



Department of Environment and Natural Resources
Visayas Avenue, Dillman, 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

TO/FOR : The Undersecretaries and Assistant Secretaries
Heads of Offices/Attached Agencies
Bureau Directors
Regional Executive Directors/Regional Directors
Regions 1-12, CAR, NCR, CARAGA

FROM : The Undersecretary for Management and Technical Services

SUBJECT : **TRAINING COURSES UNDER THE AUSPICES OF THE BELGIUM PROGRAMME**

DATE : **JAN 24 2005**

The National Economic and Development Authority (NEDA) Special Committee on Scholarship (SCS) is inviting our participation in the following courses to be held in Belgium under the auspices of the Belgium Programme:

COURSES	DURATION (Tentative)	AGE REQUIREMENT
Environmental Impact Assessment and Informational and Communication Technology Applications (EIA-ICT)	September-October 2005 (2 mos.)	40 yrs. & below
Master of Science in Ecological Marine	2 yrs. starting Sept. 2005	35 yrs & below
Master of Science in Physical Land Resources	2 yrs. starting Sept. 2005	35 yrs. & below
Master of Science in Environmental Sanitation	2 yrs. starting Sept. 2005	35 yrs & below
Master in Human Ecology	2 yrs. starting Sept. 2005	35 yrs. & below

You may nominate one candidate for each course. Interested parties must submit the following documents to the Human Resource Development Service **not later than 01 February 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 to the training will not affect the operation of the unit;
 - d. performance rating for the last two rating periods (adjectival and numerical rating, January to June 2004 and July to December 2004);
 - e. nominee has not gone abroad within the preceding 24 months or travel histories;
 - f. no pending scholarship nomination to other program
4. Certification of actual duties and responsibilities and relevance of the training to the office and employee's present assignment;
5. Certified photocopy of college transcript of records and diploma;
6. Duly accomplished Personal Data Sheet.

For information and appropriate action.


ARMANDO A. DE CASTRO