



Republic of the Philippines
Department of Environment and Natural Resources

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MEMORANDUM

TO : The Regional Executive Directors/Regional Directors
DENR Regions 1-12, CAR, NCR and CARAGA
EMB Regions 1-12, CAR, NCR and CARAGA
Bureau Directors

FROM : The Undersecretary
Management and Technical Services
and Chair, DENR Scholarship Committee

SUBJECT : **THE BILATERAL TECHNICAL ASSISTANCE PROGRAMME OF
THE FEDERAL REPUBLIC OF GERMANY TRAINING COURSE**

DATE : **FEB 1 2 2004**

The Bilateral Technical Assistance Programme of the Federal Republic Of Germany invites our participation in the above training course. In this regard, please nominate one candidate for the course.

Course Title	Duration/Venue	Qualifications
Demand oriented Individual Training: Special Areas Environmentally Sound Plant Production, Plant Protection and Soil Management	Germany, 01 November 2004 to 14 November 2005	BS Degree related to the field of study;

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.
8. Age requirement: 35 years old and below

Submit the names of nominees together with the required papers (through the HRDS Director) not later than 25 February 2004.

For your action.


ROLANDO L. METIN