



DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES

MEMORANDUM FROM THE UNDERSECRETARY

FOR : All Undersecretaries, Assistant Secretaries
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 and Heads of Attached Agencies
Heads of Office, DENR Central Office

SUBJECT 7TH Global Training Programme on Environmental Law and
Policy (GTP-7), Nairobi, Kenya, 7-18 November 2005

DATE : JUN 30 2005

The United Nations Environment Programme (UNEP) invites our participation in the above training programme which will be held in Nairobi, Kenya on 7-18 November 2005. The training will focus in particular on law and policy aspects of biological diversity, chemicals and climate change. All travel expenses including airfare and accommodation will be shouldered by the organizer.

You may nominate candidates, preferably at the mid-career level, who are interested to participate in this program.

The nominee must submit the following documents to the DENR Scholarship Committee through the Human Resource Management Service not later than 15 July 2005:

1. Nomination letter/Memorandum addressed to the Secretary by the Head of Office;
2. Service Record;
3. 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.
4. Certification of actual duties and responsibilities
5. Certified photocopy of college transcript and diploma;
6. If married, written consent of spouse; and
7. Duly accomplished Personal Data Sheet.

For your information and appropriate action.


ARMANDO A. DE CASTRO