



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Dilliman, 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**

**FOR/TO :** 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, Heads of Office, DENR Central Office  
Heads of Attached Agencies-NAMRIA and LLDA

**SUBJECT :** **THE NETHERLANDS FELLOWSHIP PROGRAMME (NFP) TRAINING COURSES**

**DATE :** **SEP 07 2005**

The Netherlands Fellowship Programme invites our participation in the above training courses. In this regard, please nominate one candidate for the course below.

Course Title	Duration/Venue	Qualifications
International Training of Trainers on Wetlands management	For 3 weeks starting 03 May 2006, The Netherlands	BSc. Degree or equivalent; with two years of related experience; presently involved in wetland management; 40 years old and below for male, 45 years old and below for female; Deadline 25 September 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. 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 (July to December 2004 and January to June 2005);
  - e. nominee has not gone abroad within the preceding 24 months or travel history.
  - f. Must be permanent employees
4. Certification of actual duties and responsibilities and related experience;
5. Certified photocopy of college transcript and diploma;
6. If married, written consent of spouse;
7. Duly accomplished Personal Data Sheet; and
8. **Permanent employees only**

Submit the name of nominee together with the required papers to this office (through the HRDS Director) not later than the deadline specified in the above mentioned course.

For your action.

  
**ARMANDO A. DE CASTRO**

*Recd 256*