



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

MEMORANDUM

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

FROM : The Undersecretary  
Management and Technical Services  
And Chair, DENR Scholarship Committee

SUBJECT : **THE JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)  
COURSE**

DATE : **JAN 27 2005**

The Japan International Cooperation Agency (JICA) invites our participation in training course scheduled in May 2005. In this regard, please nominate one candidate for the course below.

Course Title	Duration/Venue	Qualifications
Computer (Client/Server Application Specialist for E-Government Promotion)	May 17 to October 12, 2005, Japan	University graduates or equivalent; application specialist in-charge of Windows based Client/server system development on VB.net and RDB (Oracle) for E-Government promotion in respective organizations; 35 years old and below; <b><u>Deadline: February 21, 2005</u></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. 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 and related experience;
5. Certified photocopy of college transcript and diploma;
6. If married, written consent of spouse; and
7. Duly accomplished Personal Data Sheet.
8. Relevance of the course applied for to the present duties and responsibilities and functions of office.

Submit the names of nominees together with the required papers (through the HRDS Director) not later than on the date specified above.

For your action.

  
ARMANDO A. DE CASTRO