



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM

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 : **INTEGRATED ENVIRONMENTAL PLANNING AND MANAGEMENT,
MALAYSIA**

DATE : JAN 23 2004

The Malaysian Government invites our participation in the above training course. In this regard, please nominate one candidate for the course below.

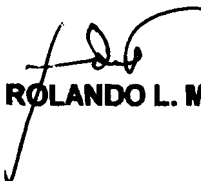
Course Title	Duration/Venue	Qualifications
Integrated Environmental Planning and Management	28 June to 23 July 2004, Malaysia	University graduate or equivalent; with 3 years of experience In Integrated Environmental Planning and Management; 40 years old and below

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 13 February 2004.

For your action.


ROLANDO L. METIN