

Center for CES Development (CCD)
2024 1st Quarter Project Accomplishment Report

JUNIOR EXECUTIVE DEVELOPMENT OFFICE (JEDO)

During the first quarter of 2024, there were three (3) Middle Managers Classes (MMC) running simultaneously. Batches 31 and 32 were in the Capstone Project (CP) Phase, while Batch 33 was in the residential phase.

I. MIDDLE MANAGERS CLASS (MMC)

A. MMC Batch 31 - Karakoa

The learning management team (LMT) facilitated the 3rd batch of CP Plan presentations on 16-17 January 2024 with three (3) additional scholars who presented. All of them received passing grades. To date, out of the 47 eligible scholars for the CP, 43 of them had already presented their CP plans.

Additionally, the MMC 31 LMT conducted the CP Report Presentation on 12-14 February 2024 wherein 25 scholars presented their CP Reports. There were 23 who received passing grades, one (1) deferred grade and one (1) failing grade.



On 15 & 16 February, an orientation for the CP faculty and program representatives were conducted followed by an orientation for the facilitators on 22 February to brief them about updates on the CP process. These also served as an opportunity for knowledge sharing on best practices during panel presentations.



CCD 1st Quarter Accomplishment Report 2024 Page 4 of 29

The second batch of presentations, including the deferred scholars, were conducted from 14-15 and 21 March. To date, all 45 had presented their CP Plans but five (5) still needed further enhancement of their CP Plans and were instructed to resubmit the revised manuscripts before they could proceed with the implementation.

For the next quarter, the scholars would continue with their CP implementation while the LMT prepares for the site validation visits.

C. MMC Batch 33 - Balaghan

MMC Batch 33 opened last 11 January 2024. The class consisted of 47 scholars from 32 various agencies. The new participating agency and State University and College (SUC) were the Anti-Red Tape Authority and Polytechnic University of the Philippines.



Mr. Melijo Anthony I. Chan, MMC 33 scholar, delivered his acceptance speech in the MMC 33 Opening Ceremony.

In the first quarter, the MMC 33 completed the following modules, CP sessions, and activities:

- 1) Peak Performers in the Public Sector - Phase 1
- 2) Development Perspectives
- 3) Philippine Governance and Administrative System
- 4) Managing High-Performing Public Sector Organizations
- 5) Economic Applications in the Public Sector
- 6) Peak Performers in the Public Sector - Phase 2
- 7) Introduction to the Capstone Project sessions
- 8) Capstone Project session: Action Research Methods
- 9) Capstone Project sessionL Academic Writing
- 10)Capstone Project Idea Panel Presentation
- 11)Breakfast Chat



MMC 33 Residential Modules and Capstone Project Sessions

All modules and sessions of MMC 33 were implemented as scheduled without any deviations. For the CP idea presentation conducted last 18 - 20 March 2024, all 47 scholars together with five (5) returning scholars from various batches were able to present. Fifty-two ideas were approved with some revisions to be made and one (1) returning scholar to submit a new idea.

For the second quarter, MMC 33 will conduct the latter half of the planned modules and will conduct the Sensing Journey in June 2024. For the CP, the scholars will already be matched with their Faculty Advisers for them to further develop their approved ideas.

II. RETURNING SCHOLARS

The following data presents the status of returning scholars from various classes:

Name and Agency	Batch	Status	Next Steps
Rodrigo M. Rodriguez	MMC 25	Completed CP Report Presentation Deliberated as candidate for MDM	For submission of Post-CP Report requirements

Name and Agency	Batch	Status	Next Steps
Dennis M. Beltran	MMC 24	Completing CP with MMC 32	For CP implementation
Emerson M. Aquino	MMC 14	Completing revalida modules with MMC 33 and will follow adjusted CP calendar for returning scholars	For completion of revalida modules and CP sessions
Michelle S. De Vera	MMC 11		
Merle Gay D. Rosete	MMC 8		
Rowena M. Sorioso	MMC 14		
Fresita S. Araneta	MMC 18		
Dan Clever T. Gigantone	MMC 24	Changed CP idea and for completion of CP requirements with MMC 33	For approval of new CP idea
Rundstedt B. Jalbuna	MMC 26	For completion of CP requirements with MMC 33	For preparation of CP Plan and presentation with MMC 33
Ryan Joseph E. Dagdag	MMC 20	Request for extension to complete CP requirement presented to the Academic Council in March 2024	For presentation of CP progress to the panel for decision if project is still relevant including timeline to be followed

III. TEAM MEETINGS

The first quarter meeting of the team was conducted 5 March 2024. It served as an avenue to clarify team strategies for the year, present accomplishments, and discuss concerns or actions needed to enhance the residential and capstone project phases.

