



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:
PMDP MMC Form A	Nomination Form	• Head of the Agency
PMDP MMC Form B	Assessment by the Immediate Supervisor	• Immediate Supervisor of the Nominee
PMDP MMC Form C	Agency Screening Certification	• HR/Scholarship Personnel / Administrative Officer)

PMDP Form D	Declaration of Medical Illness/es	• Nominee
PMDP 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
Copy of IPCR Ratings (with Adjectival Rating) for the past two (2) years (2021 and 2022)	Original Signed Copy	• HR Officer <i>Note: In case of unavailability, a certification from the HR must be submitted.</i>
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 the applicant's name/position/level)	Certified True Copy	• Nominee / HR Officer
Certification Form	Nominee Certification Form	• Nominee
PMDP Letter of Conformance	(To be submitted once accepted into the Program only)	• 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
(02) 8631-0921 local 125, 126, 127



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