



**MEMORANDUM FROM THE UNDERSECRETARY**

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

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

**SUBJECT :** **Developing and Managing a Garden City**

**DATE :** JUN 08 2005

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The Singapore Cooperation Programme Training Awards (SCPTA) through the NEDA Special Committee on Scholarships invites our participation in the above-mentioned subject to be held in Singapore on August 17-30, 2005.

The objective of the course is to give an overview of Singapore's success in developing and managing a garden city and the efforts of the NParks in bringing about and sustaining this initiative.

Please nominate one candidate with the following general criteria:

1. Middle to senior government officials responsible for city planning, park development and management
2. Preferably knowledgeable about plants and/or their relationship with Man and The Environment
3. Proficient in written and spoken English
4. In good health
5. 2 years in government service
6. Permanent appointment
7. Age requirement: Below 50 years of age

SCPTA shall provide participation fee, accommodation and meals. However, it will not shoulder the airfare to and from Singapore.

The nominee must submit the following documents to the DENR Scholarship Committee through the Human Resource Development Service not later than **June 10, 2005**:

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 on training
  - b. nominee's attendance to 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 photocopy of college transcript and diploma
7. If married, written consent of spouse
8. Duly accomplished Personal Data Sheet
9. Certification of person/organization, other than the Philippine government, to fund the cost of airfare to and from Singapore
10. List of trainings attended

For your information and appropriate action.

  
ARMANDO B. CASTRO