




LEARNING AND DEVELOPMENT DEPARTMENT
8/F, SSS Bldg., East Avenue, Diliman, Quezon City
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MEMORANDUM

FOR : ALL CONCERNED OFFICIALS

THRU : 
ELVIRA G. ALCANTARA-RESARE
Executive Vice President, Corporate Services Sector
Concurrent Acting Head, Controllership Group


MA. NYMPHA M. RAGEL
Vice President, Human Resource Services Division
Concurrent Acting Head, Human Resource Management Group

FROM : 
FILOMENA S. DAVID
Department Manager III

DATE : 10 March 2023

SUBJECT : MIDDLE MANAGERS CLASS (MMC) BATCH 32

The Development Academy of the Philippines (DAP) is inviting heads of government agencies to nominate candidates for the Middle Managers Class (MMC) Batch 32 under the Public Management Development Program (PMDP), the National Government's Career Executive Service Development Program (NGCESDP).

The MMC is designed for Supervisors (JG 10 to JG 13) holding permanent/regular positions. Designated in these supervisory positions for at least a year are also eligible for nomination. Below are the target positions for nomination:

Position Title	Job Grade	Unit
Social Security Officer II	10	All applicable units
Social Security Officer III	11	All applicable units
Corporate Executive Officer I	11	All applicable units
Corporate Executive Officer II	12	All applicable units
Senior Executive Assistant	11	Fund Management Group
Social Security Officer IV	12	All applicable units
Social Security Officer V	13	All applicable units
Junior Technical Assistant	13	see attached list of units*

* see Annex A

Please be guided by the list of qualifications (*Annex B*), documentary requirements (*Annex C*), and the grounds for non-acceptance of nominations (*Annex D*) in submitting your group/division's top 2 nominees for the program on or before **31 March 2023**.

Only shortlisted nominees who will be notified through a memo/email will be required to submit other documentary requirements. Expenses to be incurred in securing documentary requirements such as medical certificate and laboratory test results from a government hospital, certified true copy of birth certificate and transcript of records, shall be charged to nominees' respective personal accounts.

Accepted applicants will receive full government scholarship and will be conferred a Master in Development Management after completing the Capstone Project.

LIST OF TARGET UNITS FOR JUNIOR TECHNICAL ASSISTANT (JTA) POSITIONS

List of Junior Technical Assistants (JG 13) in the office of division/group head which is responsible for overseeing the work of administrative staff in the following units (OO 2018-044 dated 19 July 2018):

- Account Management Group
- Actuarial and Risk Management Group
- Actuarial Services Division
- Administration Group
- Asia, Americas, and Pacific Operations Division
- Asset Management Division
- Alternative Investments Division
- Benefits Administration Division
- Capital Markets Group
- Central Processing Group
- Controllership Group
- Corporate Legal Services Division
- Deputy Commission Clerk
- Financial and Budget Division
- General Services Division
- Human Resource Management Group
- Human Resource Services Division
- ICT Support Services Division
- Information Technology Management Group
- Internal Audit Service Group
- International Operations Group
- Investments Support Division
- IT Operations Division
- IT Solutions Division
- Large Accounts Division
- Legal and Enforcement Group
- Lending and Asset Management Group
- Luzon Bicol Division
- Luzon Central 1 Division
- Luzon Central 2 Division
- Luzon North 1 Division
- Luzon North 2 Division
- Luzon Operations Group
- Luzon Regional Processing Division
- Luzon South 1 Division
- Luzon South 2 Division
- Management Services and Planning Division
- Medical Services Division
- Member Relations and Support Division
- Member Services and Support Group
- Middle East and Europe Operations Division
- Mindanao North Division
- Mindanao Operations Group
- Mindanao South 1 Division
- Mindanao South 2 Division
- Mindanao West Division
- NCR East Division
- NCR North Division
- NCR Operations Group
- NCR Regional Processing Division
- NCR South Division
- NCR West Division
- Operations Accounting Division
- Procurement Management Division
- Program Services Division
- Public Affairs and Special Events Division
- Risk Management Division
- Treasury Division
- Visayas and Mindanao Regional Processing Division
- Visayas Central 1 Division
- Visayas Central 2 Division
- Visayas Operations Group
- Visayas West 1 Division
- Visayas West 2 Division

