



Republic of the Philippines  
Department of Environment and Natural Resources  
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**JUN 23 2022**

**MEMORANDUM**

**FOR :** All Undersecretaries  
All Assistant Secretaries  
All Service Directors  
All Heads of Offices, Central Office  
All Bureau Directors  
All Regional Executive Directors  
All Heads of Attached Agencies

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

**SUBJECT :** **INVITATION TO PARTICIPATE IN THE ASIAN DISASTER PREPAREDNESS CENTER (ADPC) FACE-TO-FACE AND HYBRID COURSES FOR SECOND SEMESTER 2022**

This pertains to the Memorandum of Atty. Jonas R. Leones, Undersecretary for Policy, Planning and International Affairs, extending the invitation of Asian Disaster Preparedness Center (ADPC) Face-to-Face and Hybrid Courses for second semester 2022.

The Asian Disaster Preparedness Center (ADPC) is an autonomous international organization that works to build the resilience of people and institutions to disasters and climate change impacts in Asia and the Pacific. ADPC supports the implementation of the Sendai Framework for Disaster Risk Reduction 2015-2030, the Sustainable Development Goals (SDGs), the New Urban Agenda, the United Nations Framework Convention on Climate Change, the agenda defined at the World Humanitarian Summit in 2016, and other relevant international frameworks.

In this regard, all interested officials and employees may participate in the following courses:

<b>COURSE</b>	<b>DATE</b>	<b>FEE</b>
1 <sup>st</sup> Nature-based Solutions Course (NBS-1)	Aug 22-26, 2022 (face-to-face)	USD 1,600.00 (with accommodation)
27 <sup>th</sup> Community-based Disaster Risk Reduction Course (CBDRR-27)	Sep 12-16, 2022 (online) Sep 19-23, 2022 (face-to-face)	USD 1,900.00 (with accommodation)
4 <sup>th</sup> Gender Equality and Social Inclusion in Disaster Risk Reduction Course (GESI in DRR)	Oct 17-21, 2022 (face-to-face)	USD 1,600.00 (with accommodation)
50 <sup>th</sup> Disaster Management Course (DMC-50) Golden Edition	Nov 14-18, 2022 (online) Nov 21-25, 2022 (face-to-face)	USD 1,900.00 (with accommodation)

16 <sup>th</sup> Flood Disaster Risk Management Course (FDRM-16)	Dec 5-9, 2022 (face-to-face)	USD 1,600.00 (with accommodation)
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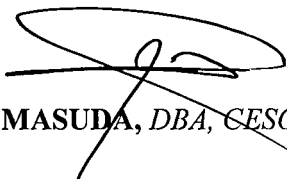
Interested applicants shall submit the following requirements to HRDS-Training and Development Division **not later than 3 weeks prior to the course:**

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, **with justification on how will the training benefit the nominee and project's relevance to the organization needs**, to be endorsed by the Head of Office;
2. Resolution from HRDC counterpart (Regional/Bureau/Attached Agency) nominating the applicant;
3. Invitation letter disseminated by the DENR/sponsoring agency;
4. Service Record;
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 the required reports from previous foreign travels.
8. Updated Personal Data Sheet (with list of in-service trainings and seminars attended) and 2 x 2 photo (hard and soft copies);
9. Self-certification of official travel history; and,
10. Individual Development Plan (IDP).

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

Pursuant to item A (IV) of Section 3 Authorized Official Travel of the Executive Order No. 77, series of 2019, official local or foreign travels shall cover only those which meet the criteria of projected expenses not excessive or involve minimum expenditure. **Thus, all foreign training-related expenses to be incurred during the training shall be on the participant's personal cost.**

For your information and appropriate action.

  
**HIRO V. MASUDA, DBA, CESO III**