



Republic of the Philippines  
**Department of Environment and Natural Resources**

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**MEMORANDUM**

TO : The Regional Directors  
EMB 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-ASEAN YOUTH FRIENDSHIP PROGRAMME FOR FY 2004**

DATE : **FEB 24 2004**

The Japan-ASEAN Youth Friendship Programme for FY 2004 under the auspices of the Government of Japan invites our participation in the above training course. In this regard, please nominate two candidates (*preferably those who have not traveled abroad*) to the course below.

Course Title	Duration/Venue	Qualifications
Environmental Protection Category (Water Pollution Control)	16 June to 08 July 2004, Japan	Persons who are presently engaged in water pollution control; 35 years old and below

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.

Submit the names of nominees together with the required papers (through the HRDS Director) not later than 08 March 2004.

For your action.

  
**ROLANDO L. METIN**