



DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES

MEMORANDUM

FOR : The Undersecretaries and Assistant Secretaries
Bureau Directors and Heads of Attached Agencies
The Regional Executive Directors/Regional Directors
Regions 1-12, CAR, NCR, CARAGA

FROM : The OIC, Office of the Undersecretary for Management
and Technical Services

SUBJECT : **SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT**

DATE : 27 October 2004

The Singapore Ministry of Foreign Affairs and the United Nations Development Programme (UNDP) under the auspices of the Singapore-UNDP Technical Cooperation Among Developing Countries (TCDC) invites our participation to the Sustainable Development and Environmental Management on 24 January to 04 February 2005.

The objective of the training is to present an overview of Singapore's sustainable development and environmental management policies and to discuss the various strategies adopted in Singapore in pollution control, solid waste, water and wastewater management and parks management.

The organizer shall shoulder the living allowance of SGD\$40 per day, accommodation, transportation to/from the venue and site visits, hospitalization and accident insurance. **However, round-trip airfares are not included.**

For interested participants, they must submit the following documents to the Human Resource Management Service not later than 10 November 2004:

1. Nomination 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 to the training will not affect the operation of the unit
 - d. performance rating for the last two rating periods (adjectival and numerical rating, January to June 2002 and July to December 2002)
 - e. nominee has not gone abroad within the preceding 24 months or travel histories
4. Certification of actual duties and responsibilities
5. Certified photocopy of college transcript and diploma
6. If married, written consent of spouse
7. Duly accomplished Personal Data Sheet
8. Justification as to relevance of the training to the actual duties or area of assignment of the nominee

The qualifications and requirements in the selection of your nominee are as follows:

1. Should be Filipino citizen below 50 years old
2. Middle to senior level government officials and experience in IT Management
3. Has not obtained any foreign scholarship
4. Candidate must have rendered at least two (2) years of service
5. Very proficient in spoken and written English
6. Should be physically and mentally fit

For your action, please.