



MEMORANDUM

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

The Director/Regional Directors
Environmental Management Bureau, Central and Regional Offices

The General Manager
Laguna Lake Development Authority

FROM : The Undersecretary for Management and Technical Services

SUBJECT : **Advanced International Training Programme on Education for
Environment and Sustainability**

DATE : **NFC 01 2004**

The Swedish International Development Cooperation Agency (SIDA) through the Embassy of Sweden invites our participation in the above-mentioned training programme. The programme covers 5 weeks. The first 3 weeks will be held in Stockholm, Sweden from April 4 to 22, 2005, while the next 2 weeks (June/July) will be held at the Centre for Environment Education in Ahmedabad, India. The participants will have home-based assignments in-between the two courses.

The main objective of the programme is to provide an opportunity to exchange knowledge and experiences in environmental education and education for sustainable development and ways to support those processes within the formal education. The SIDA will cover all travel-related expenses.

Please nominate one candidate with the following general criteria:

1. Formal education professionals with an emphasis on policy makers, curriculum developers, and teacher trainers
2. Tertiary qualification and experience in education
3. With affiliation to training institutions and gender
4. At least 2 years in government service
5. Permanent appointment
6. Age requirement: no age limit

Since Sweden is interested in promoting women's participation in the training programmes, nominations of female candidates are particularly welcomed.

The nominee must submit the following documents to the DENR Scholarship Committee through the Human Resource Development Service not later than **December 6, 2004**:

1. Nomination letter/Memorandum addressed to the Secretary by the Head of Office;
2. Service Record;
3. Certification of no pending administrative case
4. Certification on the following which may all be stated in one certification:
 - a. salary payment while on training
 - b. nominee's attendance to the training will not affect the operation of the unit
 - c. performance rating (adjectival and numerical) for the last two rating periods
 - d. 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. Duly accomplished Personal Data Sheet.

For your information and appropriate action.

ROLANDO L. METIN