



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

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 : **Practicum Workshop on Green Productivity**

DATE : **DEC 15 2004**

The Asian Productivity Organization (APO), in cooperation with the National Productivity Corporation (NPC) Malaysia, through the Development Academy of the Philippines (DAP) invites our participation in the above-mentioned practicum workshop to be held in Kuala Lumpur, Malaysia on March 7-April 1, 2005.

The objectives of the activity are 1) to develop Green Productivity (GP) lead trainers/consultants; and 2) to provide practical hands-on experience to all participants.

Please nominate one candidate with the following general criteria:

1. Professionals who have practical backgrounds in productivity/quality improvement, local community development, environmental policy, production process design, etc. and environmental experts working on cleaner production, residual waste treatment, and environmental management systems.
2. University degree or equivalent qualification from a recognized institution.
3. At least 5 years of public experience in the fields of quality, productivity, or environmental protection.
4. Physically and mentally fit to attend an intensive four-week program requiring participants to complete a number of individual and group activities and strenuous industrial/agricultural work.
5. Permanent appointment.
6. Age requirement: between 28 and 50 years.

MEMO
633

The nominee must submit the following documents to the DENR Scholarship Committee through the Human Resource Development Service not later than **December 27, 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
8. Duly accomplished Personal Data Sheet
9. **Two copies of the new APO bio-data form that can be downloaded from the APO website:**

www.apo-tokyo.org

Note: Only the official nominee as selected by the Scholarship Committee will fill up the APO Medical and Insurance Declaration Form

For your information and appropriate action.



ROLANDO L. METIN