



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

SUBJECT : **THE SINGAPORE-UNITED NATIONS DEVELOPMENT  
PROGRAMME TECHNICAL COOPERATION AMONG  
DEVELOPING COUNTRIES**

DATE : **JUN 30 2005**

The Singapore-United Nations Development Programme Technical Cooperation among Developing Countries invites our participation in the above training course. In this regard, please nominate one candidate for the course below.

Course Title	Duration/Venue	Qualifications
Planning and Management of the Urban Environment	28 September to 18 November 2005	Professional at managerial level of the department with at least 5 years of experience in the areas of Environmental Management and Protection, and/or Environmental Policy Making; 50 years old and below.  <b>DEADLINE: 11 July 2005</b>  <b>(NO AIRFARE PROVIDED)</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. 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; 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**