During the meeting, it was discussed that the digital transformation module would be offered with MMC 34. For MMC 33, it would be conducted through a 2-day lecture scheduled on 19-20 June 2024.

For the next quarter, aside from the activities related to MMC batches 31 to 33, the team would be occupied with the necessary preparations for the opening of MMC batch 34 in July.

SENIOR EXECUTIVES DEVELOPMENT OFFICE (JEDO)

I. SENIOR EXECUTIVES CLASS (SEC)

A. SEC Batch 12

After the Capstone Paper (CP) Revalida, SEC 12 Sikhay completed the remaining CP requirements in the first quarter 2024. Two (2) scholars with deferred grading were also able to submit their revised manuscripts which were approved by their panel members through a referendum. By early February, the program received complete CP hardbound submissions which is the final program requirement before graduation.



The DAP Academic Council deliberates and approves the candidates of graduation for SEC12 on 14 March 2024.

The class also participated in the SEC 13 Opening Ceremony wherein they prepared a *Salubong* program for the incoming SEC batch.

The SEC 12 candidates for graduation and nominees for the various awards were deliberated in an internal deliberation with the Learning Management Team (LMT) and Program Management. The final list of candidates and nominees were also presented in the Academic Council Deliberation on March 14, 2024. The Academic Council approved all sixteen (16) scholars or 100% of the class to be awarded the Diploma in Development Management (DDM) during the 28th Graduation Ceremony to be held on 11 April 2024 at the DAP Conference Center, Tagaytay City.

Final preparations for the graduation are still ongoing, afterwards, the SEC 12 LMT is set to proceed to project closure activities to formally close the project by the end of April 2024.

B. SEC Batch 13

Twenty three senior executives representing 17 agencies were welcomed to form the 13th batch of the PMDP's SEC on 19 February 2024.



The new batch of scholars kicked off their journey in an Opening Ceremony held at the DAP Conference Center (DAPCC) in Tagaytay City.

A day after the Opening Ceremony, a one-day Orientation Seminar was conducted by the LMT to familiarize the new scholars with the academic and non-academic policies, in-person class norms, DAPCC norms, and learning support system of the PMDP. These topics were delivered all in-person by CCD VP Nanette C. Caparros, Academy Registrar and SVP Monina De Armas, DAPCC Department Manager Pag-asa Dogelio and Academy Librarian Ma. Therese Javier. The orientation seminar also included hands-on exercises, which will be useful to them in navigating the Google Workspace Platform, the Program's Learning Management System, and Turnitin.



SVP De Armas highlighted the essential documents required for their pre-engagement, in-Program as well as their post-engagement processes.

The first submodule – the Peak Performers in the Public Sector (PPPS) under the Personal Efficacy and Leadership module– immediately followed the Orientation Seminar. The SEC13 completed this submodule from February 21-23, 2024. With the main objective to build class unity and strong network among the scholars in addition to building class identity and self-mastery, the sub-module used engaging team-building activities.



The class overcomes challenges in communication while strategically completing their course during the locked arms activity in the PPPS sub-module

As a culminating activity of the module, the class presented their Team Strategic Development Plan, introducing their batch name “Katig”, which signifies a tool for establishing stability. For SEC13, Katig depicts the journey of the scholars who seek to support development through innovative policies and solutions.



SEC13 awes the panel of judges with their captivating production showcasing their talents as they unveiled their batch name “Katig” and their Team Strategic Development Plan

On 18-20 March, SEC13 Katig completed the Perspectives in Governance and Development lecture with Dr. Ben S. Malayang III as the Faculty-in-Charge . Dr. Malayang used the extractive approach for this module and facilitated the co-creation of an integrated framework of development with the class. He highlighted the well-being of every single Filipino as the center of the framework.



Dr. Ben Malayang III, PGD Faculty-in-Charge reminds SEC13 of their role as “switchboards”, distributing power within the nation-state, with a primary focus on the well-being of their clientele during the PGD module.

