

**Office of the President**  
**of the Philippines**  
**Malacañang**

**MEMORANDUM CIRCULAR NO. 60**

**ENJOINING ALL HEADS OF DEPARTMENTS, AGENCIES, AND INSTRUMENTALITIES OF THE NATIONAL GOVERNMENT TO SEND NOMINEES TO THE NATIONAL GOVERNMENT'S CAREER EXECUTIVE SERVICE DEVELOPMENT PROGRAM – PUBLIC MANAGEMENT DEVELOPMENT PROGRAM**

**WHEREAS**, in pursuit of realizing the aims of the Philippine Development Plan 2011-2016, we are investing in a career executive service development program – the Public Management Development Program, a purposive, program-based, and integrated professional development program that provides a clear direction towards professionalizing the bureaucracy by producing a corps of development-oriented public managers imbued with competence, integrity, and professionalism; and

**WHEREAS**, to ensure the realization of its outcome, the government has tasked the Development Academy of the Philippines (DAP) to implement the program, given its institutional experience and mandate to carry out human resource development programs designed to instill development perspectives and advance management capability in the leadership of the key sectors of the government and the economy.

**NOW THEREFORE**, in support of this initiative, all Secretaries and heads of departments, agencies, and instrumentalities of the National Government are hereby enjoined and encouraged to send their nominees to the 2014 Public Management Development Program.

The program description and requirements are attached hereto for reference.

This Memorandum Circular shall take effect immediately.

**DONE**, in the City of Manila, this <sup>23<sup>rd</sup></sup> day of December in the year of our Lord, Two Thousand and Thirteen.

By authority of the President;

**PAQUITO N. OCHOA, JR.**  
Executive Secretary

**CERTIFIED COPY**

**MARIANITO M. DIMAANDAL**  
DIRECTOR IV  
MALACANANG RECORDS OFFICE

12-26-2013



# Public Management Development Program

THE NATIONAL GOVERNMENT'S CAREER EXECUTIVE SERVICE DEVELOPMENT PROGRAM

## About the Program

The Public Management Development Program (**PMDP**) is an intensive program that provides comprehensive and multi-modal learning opportunities for public managers. It aims to foster careerism in government and promote stability in the bureaucracy by producing a corps of public managers that embody competence, integrity and commitment. Specifically, it aims to help participants develop a keen appreciation of the vital role of public managers in the overall development process; foster kinship and mutual support among government leaders; deepen the bench of qualified and competent successors to the incumbent government executives; and develop competent government leaders who are committed to the welfare of the people and the development of the nation. Ultimately, the Program aspires to help enhance the image of the Philippine government as an institution imbued with professionalism, integrity, and honesty.

## Offered Classes

PMDP offers two classes: the Senior Executives Class (SEC) and the Middle Managers Class (MMC). The Senior Executives Class is designed for senior executives holding CES positions who are not yet CEOs, while the Middle Managers Class is designed for division chiefs who are being groomed to take on positions of leadership in the third level of the bureaucracy.

### SENIOR EXECUTIVES CLASS (SEC)

The SEC aims to develop a diverse group of senior government executives with outstanding intellectual and creative abilities, demonstrated social responsibility and commitment to public service, and managerial potential that will help shape future public policy and management at higher levels of government.

### MIDDLE MANAGERS CLASS (MMC)

The MMC seeks to develop a solid corps of middle managers with outstanding intellectual and creative abilities, demonstrated social responsibility and commitment to public service, and managerial potential that will help shape future public policy and management at higher levels of government.

## The Curriculum

### Learning Area 1: Governance & Development

Provides participants with up-to-date perspectives on development and the important role of government in its realization

### Learning Area 2: Strategic Public Management

Equips participants with skills and tools to effectively lead and manage their organizations to maximize their contribution to development and their impact on society

### Learning Area 3: Personal Efficacy & Leadership

Optimizes the participants' leadership potential and commitment to inspire others to develop organizational efficiency and enhance professional zeal to provide quality service



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*The Development Academy of the Philippines is the implementing agency of the PMPD*

## 1. GENERAL STATEMENT

- 1.1. Inspired by the President's "*Social Contract*" and his commitment to lead along the path of "*DaangMatuwid*", the Public Management Development Program (PMDP) will foster careerism and stability in government by producing a corps of public executives with competence, integrity and commitment.
- 1.2. With the guidance of the steering committee composed of the National Economic and Development Authority, the Civil Service Commission, the Career Executive Service Board, the Department of Budget and Management and the Department of Finance, the Development Academy of the Philippines (DAP) was mandated to design and implement this five-year program launched in May 2012.

## 2. OBJECTIVES OF THE PROGRAM

- 2.1. The Public Management Development Program seeks to develop a diverse group of senior government executives with outstanding intellectual and creative abilities, demonstrated social responsibility and commitment to public service, and managerial potential that will help shape future public policy and management at higher levels of government.
- 2.2. It likewise aims to train high performing and high potential middle managers to succeed the CESO incumbents as the need arises.

