



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 : 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, Heads of Office, DENR Central Office

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

SUBJECT : JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)
LONG TERM COURSE

DATE : FEB 23 2004

The Japan International Cooperation Agency (JICA) invites our participation in the above training course. In this regard, please nominate one candidate for the course below:

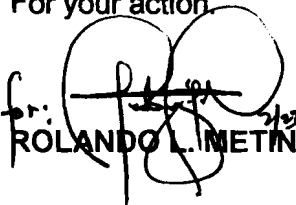
| Course Title | Duration/Venue | Qualifications |
|-------------------------------|---|----------------------------|
| Masters Degree in Agriculture | September 2004 to September 2006, Japan | Pls. see attached brochure |

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 requirement: 35 years old and below

Submit the names of nominees together with the required papers (through the HRDS Director) not later than 01 April 2004.

For your action


for: ROLANDO L. METIN