



Republic of the Philippines
Department of Environment and Natural Resources
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MAR 09 2021

MEMORANDUM

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

FROM : The Undersecretary
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : **INVITATION TO NOMINATE CANDIDATES FOR THE MASTER IN PUBLIC ADMINISTRATION (BATCH 2) SCHOLARSHIP PROGRAM**

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 commence in May 2021.

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

The Program is an online work study scheme which will be implemented by the PUP Open University Systems (PUP OUS) under the DENR Local Scholarship Program. The online mode provides option in terms of where and when the students can learn without the need of meeting face-to-face, which also provide effective alternative mode of learning given the ongoing pandemic. 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 Scholarship grantees who have not completed their program within the period stipulated in their contracts.

Interested applicants shall submit the following requirements to the Human Resource Development Committee (HRDC) Secretariat/Career Development Division, Human Resource Development Committee and email scanned copy at hrdcs2020@gmail.com **not later than Monday, 29 March 2021, 12:00 noon:**

1. Memorandum addressed to the Chair of the DENR HRDC, attention HRDC Secretariat, to be endorsed by Head of Office and concurred by Supervising Undersecretary/Assistant Secretary;
2. Resolution from HRDC Counterpart recommending the nomination of the applicant;
3. Service Record;
4. Certification from the Director supervising human resource development/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; and,
 - c. performance rating 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-out Recommendation letter form (download the form)
- Transcript of Records of highest degree earned from the school last attended (1 original and 2 photocopies);
- Certificate of Employment; and
- Photocopy of marriage contract (for married female applicant) with Registry Number

Full Scholarship grant will be awarded to thirty (30) successful candidates, 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. As part of additional support, Scholarship Grantees will also be provided with one (1) day and two (2) days off privileges every week for the duration of course work and thesis writing, respectively. Please find attached copy of scholarship service contract and initial timeline for reference.

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

For your information and appropriate action.

ATTY. ~~ERNESTO D. ADOBO, JR.~~, CESO I