5573

0917 928 8623 / 0908 304 5535

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**3 attachments****Middle Managers Class Batch 30.png**

1502K

**MMC List of Qualifications and Requirements\_ao Jun2022.pdf**

114K

**PMDP MMC Batch 30 Invitation Letter\_DENR.pdf**

101K



# MIDDLE MANAGERS CLASS

## QUALIFICATIONS

- Incumbents of **SG 18 to SG 24** permanent / regular positions (*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 certified/confirmed 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: 2020 and 2021**
- Must be 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 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>Form A</b>	Nomination Form	• Head of the Agency
<b>Form B</b>	Assessment by the Immediate Supervisor	• Immediate Supervisor of the Nominee
<b>Form C</b>	Agency Screening Certification	• HR/Scholarship Personnel / Administrative Officer)



<b>Form D</b>	Declaration of Medical Illness/es	• Nominee
<b>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 (as of June 2022)	• 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>Certification of IPCR Ratings (<i>with Adjectival Rating</i>) for the past two (2) years (2020 and 2021)</b>	Original Signed Copy	• HR Officer
<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 your 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



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

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



# development academy of the philippines

The National Productivity Organization

10 June 2022

**JIM O. SAMPULNA, CESO I**

Secretary

Department of Environment and Natural Resources

Visayas Avenue, Diliman, 1100 Quezon City

Dear **Secretary Sampulna:**

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

The Public Management Development Program (PMDP) continues to provide opportunities to foster professionalism and promote stability in the bureaucracy by producing a corps of development-oriented, competent, dedicated and honest government senior executives and middle managers.

In line with this, we are pleased to invite nominations from your agency for the upcoming Middle Managers Class (MMC) Batch 30 which will open on 05 September 2022.

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. Nominees must also be in good health and must not have any ongoing or pending completion of post-graduate studies at the time of the application.

You will be pleased to know that PMDP has been partially reverted back to its residential design with some modules being held in-person in our conference center in Tagaytay City under a bubble arrangement. Whether virtual or onsite, training is compact and intensive, being conducted only by experts in the various fields of study.

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 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.

Participating agencies are also encouraged to provide scholars with the necessary support such as transportation expenses and internet access e.g. data allowance to ensure uninterrupted participation.

We will highly appreciate receiving the nominations from your agency before 11 July 2022. Attached is the list of qualifications and admission requirements which should be submitted via <http://bit.ly/pmdponlinesubmissionsMMC>.

For inquiries, feel free to contact Ms. Desiree Grace D. Distajo of the PMDP Recruitment and Admissions team via Viber at 0945-215-9485 or email at [pmdp.admissions@dap.edu.ph](mailto: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



# CURRICULUM

HOME (HTTPS://PMDP.DAP.EDU.PH) / MIDDLE MANAGERS CLASS (MMC) (HTTPS://PMDP.DAP.EDU.PH/MIDDLE-MANAGERS-CLASS-MMC/) / CURRICULUM

## MIDDLE MANAGERS CLASS

LEARNING AREA

### GOVERNANCE & DEVELOPMENT

1



DEVELOPMENT  
PERSPECTIVES



PHILIPPINE  
GOVERNANCE &  
ADMINISTRATIVE  
SYSTEM



DYNAMICS  
OF SOCIAL  
DEVELOPMENT

LEARNING AREA

### STRATEGIC PUBLIC MANAGEMENT

2



ECONOMIC APPLICATIONS IN  
THE PUBLIC SECTOR



PUBLIC FINANCE  
& BUDGETTING



PUBLIC POLICY  
ANALYSIS



MANAGING HIGH-  
PERFORMING PUBLIC  
SECTOR ORGANIZATIONS



PROJECT DEVELOPMENT  
& MANAGEMENT



PRACTICUM ON  
OPERATIONS PLANNING

LEARNING AREA

### PERSONAL EFFICACY & LEADERSHIP

3



PEAK PERFORMERS IN THE  
PUBLIC SECTOR



TRANSFORMATIONAL  
LEADERSHIP



COMMUNICATION,  
NEGOTIATION &  
MEDIA RELATIONS

## RECENT POSTS

PMDP OPENS THE 29TH BATCH OF THE MIDDLE MANAGERS CLASS  
(https://pmdp.dap.edu.ph/pmdp-opens-the-29th-batch-of-the-middle-managers-class/)

NEW SET OF SENIOR OFFICIALS FORM THE SENIOR EXECUTIVES CLASS BATCH 11  
(https://pmdp.dap.edu.ph/new-set-of-senior-officials-form-the-senior-executives-class-batch-11/)

PMDP ADDS A NEW SET OF PHRONETIC LEADERS TO ITS POOL OF ALUMNI  
(https://pmdp.dap.edu.ph/pmdp-adds-a-new-set-of-phronetic-leaders-to-its-pool-of-alumni/)

MMC 27 - UDAYA FEASTS FOR A PMDP FEAT: CAPPING OFF THE TRAINING PHASE  
(https://pmdp.dap.edu.ph/mmc-27-udaya-feasts-for-a-pmdp-feat-capping-off-the-training-phase/)

## THE PROGRAM DESIGN





## MIDDLE MANAGERS CLASS

Classes

Admissions

News (https://pmdp.dap.edu.ph/news/)

### RESIDENTIAL TRAINING



an in-house training held at the DAP Conference Center in Tagaytay City

### SENSING JOURNEY



a community immersion in a selected rural community

### CAPSTONE PROJECT



serves as an integrating project that aims to address agency or customer-specific concerns and opportunities

### 6 MONTHS

inclusive of 11 days in a rural community, a week-long orientation and monthly week-long breaks

### 6 MONTHS

inclusive of preparation and implementation

### FEATURED CAPSTONE

PROJECT: JOHN RUDOLF D.

ADRIANO



(https://pmdp.dap.edu.ph/featured-capstone-project-john-rudolf-d-adriano/)

## ARCHIVES

Select Month

NOTE: Due to the situation brought by the Covid-19 pandemic, all classes will be delivered through Flexible Learning mode until further notice.

## THE ACADEMIC EQUIVALENCY

## MIDDLE MANAGERS CLASS



**Certificate of Completion of Residential Training**  
upon completion of Training Modules

**Diploma in Development Management**  
upon completion of all academic requirements including the approval of the Capstone Project Plan

**MASTER IN DEVELOPMENT MANAGEMENT**  
upon successful implementation of the Capstone Project and the approval of the Final Capstone Project Report

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### GOVERNMENT LINKS

[The President](#)

(<http://president.gov.ph>)

[Office of the](#)

[President \(http://op-](http://op-proper.gov.ph)

[proper.gov.ph\)](http://proper.gov.ph)

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(<http://ovp.gov.ph>)

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(<http://senate.gov.ph/>)

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(<http://www.congress.gov>)

[Supreme Court](#)

(<http://sc.judiciary.gov.ph>)

[Court of Appeals](#)

(<http://ca.judiciary.gov.ph>)

[Sandiganbayan](#)

(<http://sb.judiciary.gov.ph>)