



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM FROM THE UNDERSECRETARY

TO : The Regional Directors
EMB Regions 1-12, CAR, NCR and CARAGA

The Director
Environmental Management Bureau

The General Manager
Laguna Lake Development Authority (LLDA)

SUBJECT : THE SINGAPORE COOPERATION PROGRAMME TRAINING AWARDS

DATE : AUG 25 2005

The Singapore Cooperation Programme Training Awards invites our participation in the above training course. In this regard, please nominate one candidate for the course below.

Course Title	Duration/Venue	Qualifications
Water and Waste Water Management	04-17 October 2005	Engineers with at least two years of experience in operating and managing drainage, water or waste water systems; 50 years old and below. DEADLINE: 26 August 2005 (NO AIRFARE PROVIDED)

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 (July to December 2004 and January to June 2005); 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

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