



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : **The Director** 17 JUN 2022
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 ONLINE FOREIGN TRAINING COURSE ON SUSTAINABLE SOLID WASTE MANAGEMENT IN ISLAND AREAS SPONSORED BY JICA**

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 Sustainable Solid Waste Management in Island Areas (A)" from 07 September to 01 November 2022 through online means.

The overall goal of the online training course is to understand the necessity and learn the techniques of sustainable solid waste management in islands and its application in planning and implementation. It aims to accomplish goal by discussing the lessons learned by the Japanese government through their experiences in overcoming the problems of solid waste management in the Okinawa islands.

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

1. Duties currently assigned must fall under the field of solid waste management;
2. Three (3) or more years work experience in the field of solid waste management;
3. Must have at least, a Bachelor's degree;
4. Competent in spoken and written English, preferably with official documentation of English ability (e.g. TOEFL, TOEIC, IELTS);
5. Competent in computer skills;
6. In good physical and mental health to attend the program; and
7. Preferably, between the ages of twenty-five (25) to forty-five (45) years old.

The nominees shall submit the following requirements to the HRDS-Training and Development Division **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 4.5cm by 3.5cm sized photos on white background, photocopy of passport, and if available the English language proficiency certification. **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 31 August 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