



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

**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)  
COURSES**

**DATE :** **JAN 26 2004**

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

<b>Course Title</b>	<b>Duration/Venue</b>	<b>Qualifications</b>
Planning and Management of Eco-Tourism in Tropical and Subtropical Area	May 11 to July 11 2004, Japan	Persons who are presently engaged in planning and management of eco-tourism in governmental organizations; with 3 years of experience required; 35 years old and below
Heavy Metal and Other Hazardous Substance Pollution Control	May 24 to July 31, 2004, Japan	University graduate with a chemistry background; with at least 5 years of experience; 25-40 years old.
Technology for Inspection of Water Pollution in Urban Areas II	May 25 to July 18, 2004, Japan	University graduate or equivalent of technical qualifications in this field; with more than one (1) year of experience; 40 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 09 February 2004.

For your action

  
**ROLANDO L. METIN**