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Department of Environment and Natural Resources
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MEMORANDUM

TO : **The Director** **JUN 21 2022**
Environmental Management Bureau

The Director
Climate Change Service

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 TRAINING PROGRAM TITLED “LOW CARBON SCENARIO DEVELOPMENT: WASTE MANAGEMENT UNDER CRISIS SITUATION” SPONSORED BY TICA**

This pertains to the attached invitation of the Technical Education and Skills Development Authority (TESDA), which was received by this office on 13 June 2022, inviting DENR to attend the Thailand International Cooperation Agency (TICA) online training program “Low Carbon Scenario Development: Waste Management Under Crisis Situation” from 17-31 August 2022 through online means.

The overall goal of the online training course is capacity building on low carbon city development approach and waste management during crisis situations. It aims to accomplish this goal through the discussion of knowledge, technology, and experience on the topic low carbon city and waste management under crisis situations. By the end of the course, the participants would be able to understand low carbon city approaches, estimate carbon emissions of a developing city, and plan waste management.

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

1. Must have at least, a Bachelor’s Degree in Science or Engineering in relation to energy, environment, economics, architecture or other related fields;
2. Competent in spoken and written English;
3. Must have at least one (1) year work experience;
4. Currently work closely in the areas of urban development and planning;
5. Involved in environmental technology and management, and/or environmental management;

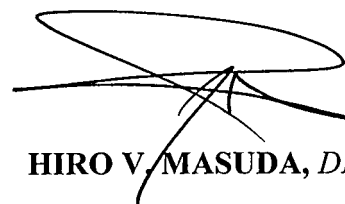
The nominees shall submit the following requirements to the Human Resource and Development Service Training and Development Division (HRDS-TDD) (link: hrds-tdd@denr.gov.ph) **not later than 21 June 2022:**

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. Original copy of Certification of Actual Duties and Responsibilities (including past involvement) relevant to the program signed by immediate superior;
6. 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 no pending administrative or criminal case;
 - b) That the applicant has at least a very satisfactory performance rating for two (2) immediate rating periods;
 - c) That the applicant is physically and mentally fit to attend the training;
 - d) That the applicant has no pending scholarship nomination;
 - e) That the applicant has not been a delinquent scholar from a previous scholarship grant;
 - f) That the applicant has submitted all required reports from previous foreign travels;
 - g) That the applicant has rendered the required service obligation for a scholarship previously enjoyed; and
 - h) That 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 approval from the donor institution, TESDA, and his agency.
7. Original copy of the updated Personal Data Sheet (with list of in-service trainings and seminars attended) and 2x2 photo (hard and soft copies);
8. Self-certification for official travel history; and,
9. Individual Development Plan (IDP); and
10. Three (3) copies of valid passport.

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the online course. The HRDS-TDD shall submit to TESDA the required documents of participants endorsed by the HRDC. **The deadline for submission of nomination and documentary requirements to TESDA is on 23 June 2022, with an interview through Google Meet scheduled on 07 July 2022.**

Attached are the invitation letter from TESDA and course outline for information and ready reference.

For consideration.



HIRO V. MASUDA, DBA, CESO III