



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**
- 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: |
|---------------|--|--|
| 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, Fecalalysis, and Chest X-ray (within the last 6 months at the time of application) | |
| CSC Form 212 | Updated Personal Data Sheet | • Nominee |
| CSC Form 33 | Appointment Paper (Certified True Copy) | • Nominee / HR Officer |
| Designation Order (if applicable) | Certified True Copy | • Nominee |
| Certification of IPCR Ratings (<i>with Adjectival Rating</i>) for the past two (2) years (2020 and 2021) | Original Signed Copy | • HR Officer |
| Certificate of No Pending Administrative/Criminal Case | Original Signed Copy | • HR Officer / Legal |
| Transcript of Records | Certified True Copy of TOR from last school attended | • Nominee |
| Birth Certificate | Copy of NSO/PSA-issued Birth Certificate | • Nominee |
| Organizational Chart (reflecting your name/position/level) | Certified True Copy | • Nominee / HR Officer |
| Certification Form | Nominee Certification Form | • Nominee |
| PMDP Letter of Conformance | <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

FOR MORE INFORMATION



(02) 8631-2128 0995-9406943
8631-0921 local 125 0969-5867046



pmdp.admissions@dap.edu.ph



pmdp.dap.edu.ph

SENIOR EXECUTIVES CLASS

QUALIFICATIONS

- Incumbents of **SG 25 and above** permanent / regular positions (*designated OIC-Division Chiefs for at least a year are also eligible for nomination*)
- Must be **55 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**
- 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: |
|---------------|--|--|
| 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, Fecalalysis, and Chest X-ray (within the last 6 months at the time of application) | |
| CSC Form 212 | Updated Personal Data Sheet | • Nominee |
| CSC Form 33 | Appointment Paper (Certified True Copy) | • Nominee / HR Officer |
| Designation Order (if applicable) | Certified True Copy | • Nominee |
| Certification of IPCR Ratings (<i>with Adjectival Rating</i>) for the past two (2) years (2020 and 2021) | Original Signed Copy (<i>Note: OPCR/DPCR/CESPE for SEC nominees</i>) | • HR Officer |
| Certificate of No Pending Administrative/Criminal Case | Original Signed Copy | • HR Officer / Legal |
| Transcript of Records | Certified True Copy of TOR from last school attended | • Nominee |
| Birth Certificate | Copy of NSO/PSA-issued Birth Certificate | • Nominee |
| Organizational Chart (reflecting your name/position/level) | Certified True Copy | • Nominee / HR Officer |
| Official Passport | Photocopy of Pages 2-3 | • Nominee |
| Certification Form | Nominee Certification Form | • Nominee |
| PMDP Letter of Conformance | (<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/PMDPSECFORMS>

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

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 0995-9406943
8631-0921 local 125 0969-5867046



pmdp.admissions@dap.edu.ph



pmdp.dap.edu.ph