



DEPARTMENT OF EDUCATION

OFFICE OF THE ASSISTANT SECRETARY FOR GOVERNANCE AND OPERATIONS

DepEd Region IV-A DIRECTOR'S OFFICE	
JUL 12 2016	
By: <i>[Signature]</i>	Time: _____

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MEMORANDUM  
Scholarship No. 14, s. 2016

TO: Regional Directors  
Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools

FROM: *[Signature]* JESUS L.R. MATEO  
Assistant Secretary

SUBJECT: DAP Public Management Development Program: Middle Managers Class

DATE: 30 June 2016

*To: SDSs  
For your appropriate  
action, please  
think. - Joel Mateo  
Jo July 2016*

The Development Academy of the Philippines announces the opening of the Public Management Development Program: Middle Managers Class (13<sup>th</sup> batch). The program aims to develop a corps of ethical, competent, committed and development-oriented official in the bureaucracy.

The program is open to all high performing high potential personnel:

- At least a bachelor's degree holder
- 55 years old and below
- Holding permanent status
- With Salary Grade 18 to 24
- With VS or Outstanding performance rating for the past two (2) years
- Who did not go on habitual leave (maximum of 2months/year, excluding maternity leave)
- With no pending administrative and/or criminal case
- Willing to sign a service contract up to one year after completing the program
- In good mental and physical health.

Participants will undergo a five-month residential training at DAP Tagaytay City. After which, they will be asked to implement a Re-entry Project (ReP) designed to address a concern or issue of their agencies.

All required documents (Annex A) must be submitted via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) on or before 13 July 2016.

NEAP/PDD/Miranda

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DIRECT LINE 633 72 06 | FAX 631 84 94 | WWW.DEPED.GOV.PH

DepEd Region IV-A ICT Unit	
7718	
Date: 7-12-16	By: otep

The application form and other details of the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).

Immediate dissemination of and appropriate action for this memorandum is desired.

- Annex A: List of Requirements*
- B: Course Information*
- C: Nomination Form 1-B*
- D: Assessment Form 1-D*
- E: Nomination Form 1-E: Agency Screening Certification*
- F: Admissions Form 3: Medical Certificate*
- G: Essay Questionnaire*

## Annex A

Development Academy of the Philippines  
*Public Management Development Program: MIDDLE MANAGERS CLASS (Batch 13)*

### LIST OF REQUIREMENTS

#### A. Qualifications

- a. At least a bachelor's degree holder
- b. Fifty five (55) years old and below
- c. Must hold a permanent appointment
- d. Must have a Salary Grade of 18 to 24
- e. Must have rendered at least two (2) years of service in the government at the time of nomination
- f. Must have obtained at least a *Very Satisfactory* or *Outstanding* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- g. Must have no pending nomination for scholarship in another program/course
- h. Must not have gone on habitual leave (maximum of 2months/year, excluding maternity leave)
- i. Willing to sign a service contract up to one year after completing the program
- j. Must have no pending administrative and/or criminal case
- k. Physically and medically fit to travel
- l. Not an expectant mother

#### B. Documentary

- a. Nomination Form 1-B
- b. Assessment Form 1-D
- c. Nomination Form 1-F: Agency Screening Certification
- d. Admissions Form 3: Medical Certificate
- e. Letter of Application addressed to the donor organization
- f. Endorsement from the Regional Director or his/her duly authorized representative
- g. Personal Data Sheet
- h. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- i. Transcript/s of Records and Diplomas for all degrees attained (4 certified copies)
- j. Service record
- k. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- l. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- m. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer

*\*Scanned/soft copies of the above-enumerated documents must be submitted before 13 July 2016 via email at neap.pdd@deped.gov.ph. All original documents of the chosen applicant will be asked to be submitted on a later date.*