After the PGD module, on 21-22 March, the SVP Magdalena L. Mendoza and Dr. Maria Lourdes Rebullida facilitated the CP Seminar and Research Methodology sessions. These sessions provided early guidance to the scholars in preparing their CPs. During the CP seminar, SEC13 Katig received an overview of the process for preparing a policy paper, an innovation proposal and a management case. They were also reminded of the importance of maintaining academic rigor in their CPs and cautioned about common mistakes observed over the years. With the deadline for the concept notes rapidly approaching, they were provided with helpful tips for preparing concept notes tailored to their preferred type of CP.



SVP Mendoza (left) stresses that they need to write a CP that is relevant to the public sector and Dr. Rebullida (right) reminds the scholars of the importance of the Review of Related Literature

The SEC Batch 13 is expected to submit their proposed CP concepts notes and complete the scheduled modules for the second quarter.

II. PHRONETIC LEADERSHIP CLASS (PLC)

All administrative preparation for PLC Batch 6 which includes the finalization of the work plan, electronic Project Implementation Plan (ePIP), and special order for the designation of the project team were completed.

The list of target agencies for this batch was also finalized which includes the following:

1. Department of Agriculture (DA)
2. Department of Budget and Management (DBM)
3. Department of Finance (DOF)
4. Department of Trade and Industry (DTI)
5. DTI - Board of Investments (BOI)
6. DTI - Intellectual Property of the Philippines (IPOPHL)
7. Department of the Interior and Local Government (DILG)
8. Department of Labor and Employment (DOLE)
9. DOLE-Technical Education and Skills Development Authority (TESDA)
10. DOLE- National Wages and Productivity Commission (NWPC)
11. Department of Energy (DOE)

12. Department of Environment and Natural Resources (DENR)
13. Department of Science and Technology (DOST)
14. National Economic and Development Authority (NEDA)
15. Office of the President – Office of the Executive Secretary
16. Commission on Higher Education (CHED)
17. Philippine Institute for Development Studies (PIDS)
18. Philippine Economic Zone Authority (PEZA)

These agencies represent the focus area for this batch which is “transformation of the industry sector” which were based on the Planning Sub-committee on Reinvigorating the Services Sector in the Philippine Development Plan 2023-2028.

In collaboration with the Advocacy and Admission Office, the call for nominations/invitation letters addressed to the heads of the selected agencies were sent out last 6 March 2024.

Initial coordination with the National Graduate Institute for Policy Studies (GRIPS) for the Observational Study Mission was also conducted last 26 February 2024 via Google Meet. The GRIPS and DAP team agreed on the final dates of the study mission as well as the general schedule of the activity. The GRIPS team committed to submit to DAP their proposed design for the study mission by early April after they finalize the sites that may be visited by the class.



The DAP and GRIPS team meet to discuss the initial design and focus of the PLC6 observational study mission scheduled in May

In preparation for the socialization activity for the first leg of the training in DAP Tagaytay, the team conducted ocular visits last 22 March 2024 in Lumban, Laguna and Taal, Batangas. The socialization activity is one of the methodologies of the training that facilitates the participants' first hand observations and experiential learning that allows them to develop a shared context and knowledge in a communal setting. For PLC 6, the sites being explored for this activity is the Lumban and Taal embroidery industry where the participants will observe the entire value chain from raw material production and procurement to the intricate artistry of design, manufacturing of the finished goods, and selling it in the local or international markets.

The results of the ocular will be presented for the approval of SVP Mendoza by early April 2024.



The team observes the workers at a Filipiniana/Barong embroidery shop in Lumban, Laguna



The team walks around the filipiniana/Barong shops at the Taal Public Market in Batangas during the ocular visit for PLC6

The PLC6 project team is set to firm up the design of the PLC 6 by next quarter in time for the scheduled conduct of the training on 29 April to 3 May 2024.

ADVOCACY AND ADMISSION OFFICE (AAO)

ADVOCACY UNIT

I. EVENTS

For the first quarter of 2024, the team ensured that all the tasks and outputs in all aspects of the events were covered by creating different committees and supervising them. This quarter's events included the **MMC 33 Opening Ceremony**, the **MMC 32 Closing Program**, the **SEC 13 Opening Ceremony**, the **Breakfast Chat on the National Innovation Agenda**, and the **PMDP Leadership Conference 2024**. The upcoming events that the Advocacy Unit has been preparing for the **28th Graduation Ceremony**, and the **Phronetic Leadership Class Batch 6 Opening Ceremony** in April 2024.

