



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

17 JUN 2022

TO : **The Regional Executive Directors**
DENR Regions 1-13, NCR and CAR

The Executive Director
National Water Resources Board

The Director
Environmental Management Bureau

The Regional Directors
EMB Regions 1-13, NCR and CAR

FROM : **The Assistant Secretary**
Human Resources, Strategic Communication and Sectoral Initiatives

SUBJECT : **INVITATION FOR NOMINATION TO FOREIGN TRAINING COURSE “INTEGRATED WATER RESOURCES MANAGEMENT (B)” BY JICA ON 07 NOVEMBER 2022 – 09 DECEMBER 2022 THROUGH ONLINE ZOOM APPLICATION**

This pertains to the attached invitation of the Technical Education and Skills Development Authority (TESDA), which was received by this office on 03 June 2022, inviting DENR to attend the Japan International Cooperation Agency (JICA) foreign training course “Integrated Water Resources Management (B)” from 07 November to 09 December 2022 through online Zoom application.

The overall goal of the online training course is to highlight the importance of fair and reasonable distribution and usage of water resources by sharing the knowledge and experience of Japan with regards to integrated water resource management.

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

1. Nominee must be responsible for planning the implementation of integrated water resources management;
2. Must have at least, a Bachelor’s degree;
3. Competent in spoken and written English with proficiency equivalent to TOEFL iBT score of 100 and above;
4. Competent in computer skills;
5. In good physical and mental health to participate in the program; and
6. Preferably, between the ages of thirty (30) to fifty (50) years old.

The nominees shall submit the following requirements to the HRDS-Training and Development Division (email: hrds-tdd@denr.gov.ph) **not later than 22 July 2022**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how the training will benefit the nominee and project's relevance to the organization needs, to be endorsed by the Head of Office;
2. Resolution from the HRDC counterpart (Regional/Bureau/Attached Agency) nominating the applicant;
3. Invitation letter disseminated by the DENR/Sponsoring agency;
4. Service Record (at least two (2) years as a permanent employee);
5. Certificate of No Pending Administrative Case;
6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior;
7. Certification from the Director supervising human resources/Assistant Regional Director for Management Services/Assistant Director Regional/Bureau/Attached Agency) stating:
 - a) That the applicant has at least a very satisfactory performance rating for two (2) immediate rating periods;
 - b) That the applicant has no pending scholarship nomination;
 - c) That the applicant has not been a delinquent scholar from a previous scholarship grant; and,
 - d) That the applicant has submitted all required reports from previous foreign travels.
8. Updated Personal Data Sheet (with list of in-service trainings and seminars attended) and 2x2 photo (hard and soft copies);
9. Self-certification for official travel history; and,
10. Individual Development Plan (IDP).

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the online course. Participants endorsed by the HRDC shall submit to TESDA the JICA Application form with Japanese visa sized photos on white background, Job Report and Issue Analysis Sheet, photocopies of passport, diploma/transcript of records, and if available, official English score sheet (e.g. TOEFL, TOEIC, IELTS). **The deadline for submission of nomination and documentary requirements to TESDA is on 08 August 2022**, with an interview through Google Meet scheduled on 18 August 2022.

The final decision for participation in the online training course will be decided by JICA in consultation with concerned organizations in Japan. Notifications on results will be made by the JICA Office or Embassy of Japan not later than 07 October 2022.

Attached are the invitation letter from TESDA, letter from JICA, course information, and JICA application form for information and ready reference.

For consideration.


HIRO V. MASUDA, DBA, CESO III