MIDDLE MANAGERS CLASS (MMC) Batch 32

QUALIFICATIONS

In consideration of the qualifications set by the DAP and the Guidelines and Criteria for the Availment of and Attendance to Foreign/Local Scholarships/Grants, Training Courses and Conferences of SSS Officials and Employees, please be guided by the criteria below in submitting your group/division's top 2 nominees for the program:

- Incumbents of JG 10 to JG 13 supervisory positions (*designated employees in these positions for at least a year are also eligible for nomination*)
- Not older than 50 years at the time of application and class opening
- Has rendered at least eight (8) years of SSS service
- Belongs to the top 20% performers in his/her division for the last two rating periods and with at least a VS performance rating in the two rating periods prior to the last two rating periods
 - 1st sem 2022 – 2nd sem 2022 : belongs to top 20% performers in his/her division
 - 1st sem 2021 – 2nd sem 2021 : Very Satisfactory
- Has not received a performance rating lower than Very Satisfactory, if with multiple ratings within one rating period
- Has not completed any post-graduate degree
- 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)
- Has not been awarded any foreign or local scholarship/study grants/foreign training program in the last two years
- Has already rendered the required service of any prior service obligation for a previous foreign/local scholarship/grant or foreign training and has no pending nomination for scholarship in another program/course
- Is physically and mentally fit (no debilitating, chronic illnesses or serious health condition)
- Must have excellent communications skills (both oral and written)
- Will sign the PMDP Letter of Conforme (Scholarship Agreement), once accepted
- Will sign the SSS Service Obligation Contract, once accepted
- Will render two (2) years of service in his/her agency, upon completion of the Program

MIDDLE MANAGERS CLASS (MMC) Batch 32

LIST OF DOCUMENTARY REQUIREMENTS

- Pre-Screening Form A (with Designation Order, if applicable)
- Pre-Screening Form B
- Nominee Certification Form
- CSC Form 212 – Personal Data Sheet

MIDDLE MANAGERS CLASS (MMC) Batch 32

GROUND S FOR NON-ACCEPTANCE OF NOMINATIONS

Nominations made under any of the following conditions will not be considered:

- Those who did not meet the minimum qualifications
- With incomplete information
- Does not have the required endorsement of concerned branch/department head and approval of respective division/group/sector head, whichever is applicable
- Submitted beyond the deadline

	SECTOR/GROUP/DIVISION	SLOTS
1	Commission Secretary, Compliance Officer and Executive Commission Clerk	2
2	Internal Audit Service Group	2
3	Benefits Administration Division	2
4	Member Services and Support Group	2
5	Account Management Group	2
6	International Operations Group	2
7	Legal and Enforcement Group	2
8	Actuarial and Risk Management Group	2
9	Management Services and Planning Division	2
10	Public Affairs and Special Events Division	2
11	Medical Services Division	2
12	Information Technology Management Group	2
13	Investments Sector <i>(for Investments Support Division & Treasury Division)</i>	2
14	Capital Markets Group	2
15	Fund Management Group	2
16	Lending and Asset Management Group	2
17	Controllership Group	2
18	Administration Group	2
19	Human Resource Management Group	2
20	Branch Operations Sector <i>(for Branch Expansion and Management Services Department & Branch Systems and Procedures Department)</i>	2
21	Central Processing Group	2
22	NCR Operations Group	2
23	Luzon Operations Group	2
24	Visayas Operations Group	2
25	Mindanao Operations Group	2
	TOTAL	50