



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 Executive Directors/Regional Directors  
DENR Regions 1-12, CAR, NCR and CARAGA  
EMB and MGB Regions 1-12, CAR, NCR and CARAGA  
Bureau Directors, Heads of Office, DENR Central Office  
The Director, Environmental Management Bureau (EMB)

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

DATE : **MAY 18 2005**

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

Course Title	Duration/Venue	Qualifications
Tropical Biomass Utilization	06 September to 11 November 2005	BS or Masteral Degree in Agriculture, engineering or science; with three (3) years of relevant experience; 35 years old and below.  <b>DEADLINE: 02 June 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. Must hold a permanent position; 2 years in government service
3. Service Record;
4. 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.
5. Certification of actual duties and responsibilities and related experience;
6. Certified photocopy of college transcript and diploma;
7. If married, written consent of spouse; and
8. Duly accomplished Personal Data Sheet.
9. **Permanent employee only.**

Submit the name of nominee together with the required papers (through the HRDS Director) not later than the deadline specified above.

For your action.

  
**ARMANDO A. DE CASTRO**

*Arms 155*