DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

MEMORANDUM FROM THE UNDERSECRETARY

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

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

DATE   :   **FEB 1 8 2005**

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

Course Title	Duration/Venue	Qualifications
Master's Degree on Natural Environment Conservation	30 August 2005 to 31 March 2006, Japan	Researchers specializing in agricultural development, and who is engaged in work related to this program; 35 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 in 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