



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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MEMORANDUM

NOV 08 2021

FOR/TO : All Regional Executive Directors
All Bureau Directors
All Heads of Attached Agencies

The OIC, Director
Climate Change Service

The OIC, Director
Policy and Planning Service

FROM : The Assistant Secretary
Administration and Human Resources

SUBJECT : INVITATION TO NOMINATE ONE (1) CANDIDATE TO THE
ONLINE TRAINING PROGRAM ON SUSTAINABLE WASTE
MANAGEMENT AND SMART URBANISATION IN THE FACE
OF CLIMATE CHANGE FROM 21 – 25 FEBRUARY 2022

DATE :

This pertains to the attached invitation of Singapore Cooperation Programme (SCP) in coordination with the Technical Education and Skills Development Authority (TESDA), to nominate one (1) candidate to the **Online Training Program on Sustainable Waste Management and Smart Urbanisation in the Face of Climate Change from 21 – 25 February 2022.**

The course will cover Singapore's multi-agency approach in formulating and implementing nature-based solutions (NBS) and closing the waste loop to enhance urban resilience.

In this regard, please nominate one (1) candidate with the following qualifications:

1. Mid-to-Senior Level Official;
2. able to participate in the entire duration of the course;
3. proficient in written and spoken English language; and
4. be in good health, both physically and mentally.

The applicants shall submit the following requirements to HRDS-Training and Development Division **not later than 12 November 2021:**

1. Nomination letter/Memorandum addressed to the Director of Human Resource Development Service by the Head of Office;

2. Signed Human Resource Development Committee (HRDC) resolution, if applicable;
3. Individual Development Plan (IDP);
4. Service Record (at least two (2) years as a permanent employee);
5. Certifications stating that the nominee:
 - has no pending administrative and/or criminal case;
 - has no pending scholarship nomination;
 - has at least a very satisfactory performance rating for two (2) immediate rating periods.
6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior; and
7. Duly accomplished Personal Data Sheet (with list of in-service trainings and seminars attended) and 2 x 2 photo (hard and soft copies).

The Human Resource Development Committee (HRDC) will conduct screening and selection of candidates to the said training program.

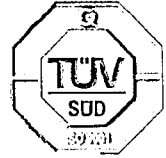
The Embassy of the Republic of Singapore's deadline of submission of application and documentary requirements is on **29 November 2021**. Attached are the invitation letter, application form, and other details of the program, for reference.

For information and appropriate action.


RUTH M. TAWANTAWAN, CESO II
4



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
 ISO 9001: 2015 Certified



29 October 2021

SECRETARY ROY A. CIMATU

Department of Environment & Natural Resources
 DENR Building
 Visayas Avenue
 Diliman, Quezon City

Attention: **Dir. Ric G. Enriquez**
 Director, Human Resource Development Service

Dear **Secretary Cimatu**:

The Singapore Cooperation Programme (SCP) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite your agency and those attached agencies: Environmental Management, Bureau Mines & Geosciences Bureau, Ecosystems Research & Development Bureau, Forest management Bureau, Land Management Bureau, Biodiversity Management Bureau, National Mapping & Resource Information Authority, Laguna Lake Development Authority, Natural Resources Development Corporation, National Water Resources Board, Philippine Mining Development Corporation, Philippine Reclamation Authority, Palawan Council for Sustainable Development to nominate one (1) candidate for the online training program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview via Google Meet At 2:00 pm
Sustainable Waste Management and Smart Urbanisation in the Face of Climate Change	February 21, 2022 to February 25, 2022 (online)	November 29, 2021	December 09, 2021

In nominating your candidate, please consider the concerns specified in Annex A indicating the Government of the Philippines and the donor requirements and the terms relative to the program as specified in the Executive Summary.

Please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency. In case of no nominee, kindly send us a letter through the FSTP email fstp.unit@tesda.gov.ph or to the address stated below.

All documentary requirements shall be submitted to the Foreign Scholarship Training Program (FSTP) Unit, 3rd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 88179095.

Thank you for responding to our invitation.

Very truly yours,


SEC. ISIDRO S. LAPENA, PhD., CSEE
 Director General



SUSTAINABLE WASTE MANAGEMENT AND SMART URBANISATION IN THE FACE OF CLIMATE CHANGE

21 – 25 FEBRUARY 2022

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

to be conducted by

SINGAPORE ENVIRONMENT INSTITUTE

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 132,000 officials from more than 180 countries and territories have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

Singapore Environment Institute

The Singapore Environment Institute (SEI) is the training and knowledge division of the National Environment Agency (NEA) of Singapore. It is responsible for the delivery of in-house technical training and building of environmental knowledge among staff to build a relevant, resourceful, and resilient NEA workplace.

