



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
Heads of Attached Agencies

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

SUBJECT : **THE BELGIUM PROGRAM TRAINING COURSE**

DATE : JAN 28 2004

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

Course Title	Duration/Venue	Qualifications
Master in Development Evaluation and Management	To commence on September 2004, Belgium	Bachelor's degree from a recognized university or similar institute; with at least two (2) years of relevant experience; 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 4 February 2004.

For your action.


ROLANDO L. METIN