



DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES

MEMORANDUM FROM THE UNDERSECRETARY

TO : The Regional Directors
Environmental Management Bureau
Regions 6, 7, 9, and 12

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

DATE : **MAR 08 2005**

The Japan International Cooperation Agency (JICA) invited DENR to nominate one candidate each from Regions 6, 7, 9 and 12 to the course below.

Course Title	Duration/Venue	Qualifications
Capacity Development in Urban and Industrial Environment	May 30 to August 05, 2005, Japan	Environmental administrative officers and environmental control engineers; between 30 to 50 years old

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. Must hold a permanent position;
3. Service Record;
4. 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.
5. Certification of actual duties and responsibilities and related experience;
6. Certified photocopy of college transcript and diploma;
7. If married, written consent of spouse; and
8. Duly accomplished Personal Data Sheet.
9. Relevance of the course applied for to the present duties and responsibilities and functions of office.

Submit the name of your nominee together with the required papers (through the HRDS Director) not later than 10 March 2005.

For your action.


ARMANDO A. DE CASTRO

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