



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM

TO : The Regional Directors
EMB Regions 1-12, CAR, NCR and CARAGA

The Director
Environmental Management Bureau

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

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

DATE : **FEB - 8 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
Environmental Policy and Environmental Management Systems II	16 May to 09 July 2005, Japan	Engineers or administrative officials with central responsibility for planning project design, or implementation of environmental policy and have at least 5 years of experience; 45 years old and below; Deadline: 01 March 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 (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.**

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