- 3.1. This policy covers the screening, selection and admission of all applicants into PMDP.
- 3.2. Both the Admissions Committee and Steering Committee of PMDP recognize the primacy of the heads of agencies in identifying the senior government executives and middle managers who best meet the criteria, and requirements for admission to the program.
- 3.3. It is the policy of the program to process the applications only of candidates nominated by heads of agencies.
- 3.4. Admission to the program will be the result of the screening process, the recommendation of the Admissions Committee and confirmation of the Steering Committee.
- 3.5. Nomination to PMDP shall be made using the prescribed forms/documents and shall be made in accordance with the instructions in the admission guidelines and by the specified closing date, as published by DAP from time to time.
- 3.6. All information/documents submitted to the PMDP Admissions Secretariat must be accurate and complete. Any application found to contain false or fraudulent information will be cancelled. Any scholar found to have falsely represented himself in the nomination process will likewise be expelled from the program and reported to his/her agency for appropriate action.

4.1. The program is open to government executives who meet the following:

QS	Senior Executives	Middle Managers
PERSONAL	<ul style="list-style-type: none"> <li>Age is not more than 55 yrs old at the time of the PMDP conduct</li> <li>Must be in good health (no debilitating, chronic illnesses or serious health condition)</li> <li>Filipino citizen</li> <li>Must have excellent communication skills (both oral and written)</li> </ul>	
	<ul style="list-style-type: none"> <li>Incumbent of SG 25 and up positions</li> </ul>	<ul style="list-style-type: none"> <li>Incumbent of SG 18 to 24 positions</li> </ul>
WORK	<ul style="list-style-type: none"> <li>At least Bachelor's Degree holder</li> <li>From National Line Agency or its attached agencies</li> <li>Holders of permanent position</li> <li>Nominated by the head of agency</li> <li>VS or Outstanding performance rating for the past two years</li> <li>No pending administrative and/or criminal case</li> <li>Did not go on habitual leave (max of 2 months/year, excluding maternity leave)</li> <li>Willing to sign a service contract up to one year after completing the program</li> </ul>	

4.2. It is imperative that the nominee meets all the requirements stated above to apply for the program prior to submission of the application form.

4.3. The program entails rigorous course work that would require extensive readings, group work and written assignments as well as fieldwork within the Philippines that will demand resilience of the nominee to cope with the program requirements.

5.1. Entry into the program is determined by the PMDP Admissions Committee on the basis of:

- 5.1.1. Managerial and leadership potential;
- 5.1.2. Character and commitment to public service; and
- 5.1.3. Intellectual and creative capacities.

6.1. The admission process has five major stages:

- 6.1.1. **Stage 1: Document Screening.** Pre-requisites and requirements are reviewed in this initial stage of screening. Work experience and performance, social and civic involvement, and academic, intellectual and creative achievements are major considerations for qualification.
- 6.1.2. **Stage 2: Targeted Interview.** Admissions Committee will conduct interviews to validate nominee's responses and to gather additional data about the nominee's personal and work experiences.
- 6.1.3. **Stage 3: Examination.** Nominees who pass the interview conducted by the Admissions Committee shall undergo a battery of tests to be scheduled by the Admissions Secretariat.
- 6.1.4. **Stage 4: Deliberation.** All short-listed nominees who pass Stages 1-3 shall go through deliberation by the Admissions Committee.
- 6.1.5. **Stage 5: Confirmation.** The final list of accepted nominees will be endorsed to the Steering Committee for confirmation.



7.1. Pursuant to the memorandum of the National Executive Director of PMDP as of December 5, 2013, a completed application includes the submission of the following documents:

For the Senior Executives Class (SEC) and the Middle Managers Class (MMC)

Documents/Evidence	Prescribed Format	Issued/ Accomplished by
<input type="checkbox"/> Updated Personal Data Sheet	CS Form 212	Nominee
<input type="checkbox"/> Appointment Papers	Certified true copy of CSC Form 33	Office Personnel/ Administrative Officer
<input type="checkbox"/> Designation Order (if applicable)	Certified true copy	Office Personnel/ Administrative Officer
<input type="checkbox"/> Transcript of Records	Original / Certified True Copy	Office Personnel / Administrative Officer
<input type="checkbox"/> Completed Medical Certificate w/ Laboratory Results attached	PMDP Admissions Form 3	Nominee and Physician
<input type="checkbox"/> Nomination Letter from Head of Agency	PMDP Admissions Form 1-A (SEC) PMDP Admissions Form 1-B(MMC)	Head of Agency
<input type="checkbox"/> Assessment of Immediate Supervisor	PMDP Assessment Form 1-C (SEC) PMDP Assessment Form 1-D(MMC)	Immediate Supervisor
<input type="checkbox"/> Agency Screening Certification	PMDP Admissions Form 1-E (SEC) PMDP Admissions Form 1-F (MMC)	Office Personnel/ Administrative Officer
<input type="checkbox"/> Essay Form	PMDP Admissions Form 2-A (SEC) PMDP Admissions Form 2-B (MMC)	To be accomplished by the Nominee on the day of the Interview.

7.2. PMDP forms may be downloaded from [www.dap.edu.ph/pmdp](http://www.dap.edu.ph/pmdp).

- 8.1. Submission of admission requirements may be done through email. Scanned or e-copies of requirements may be emailed to [pmdpsecretariat@dap.edu.ph](mailto:pmdpsecretariat@dap.edu.ph). Provided that the original copies of documents will be sent to:

PMDP Admissions Secretariat  
c/o Mr. Jo-Dann N. Darong  
Public Management Office  
Development Academy of the Philippines  
5th Floor A, DAP Building  
San Miguel Avenue  
Ortigas Center  
Pasig City  
Telefax. 6312128; Tel. No. 6312133

- 8.2. Additional information about the program is also available at the DAP website [www.dap.edu.ph/pmdp](http://www.dap.edu.ph/pmdp).