



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

FOR/TO : All Regional Executive Directors
All Bureau Directors
Heads of Attached Agencies
Heads of Office, DENR Central Office

FROM : The Assistant Secretary
Administration, Human Resources and Legislative Affairs

SUBJECT : **INVITATION TO NOMINATE APPLICANTS FOR THE MASTER
IN PUBLIC ADMINISTRATION SCHOLARSHIP PROGRAM**

SEP 15 2020

The DENR, in collaboration with the Polytechnic University of the Philippines (PUP), is inviting nominees for the Master in Public Administration (MPA) Scholarship Program which shall start this 1st Sem 2020-2021 (October 2020).

The MPA Scholarship Program aims to enhance the competencies of the DENR workforce towards the development, promotion, and advancement of effective, efficient and efficacious public organization and administration. Students of the Program will be exposed to theoretical and praxiological understanding and appreciation about the needs, concerns, issues, trends and problems of contemporary public organizations and administration.

The Program is an on-line work study scheme to be implemented by the PUP Open University Systems under the DENR Local Scholarship Program. The on-line mode provides option in terms of where and when the students can learn without the need of meeting face-to-face. The Program is a forty-two (42) unit course, including thesis writing, and will run for two (2) years.

In this regard, please nominate applicant/s who possess/es the following eligibility requirements:

1. Have at least two (2) years holding plantilla position in the DENR at the time of application;
2. Have obtained performance ratings of at least *Very Satisfactory* for the last two (2) consecutive rating periods;
3. Performing duties and responsibilities relevant to the field of study;
4. Have rendered the required service obligation for a scholarship previously enjoyed;
5. Have not availed any scholarship (local and foreign) in the past two (2) years prior to the awarding of grant;
6. Must be willing to conduct a master's thesis aligned to the priority programs of the Department or related topics to be identified/approved by the DENR;
7. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation;
8. Must not be a delinquent scholar¹; and
9. In good mental and physical health.

¹ 1 Scholarship grantees who have not completed their program within the period stipulated in their contracts.

Interested applicants shall submit the following requirements to the HRDC Secretariat/ Career Development Division, Human Resource Development Committee, or email scanned copy at hrdcs2020@gmail.com not later than 25 September 2020 (Friday):

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention HRDC Secretariat, to be endorsed by Head of Office and concurred by Supervising Undersecretary/Assistant Secretary;
2. Board Resolution from HRDC Counterpart recommending the nomination of the applicant;
3. Service Record;
4. Certification from the Director supervising human resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) stating that the applicant:
 - a. has No Pending Administrative and/or Criminal Case;
 - b. has No Pending Scholarship Nomination;
 - c. performance ratings for two (2) immediate rating periods were at least Very Satisfactory;
 - d. has not been a delinquent scholar from a previous scholarship grant;
 - e. has rendered and completed the service obligation required under the previous scholarship; and
 - f. physically and mentally fit to study.
5. Certification of actual duties and responsibilities (including past involvement) relevant to the course signed by immediate superior; and,
6. Updated Personal Data Sheet, with experience sheet, duly signed by authorized person administering oath.

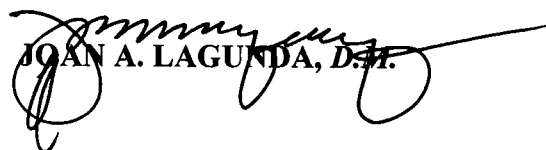
The DENR HRDC shall screen/select qualified candidates to the Program. Selected candidates will be notified and shall be endorsed to the PUP OUS to proceed with the application/admission process, including taking the admission exam of the University. They shall be required to submit the following documentary requirements to the PUP OU Registrar thru the DENR HRDC Secretariat:

- Application for admission addressed to OUS Executive Director, Dr. Carmencita L. Castolo, with two (2) passport size ID picture;
- Filled-up Recommendation letter form (Download the form);
- Transcript of Records of highest degree earned from the school last attended (1 original and 2 photocopies);
- Letter of Recommendation (from the school last attended or from applicant's immediate supervisor);
- Certificate of Employment; and
- Photocopy of marriage contract (for married female applicant) with Registry Number.

Full scholarship grant will be awarded to thirty (30) qualified employees, with benefits and privileges for the duration of the grant in accordance with the existing scholarship policies and guidelines, after their admission to the course.

For inquiry, you may contact HRDC Secretariat at +63 2 8 927-9107 or visit PUP OU at <https://www.pup.edu.ph/ous/iodet/mpa> to know more about the program and admission requirements.

For your information and appropriate action.


JOAN A. LAGUNDA, D.Ed.