



**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 :** **NEW ZEALAND AGENCY FOR INTERNATIONAL DEVELOPMENT  
 (NZ AID) STUDY AWARDS**

**DATE :** JAN 12 2005

The New Zealand Agency for International Development (NZ AID) Study Awards invites our participation in the training courses scheduled in CY 2005-2006. In this regard, please nominate one candidate for each of the following courses:

| Course Title   | Duration/Venue   | Qualifications   |
|--|--|--|
| Masteral Program/Post Graduate Course in Governance                                | NZ Financial Year 2005/NZ Academic Year 2006, New Zealand (2 years/1 year) | University graduate or equivalent; 40 years old and below; <b>Deadline: 04 February 2005</b> |
| Masteral Program/Post Graduate Course in Resource Management                       | NZ Financial Year 2005/NZ Academic Year 2006, New Zealand (2 years/1 year) | University graduate or equivalent; 40 years old and below; <b>Deadline: 07 February 2005</b> |
| Masteral Program/Post Graduate Course in Developmental Studies (Indigenous People) | NZ Financial Year 2005/NZ Academic Year 2006, New Zealand (2 years/1 year) | University graduate or equivalent; 40 years old and below; <b>Deadline: 14 February 2005</b> |

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 2004): 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. Relevance of the course applied for to the present duties and responsibilities and functions of office

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 LOREN