Pre-event materials such as proposals and design concepts, execution plans, tasking, program flow, schedule of activities, invite & programme cards, and social media teasers were all produced. Creative collaterals such as tarpaulins, slide decks, stage setups, and program souvenirs were all carried out. Ceremonial materials such as plaques and tokens were all coordinated with respective suppliers to secure them for the activity.

The conduct of coordination meetings and briefings was accomplished, and rehearsals for the events were scheduled.

The team completed memo requests and communicated with corresponding key point persons to secure the equipment, venue, and operators who will all be necessary for the technical operations during the event, from providing audio and video requisites to live streaming on multiple social media channels.

Initial communication with special guests and key DAP officials as well as engagement of resource persons for documentation services were also done.



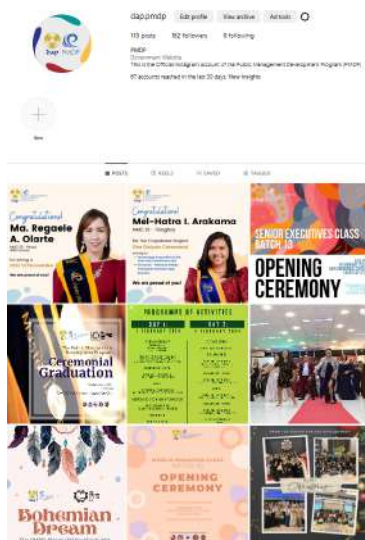
II. ONLINE PROMOTIONS

A. PMDP Website

The team published a total of six (6) articles. These were for the Breakfast Chat on the National Innovation Agenda, SEC 13 Opening Ceremony, MMC 33 Opening Ceremony, Featured Alumni (SDS Ronnie Mallari), Featured Capstone Project (Peter Lyod Sabes), and PMDP Leadership Conference . The team also reflected website updates such as the tabs of Program Management, “By the Numbers”, and “Upcoming Events.”

B. PMDP Social Media

The team uploaded a total of thirty-two (32) posts to the PMDP Facebook page. Total reach averaged 48,266. Eight (8) posts were published on Instagram and six (6) tweets on Twitter.



III. ALUMNI RELATIONS

The Q1-2024 PMDP Alumni Club (PMDPAC) Meeting took place last 22 March 2024 with PMDPAC officers in attendance to mainly discuss the Debriefing notes on the 2nd PMDP Alumni Recognition Night, Collection of Members' Annual Dues, and Creation of the Alumni Club Committees.

Additionally, in preparation for the Leadership Conference, the Alumni Club Officers had a Follow Through Meeting to discuss and present the programme for the Alumni Recognition Night, Alumni Fellowship Night, and finalize the list of the PMDP Galing Awardees, PMDP Dangal Awardees, and PMDP Tatag Awardees.



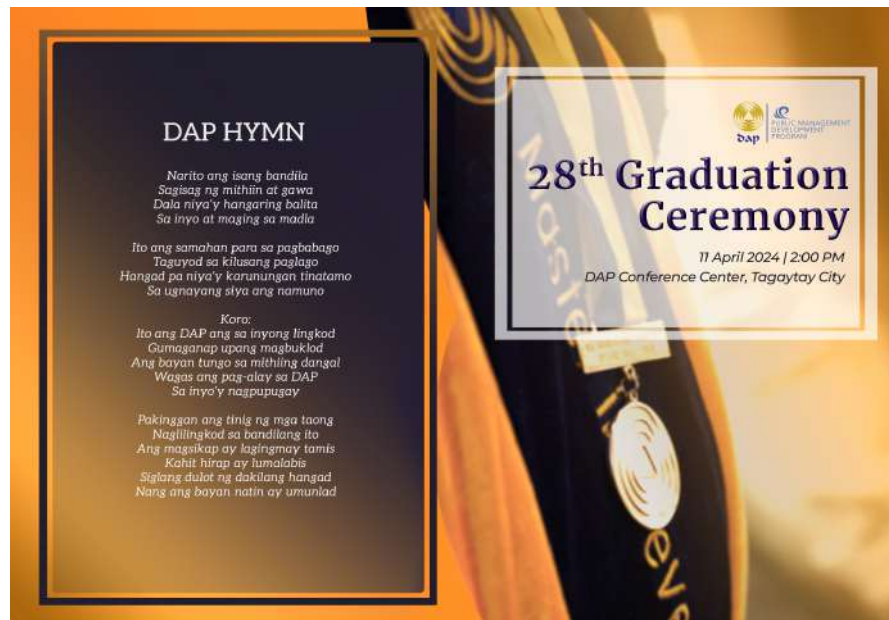
IV. COLLATERALS AND CREATIVES

The following were produced for different activities held in the first quarter and to be held in the future:

