



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City, 1100  
Tel. Nos.: (632) 929-66-26 to 29 • (632) 929-62-52  
929-66-20 • 929-66-33 to 35  
929-70-41 to 43

**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 :** **MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MCTP)**

**DATE :** **NOV 18 2004**

The Malaysian Government invites our participation in the training courses enumerated below. In this regard, you may nominate one candidate for the following courses.

Course Title	Duration/Venue	Qualifications
Course on Globalization for International Participants	3-30 March 2005, Malaysia	University graduate or equivalent; Must have relevant experience of at least 5 years; 35 years old and below. <b>Deadline-25 November 2004</b>
Training Methodology	7 April to 2 May 2005, Malaysia	University graduate or equivalent; Must have knowledge in training methodology; 40 years old and below. <b>Deadline-30 November 2004</b>
Training Management Course	Training Management Course	Senior of mid-level management or trainers who are responsible for training or human resource development; 40 years old and below. <b>Deadline-30 November 2004</b>

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 the dates specified above.

For your action.

  
**ROLANDO L. METIN**