



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 FROM THE UNDERSECRETARY

FOR/TO : The Undersecretaries, Assistant Secretaries, Heads of Offices/Units
Heads of Attached Agencies
The Regional Executive Directors/Regional Directors
DENR Regions 1-12, CAR, NCR and CARAGA
EMB and MGB Regions 1-12, CAR, NCR and CARAGA
All Bureau Directors

SUBJECT : **TRAINING COURSE UNDER THE SINGAPORE COOPERATION
PROGRAMME TRAINING AWARDS (SCPTA)**

DATE : **APR 05 2005**

The Singapore Cooperation Programme Training Awards (SCPTA) through the NEDA-SCS, invites our participation in the training course scheduled in CY 2005. In this regard, please nominate one candidate for the course below:

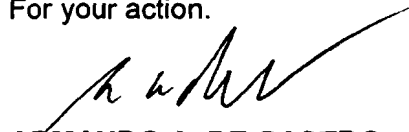
Course Title	Duration/Venue	Qualifications
Environmental Protection and Health Management	12-25 July 2005, Singapore	Middle to senior management officials with at least 5 years of relevant working experience; 50 years old and below; <u>Deadline: 20 April 2005</u> <u>NO AIRFARE PROVIDED</u>

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 documents:
 - f. no pending administrative case;
 - g. salary payment while on training;
 - h. nominee's attendance on the training will not affect the operation of the unit
 - i. performance rating for the last two rating periods (January to June and July to December 2004); and
 - j. 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. Relevance of the course applied for to the present duties and responsibilities and functions of office.
9. Certification as to who or what organization (not the Philippine Government) will shoulder airfare expenses.
10. **Permanent employees only**

Please submit the names of nominees together with the required papers (through the HRDS Director) not later than on the date specified above.

For your action.



ARMANDO A. DE CASTRO