



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 :** **JAPAN INTERNATIONAL COOPERATION AGENCY (JICA)  
COURSES**

**DATE :** **FEB - 8 2005**

The Japan International Cooperation Agency (JICA) invites our participation in the training courses scheduled in CY 2005. In this regard, please nominate one candidate for each of the following courses:

<b>Course Title</b>	<b>Duration/Venue</b>	<b>Qualifications</b>
Environmental Management of Regional Drainage Basin	08 May to 24 July 2005, Japan	Specialist and administrative officers and engineers in drainage basin environmental management; 40 years old and below; <b><u>Deadline: 18 February 2005</u></b>
Seminar on Comprehensive Solid Waste Management II	17 May to 09 July 2005, Japan	Mid-career officials presently in-charge of solid waste management in the central or provincial government with more than 2 years of experience in this field; 50 years old and below; <b><u>Deadline: 28 February 2005</u></b>
Management and Conservation of Coral Reef Ecosystem in Asia Pacific Region	31 May 4 to 29 July 2005, Japan	Administrative officials involved in coral reefs conservation, and/or development planning of coastal areas and its resources; University graduate or equivalent; 40 years old; <b><u>Deadline: 28 February 2005</u></b>
Capacity Building for Project Staff Regarding Kyoto Mechanism	13 June to 31 July 2005, Japan	Administrative Officers or researchers on national government who are in-charge of making and/or implementing the policies and/or projects concerning Kyoto Mechanism; University graduate or equivalent; 45 years old and below; preference for those who are focal points for UNFCCC; not for those engaged in meteorology or environmental monitoring; <b><u>Deadline: 14 March 2005</u></b>
Research on Environmental Technology	26 June to 26 July 2005, Japan	Researchers in the field of environmental technology in public research institutes of universities; have a masters degree of equivalent; with more than 3 years of research experience; 40 years old and below; <b><u>Deadline: 18 March 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.
9. **Permanent employees only**

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

For your action.

  
**ARMANDO A. DE CASTRO**