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

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
FROM	:	The OIC, Financial Management Service
		Authorized Signatory
		Office of the Management and Technical Services
SUBJECT	:	**JAPAN INTERNATIONAL COOPERATION AGENCY (JICA) COURSES**
DATE	:	**JAN 12 2005**

The Japan International Cooperation Agency (JICA) invites our participation in the training courses scheduled in CY 2005. In this regard, please nominate one candidate for each of the following courses:

Course Title	Duration/Venue	Qualifications
Industrial Pollution Control Engineering	April 19 to July 31, 2005, Japan	Engineers with at least 3 years of occupational experience in the field of industrial pollution control; Engineering graduate; 45 years old and below; **Deadline: 17 January 2005**
Urban Development (Focused on Land Readjustment)	May 4 to June 27 2005, Japan	University graduate or equivalent with at least 3 years of occupational experience in the field of planning and/or implementation of urban development and redevelopment; 40 years old and below; **Deadline: 17 January 2005**
Comprehensive Waste Management Technique	May 4 to August 4, 2005, Japan	University graduate or equivalent; senior technical staff in-charge of solid waste management with at least 3 years of work experience; **Deadline: 21 January 2005**
Remote Sensing Technology III	May 4 to August 04, 2005, Japan	University graduates or equivalent with fundamental knowledge of physics and mathematics; 40 years old and below **Deadline: 17 January 2005**
Planning and Management of Eco-Tourism in Tropical and Subtropical Area	May 11 to July 11 2005, Japan	Persons who are presently engaged in planning and management of eco-tourism in governmental organizations; with 3 years of experience required; 35 years old and below; **Deadline: 04 February 2005**
Soil Diagnosis and Conservation	May 16 to August 08, 2005, Japan	Persons who are presently engaged in soil diagnosis and conservation; experience required; 40 years old and below: **Deadline: 04 February 2005**
Heavy Metal and Other Hazardous Substance Pollution Control	May 24 to July 31, 2005, Japan	University graduate with a chemistry background or equivalent aptitude and knowledge; Administrative engineers with at least 5 years of experience; 25-40 years old. **Deadline: 14 February 2005**
Technology for Inspection of Water Pollution in Urban Areas II	May 25 to July 18, 2005, Japan	University graduate or equivalent of technical qualifications in this field; with more than one (1) year of experience; 40 years old and below: **Deadline: 17 February 2005**

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 in the training will not affect the operations 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.

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

For your action.

WILFREDO J. OBIEN