



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**

TO : The Regional Directors  
EMB Regions 1-12, CAR, NCR and CARAGA  
MGB Regions 1-12, CAR, NCR and CARAGA  
  
The Director  
Environmental Management Bureau  
Mines and Geosciences Bureau

SUBJECT : **THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)  
COURSES**

DATE : **APR 27 2005**

The Japan International Cooperation Agency (JICA) invites our participation in training course scheduled in CY 2005. In this regard, please nominate one candidate for the course below.

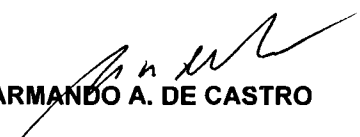
Course Title	Duration/Venue	Qualifications
Air Pollution Source Monitoring	19 September to 23 December 2005, Japan	Technical Officials directly engaged in air pollution control administration and have at least 5 years of experience in the field; 45 years old and below; <b><u>Deadline: 16 May 2005</u></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 in 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
7. Duly accomplished Personal Data Sheet.
8. Relevance of the course applied for to the present duties and responsibilities and functions of office.
9. **Permanent employees only.**

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

For your action.

  
**ARMANDO A. DE CASTRO**

*Memo 144*