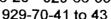
Republic of the Philippines

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





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

(NZAID) STUDY AWARDS

DATE

JAN 12 2005

The New Zealand Agency for International Development (NZAID) 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; Deadline: 04 February 2005
Masteral Program/Post Graduate Course in Resource Management	NZ Financial Year 2005/NZ Academic Year 2008, New Zealand (2 years/1 year)	University graduate or equivalent; 40 years old and below; Deadline: 07 February 2005
Masteral Program/Post Graduate Course in Developmental Studies (Indigenous People)	NZ Financial Year 2005/NZ Academic Year 2008, New Zealand (2 years/1 year)	University graduate or equivalent; 40 years old and below; Deadline: 14 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 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. 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.

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