A. Event Collaterals

SEC 13 and MMC 33 Opening Ceremonies





Breakfast Chat



MMC 32 Closing Program



Leadership Conference 2024





LeadCon Tote Bags



B. PMDP Bites

The team continued to create PMDP Bites, which was an initiative started in the 2nd Quarter of 2023, this time featuring the Breakfast Chat on the National Innovation Agenda.



V. PUBLICATIONS: CP BOOK PROJECT

CP BOOK PROJECT					
ACTUAL SUBMISSION COUNT OF ABSTRACTS (as of 12 March 2024)					
SUBMISSION	DATE	NUMBER OF ABSTRACTS		BATCH	REMARKS
		AWARDEES	NON - AWARD EES		
FIRST LOI					
1	6 Oct 2023 (Non-awardee) 6 Nov 2023 (Awardees)	37	96	MMC 1-12, A MMC 1-8, NA	80% - PHP 62,472.00 deposited on 7 Dec 2023 20% - PHP15,618. 00 deposited on 30 Jan 2024
2	18 Sep 2023 13 October 2023 (Edited)	14		MMC 13-15, A	
3	18 Oct 2023		25	MMC 9-10, NA	
4	24 Oct 2024		40	MMC 11-12, NA	

5	29 Oct 2024		26	MMC 13, NA	
6	1 Nov 2024		22	MMC 14-15, NA	
7	7 Nov 2024		24	MMC 16-18,NA	
8	13 Nov 2024		19	MMC 19, NA	
9	14 Nov 2023		8	MMC 20, NA	
10	15 Nov 2023	6		MMC 16-17, A	
11	17 Nov 2023	3		MMC 18, A	
12	20 Nov 2023	4		MMC 19, A	
13	23 Nov 2023	4		MMC 20, A	
14	24 Nov 2023	4		MMC 21-22, A	
FIRST LOI, SUBTOTAL		72	260		
SECOND LOI, 1ST PAYMENT					
15	29 Nov 2023	5		MMC 24, A	PHP 27,360.00. deposited on 13 Feb 2024
16	1 Dec 2023	6		MMC 25, A	
	5 Dec 2023	4		MMC 26, A	
17	8 Dec 2023	6		SEC 1, A	
18	6 Dec 2023	3		MMC 27-28, A	
19	11 Dec 2023	5		SEC 2, A	
20	19 Dec 2023		40	MMC 21-22, NA	
21	27 Dec 2023		20	MMC 24, NA	
22	29 Dec 2023	4		MMC 23, A	
SECOND LOI, 1ST PAYMENT SUBTOTAL		33	60		
SECOND LOI, 2ND PAYMENT					
23	2 Jan 2024		19	MMC 23, NA	Gross amount- PHP31.350 less: 5% tax - 1,567.50 net amount – PHP 29,782.50 deposited on 6 March 2024
24	3 Jan 2024		7	MMC 25, NA	
25	4 Jan 2024		11	MMC 28, NA	
26	9 Jan 2024		16	MMC 26, NA	
27	11 Jan 2024	4		SEC 3, A	
28	12 Jan 2024		12	SEC 2, NA	
29	15 Jan 2024		8	SEC 4, NA	
30	18 Jan 2024		27	MMC 27, NA	
31	21 Jan 2024		22	SEC 1, NA	
32	23 Jan 2024		19	SEC 3, NA	
33	29 Jan 2024		20	SEC 5, NA	
34	30 Jan 2024		5	SEC 8, NA	

