



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

**SUBJECT :** **THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME  
(MTCP) COURSES**

**DATE :** **FEB 18 2005**

The Malaysian Technical Cooperation Programme (MTCP) 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>
Certificate in Enhancing Capacity Building for Cooperative Women Leaders	06 June to 02 July 2005, Malaysia	Co-operative leaders or board members of co-operative societies; senior government employees of co-operative societies; 50 years old and below; <b><u>Deadline: 01 March 2005</u></b>
Integrated Environmental Planning and Policy	28 July to 26 August 2005, Malaysia	Personnel with at least 3 years of occupational experience in the field of environmental planning, policy and management; 40 years old and below; <b><u>Deadline: 07 March 2005</u></b>
Planning and Management of the Urban Environment	17 November to 16 December 2005	Personnel with occupational experience in the field of environmental planning, policy and management of the strategic aspects of urban systems and its environment; 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. **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**