

**AGENCY SCREENING CERTIFICATION FORM (MMC-c)**

*(To be filled-out by the Person-in-Charge of Scholarship /*

*HR or Admin Officer / Personnel)*

**name of nominee**

**Confidential**

**This certifies that the nominee is considered high-performing and high potential and qualifies based on the following criteria/requirements of the PMDP:**

| **Criteria** | **Qualifications** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nominee holds a permanent position equivalent to *SG 18 to 24*** | Position: | |  | | | | | | | |
| Date of Appointment: | |  | | | Salary Grade: | | |  | |
| Division/Department: | |  | | | | | | | |
| Office Address: | |  | | | | | | | |
| Office Contact Info: | |  | | | | | | | |
| Is the position permanent / regular? □ Yes □ No | | | | | | | | | |
| Is the nominee designated to another role/function? □ Yes □ No | | | | | | | | | |
| *If yes, state Designation* | Position: | |  | | | Salary Grade: | | |  |
| Date of Designation Order: | | | |  | | | | |
| *Information on Immediate Supervisor* | | | | | | | | | |
| Name: |  | | | | | | | | |
| Position: |  | | | | | | | | |
| Contact Details: |  | | | | | | | | |
| **Nominee satisfies government required eligibility.**  *(Please check applicable boxes)* | **Professional Certifications**   * PRC, s*pecify area*   \_\_\_\_\_\_\_\_\_\_\_   * Bar Exams | **Eligibilities**   * PD 907 * RA 1080 * Professional * Career Service Executive Eligible * Career Executive Service Eligible * Career Executive Service Officer   *state rank* \_\_\_\_\_\_ | | | | | | *If pursuing 3rd Level eligibility, check stages passed* | | |
| * CES Written Examination * Assessment Center * Performance Validation * Board Interview | | |
| **Nominee is 50 yrs. old or below** | Birthdate: | \_\_\_\_\_\_\_\_\_\_\_\_\_  *mm / dd / yyyy* | | | Age: | | |  | | |
| **Nominee holds a Bachelor’s degree** | Highest educational attainment: | Degree and Specialization: | | | Year of Graduation: | | | School: | | |
| **Any ongoing or pending completion of post-graduate studies at the time of the application?** | | | | | | | | \_\_\_\_ Yes  \_\_\_\_ None | | |
| **Nominee got VS / higher PAR rating for the past 2 years** | *(Please indicate the year and check which adjectival rating is appropriate)* | | | | | | | | | |
| Year: \_\_\_\_ Adjectival Rating:  1st Semester □ VS □ O | | | | Year: \_\_\_\_ Adjectival Rating:  1st Semester □ VS □ O | | | | | |
| 2nd Semester □ VS □ O | | | | 2nd Semester □ VS □ O | | | | | |
| **Total number of years of service in government?** \_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **Does the nominee have a record of habitual leaves** *(a maximum of 2 months/year)*? □ Yes □ No | | | | | | | | | | |
| **Does the nominee have any pending administrative and/or criminal case?** □ Yes □ No | | | | | | | | | | |
| **Please cite other information, particularly contributions of the nominee in the achievement of the agency’s mandate, that will support nomination to PMDP:** | | |  | | | | | | | |

The nominee must submit additional requirements such as **Personal Data Sheet**, copy of **Appointment Papers**, copy of **Transcript of Records** and **Nomination form** signed by the head of agency. As part of the screening process, the nominee will undergo an examination and an interview.

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*Name and Signature of Person Completing this Form Position*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date Accomplished*