35	4 Feb 2024		15	SEC 7, NA	
36	8 Feb 2024		11	SEC 11,NA	
SECOND LOI, 2ND PAYMENT SUBTOTAL		4	192		
SECOND LOI, 3RD PAYMENT					
37	12 Feb 2024		14	SEC 10, NA	
38	23 Feb 2024	16		SEC 5-11, A	
39	28 Feb 2024		18	SEC 9, NA	
40	1 Mar2024		20	SEC 6, NA	
41.a	4 Mar 2024	2		SSC 1, A	
41.b	4 Mar 2024		8	SSC 1, NA	
42	6 Mar 2024		17	MMC 2, NA	For review
43	10 Mar 2024		28	MMC 30, NA	
44	11 Mar 2024	4		MMC 2, A	
45.a	12 Mar 2024	5		MMC 30, A	
45.b	12 Mar 2024	1		SEC 12, A	
45.c	12 Mar 2024	5		MMC 29, A	
SECOND LOI, 3RD PAYMENT SUB-TOTAL as of 12 Mar 2024		33	105		
TOTAL	TOTAL	142	617		
GRAND TOTAL ACTUAL SUBMISSIONS as of 12 March 2024		759		REVIEW - C/O MALYN FINAL REVIEW - VP NCC TAGGING - LIRISSE	
% BASED ON TARGET 1000 ABSTRACTS		75.90%		241 AVAILABLE E-MANUSCRIPTS OR E-ABSTRACTS - SIR JAY PAYMENT - CATHY	

ADMISSIONS UNIT

I. MIDDLE MANAGERS CLASS BATCH 33

Out of the 75 received applications for MMC Batch 33, the PMDP Admissions Committee recommended 51 candidates to the National Government's Career Executive Service Development Program - Steering Committee (NGCESDP-SC) for confirmation of acceptance to the Program.

For this batch, the following are the agencies that participated in the Program for the first time:

- Anti-Red Tape Authority
- Bureau of Agricultural and Fisheries Engineering
- Government Service Insurance System
- Institute for Labor Studies
- Polytechnic University of the Philippines
- Western Philippines University

Among the 51 scholars accepted by the NGCESDP-SC, two (2) scholars, namely Mr. Angelo Macario from the National Museum of the Philippines and Ms. Maribel Mananguit from the Department of Agriculture requested for deferment of their participation in MMC Batch 33 due to workload in their respective offices.

Two (2) more scholars namely Mr. Willie Agbayani from the Government Service Insurance System and Ms. Lea Villaraza from the Department of Agrarian Reform backed out due to office workload and schedule conflict concerning promotion opportunities, respectively.

The class opened last 11 January 2024 with 47 scholars.

II. SENIOR EXECUTIVES CLASS BATCH 13

A total of 27 out of the 34 received applications were processed for SEC Batch 13., The deliberation of the PMDP Admissions Committee took place last 26 January 2024 at the PMDP Conference Room B.





As a result of the deliberation and confirmation of the NGCESDP-SC, 24 scholars were accepted into the Program.

For this batch, there are two (2) new participating agencies such as the Lung Center of the Philippines and Cagayan State University. After having a scholar for MMC batch 6 in 2015, the Home Development Mutual Fund (PAG-IBIG) participated again in this batch. The class was successfully opened last 19 February 2024.

Prior to the opening of the two (2) aforementioned classes, Admissions unit completed all deliverables such as sending out of letters of acceptance to the scholars and their respective heads of agencies, reminders for any lacking requirements, generating learning readiness survey report, preparation of the scholars' kits, and transmittal of exam results and medical documents, etc.

III. PHRONETIC LEADERSHIP CLASS

On 6 March 2024, Admissions unit member was also successfully sent out invitation letters to the heads of the following agencies whose priority programs are along the focus area for this batch which is the transformation of the industry sector:

- Department of Agriculture (DA)
- Department of Budget and Management (DBM)
- Department of Finance (DOF)
- Department of Trade and Industry (DTI)
- DTI - Philippine Board of Investments (BOI)
- DTI - Intellectual Property of the Philippines (IPOPHL)
- Department of the Interior and Local Government (DILG)
- Department of Labor and Employment (DOLE)
- DOLE - Technical Education and Skills Development Authority (TESDA)
- DOLE - National Wages and Productivity Commission (NWPC)
- Department of Energy (DOE)
- Department of Environment and Natural Resources (DENR)
- Department of Science and Technology (DOST)
- National Economic Development Authority (NEDA)

- Commission on Higher Education (CHED)
- Office of the President - Office of the Executive Secretary
- Philippine Institute for Development Studies (PIDS)
- Philippine Economic Zone Authority (PEZA)

Consistent follow ups via call and email were done by the team, including sending out a copy of the Call for Nominations to the PLC alumni last 26 March 2024.



