

## MEMORANDUM

TO/FOR : All Undersecretaries, Assistant Secretaries, Service Directors,  
Project & Program Directors, and Heads of Office  
DENR Central Office

All Regional Executive Directors/Regional Directors, Bureau  
Directors and Heads of Attached Agencies

FROM : The Undersecretary for Management and Technical Services

SUBJECT : **Advanced Training Programme "Project Management"**

DATE : **OCT 21 2004**

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The Swedish International Development Cooperation Agency (SIDA) through the NEDA Special Committee on Scholarships invites our participation in the above-mentioned training programme to be held in Stockholm, Sweden from April 3 to 29, 2005.

The general objective of the programme is to strengthen participants' capacity to plan, manage, and evaluate projects.

Candidates must meet the following general criteria:

1. Project manager, administrator, project purchasing officer, or trainer on project management
2. Previous management experience
3. 2 years in government service
4. Permanent appointment
5. Age requirement: 25-45 years of age

Since SIDA is interested in encouraging women to participate in the programmes, nominations of female candidates are particularly welcomed. SIDA shall provide the participation fee, accommodation and meals. However, it will not shoulder the airfare to and from Sweden.

The nominee must submit the following documents to the DENR Scholarship Committee through the Human Resource Development Service not later than **November 3, 2004**:

1. Nomination letter/Memorandum addressed to the Secretary by the Head of Office;
2. Duly accomplished Personal Data Sheet;
3. Service Record;
4. 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 to the training will not affect the operation of the unit
  - d. performance rating (adjectival and numerical) for the last two rating periods
  - e. nominee has not gone abroad within the preceding 24 months or travel histories
5. Certification of actual duties and responsibilities;
6. Certified photocopy of college transcript and diploma;
7. If married, written consent of spouse; and
8. Certification of person/organization to fund the cost of airfare to and from Sweden.

For your information and appropriate action.

  
ROLANDO L. METIN

MEMO  
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