



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

**MEMORANDUM FROM THE UNDERSECRETARY**

**FOR/TO :** All Undersecretaries, Assistant Secretaries, Service Directors, Project and Program Directors, and Heads of Office  
DENR Central Office

All Regional Executive Directors/Regional Directors, Bureau Directors and Heads of Attached Agencies

**SUBJECT :** **Postgraduate and Professional Development Programmes**

**DATE :** **MAY 04 2005**

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The International Development Department of the University of Birmingham, United Kingdom, announces its postgraduate and professional development programmes for 2005-2006.

In this connection, you may nominate interested candidates. Please be reminded that all nominations must be made by the Office of the Secretary. Interested parties may use the following contacts for more information, e.g. qualification requirements, training fees, closing and dates of document submission:

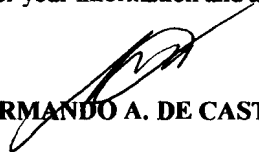
1. Research and Consultancy Work  
Tel: +44 (0) 121 414 3492  
Email: [A.Lukwago@bham.ac.uk](mailto:A.Lukwago@bham.ac.uk)
2. Postgraduate Programmes  
Tel: +44 (0) 121 414 5034/5033  
Email: [D.L.Beard@bham.ac.uk](mailto:D.L.Beard@bham.ac.uk)
3. Professional Development Programmes  
Tel: +44 (0) 121 414 4967  
Email: [A.Bolstridge@bham.ac.uk](mailto:A.Bolstridge@bham.ac.uk)
4. General Enquiries  
Tel: +44 (0) 121 414 5038  
Email: [idd@bham.ac.uk](mailto:idd@bham.ac.uk)
5. <http://www.idd.bham.ac.uk>

However, all costs related to the postgraduate and professional development programmes, including the round trip airfare, shall be borne by the participant and/or find funding sources other than the Philippine government.

The nominee must submit the following documents to the DENR Scholarship Committee through the Human Resource Development Service:

1. Nomination letter/Memorandum addressed to the Secretary by the Head of Office
2. Service Record
3. Certification of no pending administrative case
4. Certification on the following which may all be stated in one certification:
  - a. salary payment while in training
  - b. nominee's attendance in the training will not affect the operation of the unit
  - c. performance rating (adjectival and numerical) for the last two rating periods
  - d. nominee has not gone abroad within the preceding 24 months or travel histories
5. Certification of actual duties and responsibilities
6. Certified photocopies of college transcript and diploma
7. If married, written consent of spouse
8. Duly accomplished Personal Data Sheet
9. List of trainings attended

For your information and appropriate action.

  
ARMANDO A. DE CASTRO

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