



DEPARTMENT OF  
ENVIRONMENT AND  
NATURAL RESOURCES

**MEMORANDUM**

**FOR/TO :** 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 :** **TRAINING COURSE UNDER THE SINGAPORE COOPERATION  
PROGRAMME TRAINING AWARDS (SCPTA)**

**DATE :** FEB - 8 2005

The Singapore Cooperation Programme Training Awards (SCPTA) invites our participation in the training course scheduled in CY 2005. In this regard, please nominate one candidate for the course below:

Course Title	Duration/Venue	Qualifications
Urban and Industrial Environmental Management Seminar	19-25 April 2005, Singapore	Middle to senior management officials with at least 5 years of relevant working experience; 50 years old and below; <b><u>Deadline: 14 February 2005</u></b>  <b><u>NO AIRFARE PROVIDED</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 document:
  - a. no pending administrative case;
  - b. salary payment while on training;
  - c. nominee's attendance on 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.
9. Certification as to who or what organization will shoulder airfare expenses.
10. **Permanent employees only**

Please 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