



Republic of the Philippines
Department of Environment and Natural Resources

Visayas avenue, Diliman, Quezon City, 1100
Tel Nos. (632) 929-66-26 to 29 • (632) 929-62-52
929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM

FOR/TO : All Undersecretaries, Assistant Secretaries
The Regional Executive Directors/Regional Directors
DENR Regions 1-12, CAR, NCR and CARAGA
EMB and MGB Regions 1-12, CAR, NCR and CARAGA
Bureau Directors and Heads of Attached Agencies
Heads of Office, DENR Central Office

FROM : The Undersecretary
Management and Technical Services
and Chair, DENR Scholarship Committee

SUBJECT : **NEW ZEALAND AGENCY FOR INTERNATIONAL DEVELOPMENT
(NZAID)**

DATE : **JAN 09 2004**

The New Zealand Agency for International Development (NZAID) Study Award invites our participation in the above training course. In this regard, please nominate one candidate for the course.

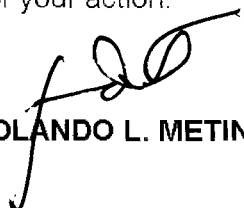
Course Title	Duration/Venue	Qualifications
Master/Post-Graduate Diploma Course in Resource Management (Environment)	New Zealand, January or February 2005 (1 or 2 years)	BS Degree related to the field of study; experience required;

The general criteria and requirements in the selection of your nominee are as follows:

1. Nomination letter/Memorandum addressed to the Secretary by the Head of Office.
2. Service Record
3. Certification on the following which may all be stated in one certification
 - a. no pending administrative case;
 - b. salary payment while on training;
 - c. nominee's attendance of the training will not affect the operation of the unit
 - d. performance rating for the last two rating periods (January to June and July to December 2003); and
 - e. nominee has not gone abroad within the preceding 24 months or travel history.
4. Certification of actual duties and responsibilities and related experience;
5. Certified photocopy of college transcript and diploma;
6. If married, written consent of spouse; and
7. Duly accomplished Personal Data Sheet.
8. Age requirements: 35 years old and below

Submit the names of nominees together with the required papers (through the HRDS Director) not later than 09 February 2004.

For your action.


ROLANDO L. METIN