IV. 2024 PMDP LEADERSHIP CONFERENCE INTER-TEAM PARTICIPATION

The Advocacy and Admission members were also successful in delivering their respective tasks for the PMDP Leadership Conference last 1-2 February 2024. The following were the involvement of the staff:

Team	Committee/Tasks
Reina Carmelita F. Young	Overall supervision of the ff committees
Jhonn Robert N. Javier	Subcommittee Head, Alumni Recognition Member, Registration Team
Desiree Grace D. Distajo	Subcommittee Head, Fellowship Night Member, Registration Team
Angelica D. Ranas	Member, Registration Team Head, Zumba
Christine Angel P. Sta. Romana	Member, Registration Team; Head, Zumba
Ma. Alyssa Samantha P. Sison	Member, Fellowship Night PMDP Singer
Miguel Adrian Lagazon	Member, Fellowship Night, PMDP Singer

KNOWLEDGE MANAGEMENT UNIT

For the 1st quarter of 2024, the Knowledge Management Unit led the registration team for the PMDP Leadership Conference 2024 and developed a portal for the conference that provided details of the conference, schedule of activities and online registrations for different breakout sessions. Also, the registration team administered the pre-registration and sent invitations to more than 1,200 PMDP alumni from 264 government agencies.

Taking advantage of Google Form as the main platform for registration, the team successfully managed the registration process for 380 participants from various government agencies during the conference.

The team also administered the event evaluation for the Leadership Conference. The results of the evaluations were summarized and transmitted to the Project Manager for reference and appropriate action. Lastly, the team successfully processed and distributed the certificates of appearance and digital certificates of completion to the participants.

As the repository of all records, the Knowledge Management team has effectively identified and tracked alumni participants, starting from the sending of invitations up to the monitoring of payment, attendance, number of attendees in sessions, and evaluation of the event. The KM team also provided regular status reports and demographics of the participants as requested.



PMDP Leadership Conference Portal using Google Site

The following activities were also done during the first quarter

- a. Prepared MOVs report for 2023 PMDP Accomplishments.
- b. Conducted inventory of equipment and facilitated transfer of accountabilities.
- c. Assessment of equipment to be procured.
- d. Provide necessary information, statistics and reports requested by various stakeholders.
- e. Extend manpower support to other teams (MMC33 and SEC13 opening)

OFFICE OF THE VICE PRESIDENT

I. FINANCE

The Team monitored and validated all the financial transactions of the Center for the 1st Quarter of 2024. These included the monitoring of the letters of invitation, honorarium payments, liquidation of cash advances, petty cash vouchers, purchase requests, module reports, budget transfers, DAPCC Billing statements, summary of payments of the continuing and dropped scholars.

The team added the finance work plan in the overall work plan of the Office of the Vice President and led the preparation of the Project Implementation Plan of the office for 2024. They coordinated with the Directors of the Junior Executive Development Office, Senior Executive Development Office and Admission and Advocacy Office for the preparation of their budget to come up with the indicative budget for FY 2025 using the template provided. The team prepared the DBM forms 707 & 708 and forwarded to VP Caparros for approval.

The revenue accruals for the 1st quarter of 2024 were consolidated and submitted. The team coordinated with the project managers of the MMC Batch 33, SEC Batch 13 and PLC Batch 6 in preparing their Project Implementation Plans. The accomplishments for the 1st Quarter Physical Report of Operation were prepared and submitted too.

During the PMDP Leadership Conference held at the DAP Conference Center, the team was tasked to handle the monitoring and recording of the payment for the conference fee, and was assigned to handle the banquet preparations and issuance of official receipts at the registration table.

The team participated in the MMC Batch 33 and SEC 13 opening ceremony, general assembly and other CCD meetings and events.

Guidance, coordination and support to the different offices concerning finance and administrative functions were provided by the team.

II. HR AND ADMIN

The team kept track of the staff promotions and conversions. As of 31 March 2024, we have recommended seven (7) staff members for conversion to coterminous and one Eight (8) staff for promotion. The team diligently complied with HR requirements such as the PDS and IPCRs.

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