



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
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929-66-20 • 929-66-33 to 35
929-70-41 to 43

MEMORANDUM FROM THE UNDERSECRETARY

TO : The Regional Executive Director
DENR Regions 1-12, CAR, NCR and CARAGA

The General Manager, Laguna Lake Development Authority (LLDA)

SUBJECT : **THE JAPAN INTERNATIONAL COOPERATION AGENCY-KOREA
INTERNATIONAL COOPERATION AGENCY (JICA-KOICA) JOINT
TRAINING PROGRAMME**

DATE : **JUN 30 2005**

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

Course Title	Duration/Venue	Qualifications
Restoration of Freshwater Environment by Eco-Sound Technology	16-29 October 2005 (Japan) and 29 October to 12 November 2005 (Korea)	Government Officials and Researchers engaged in the restoration of freshwater environment; 35 years old and below DEADLINE: 11 July 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. At least 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;
8. Duly accomplished Personal Data Sheet; and
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