Through its industry programmes with institutes of higher learning, SEI also supports capability building and Continuing Education and Training (CET) needs within the local environmental services industry. In addition, the Institute actively supports the capacity building needs of identified countries via training programmes and workshops.

Climate Action Package

This course is part of Singapore's Climate Action Package, a suite of courses launched in 2018 to support the efforts of other developing countries in building climate resilience and achieving their climate pledges.

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**

ANNEX A – Singapore Cooperation Programme (SCP)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university and non-governmental organization
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course

II. Terms and Coverage:

Please see the Executive Summary for the Program provided.

III. Basic Documentary Requirements – Nominees must submit the following on or before the deadline set by TESDA:

- A. **Nomination Letter** indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General
Technical Education and Skills Development Authority
East Service Road, South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. **UPDATED Personal Data Sheet** to include list of training programs and seminars attended
- C. **Statement of PRESENT Actual Duties and Responsibilities** RELEVANT to the course signed by the immediate supervisor
- D. **Certification from the Head/Manager of the Human Resource Department**
(Please see attached CERTIFICATION format)
- E. **Print out copy of ONLINE SCP Application Form** with passport-size photos
- F. **Copies of Valid Passport/ Valid ID or Company ID** (Personalia Pahina only)
- G. **Nominee Assessment** (Please see attached form provided, also take note that this should be printed)

Note: For online applications please click on the link provided: <https://go.gov.sg/sustainablewaste2022>

Berlene Jane Solidor
Desk Officer
Telefax: 8817-9095
Email: fstp.unit@tesda.gov.ph

Course Objectives

This course will cover Singapore's multi-agency approach in formulating and implementing nature-based solutions (NBS) and closing the waste loop to enhance urban resilience.

Synopsis

Topics to be covered include:

- Sustainability and sustainable pathways in urban development and mitigating climate change risks;
- Climate-smart land use planning and sustainable buildings;
- Waste-to-Energy, Waste-to-Resource, and circular economy; and
- Sustainable urban food production and food waste management.

Methodology

This course will be delivered for up to 30 participants and conducted in English through **synchronous e-Learning** ('live' e-learning sessions). There will be Q&A sessions and facilitated group discussions during the 'live' sessions on Zoom.

Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and not miss training sessions, and;
- Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or Government and the Government of Singapore and its appointed trainer, with respect to the course.

Duration

The course will be held over five days from **21 to 25 February 2022, from 1400h to 1730h (Singapore time; GMT/UTC+08:00) daily**. [Note: Session timings may be subject to change.] Participants will receive the detailed programme schedule once it is finalised.

Prior to course commencement, SEI will conduct a compulsory onboarding session to brief all participants on the rules of engagement (break time, attendance, punctuality, recording, Q&A).

More details on the programme schedule will be provided to successful applicants closer to the start of course.

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in policymaking for sustainability and environmental conservation;
- Able to attend **all** the synchronous e-learning sessions. They will require an internet-enabled device with Zoom installed, webcam, microphone and audio;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Application Procedure

(Closing date for nomination: **10 January 2022**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **one (1)** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFP in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/sustainablewaste2022> by **Monday, 10 January 2022**.

NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

Note:

- Participants who complete all course assignments and attend at least 66% of 'live' e-learning sessions, will receive a certificate of completion from the SCP;
- Applicants should refrain from making telephone and email inquiries on the status of their applications; and
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly.

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends

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(Letter Head of the Agency/Department)

CERTIFICATION

Mr. /Ms. _____ herein referred to as the Applicant and Mr./Ms. _____ referred hereto as the Personnel Manager certify that:

The Department of _____ thru its Scholarship Committee endorses the nomination of Mr. /Ms. _____ to the _____ scheduled from _____ to _____ and sponsored by the _____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant rendered the required service obligation for a scholarship previously enjoyed;

The applicant's PES ratings for two immediate rating periods were at least Very Satisfactory;

The applicant is physically and mentally fit to attend the online training; and

The applicant shall not withdraw from the nomination and once accepted shall complete the course and not be allowed to cancel or terminate the scholarship/training without justifiable reason and without giving prior notice to and getting the approval from the donor institution, TESDA and his agency.

This certification is issued as part of the requirements for application to short-term, non degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20 _____.

Applicant

HR/Personnel Manager

**FOREIGN SCHOLARSHIP TRAINING PROGRAM
NOMINEE ASSESSMENT SUMMARY**

Program/Course:

Name	Agency	Position	Age	Degree/ Education	Related Training Programs	Work Experience	Duties and Responsibilities