



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

JUN 28 2022

FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Heads of Attached Agencies
All Regional Directors

FROM : The OIC Director
Human Resource Development Service

SUBJECT : **INVITATION TO NOMINATE CANDIDATES TO LOCAL SCHOLARSHIP PROGRAMS AND CERTIFICATE COURSES**

As part of the Department's continuing effort to enhance/develop the competencies of its workforce, we respectfully invite you to nominate candidates for the following scholarship programs and certificate courses under the DENR Local Scholarship Program:

1. Master of Science in Natural Resources Conservation (MSNRC) Major in Parks and Outdoor Recreation Management(Off-Campus Graduate Program) – Batch 3

Objective	Designed to produce graduates capable of innovating on and operationalizing the principles and concepts of natural resources conservation, natural resources informatics, conservation planning, and the different approaches to natural resources conservation.
Target Participants	Preferably Technical Staff occupying supervisory/2 nd level positions from the Bureaus (BMB, ERDB), DENR Regional Offices and concerned offices in the DENR Central Office
Implementing School	College of Forestry and Natural Resources, University of the Philippines-Los Baños
Duration	Two (2) years (4 semesters and 1 Midyear), to start in the 1 st Semester, SY 2022-2023 (August/September 2022)
Mode of Study	Blended (combination of face-to-face and online classes to be conducted during weekends and off-days)
Slots Available	Ten (10) slots
Deadline of Nomination	29 July 2022
Link	https://forms.gle/jRQc6bJWQt1GTqcj7

2. Master in Public Administration (MPA) - Batch 3

Objective	Designed for professionals whose interest is to work for, engage in, and lead towards the development, promotion, and advancement of effective, efficient, and ethical practices in government and non-government organizations in public management, administration, and governance.
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Target Participants	Preferably Technical and Administrative Staff occupying supervisory/2 nd level positions from the Bureaus, DENR Central and Regional Offices, and Attached Agencies
Implementing School	Polytechnic University of the Philippines Open University System (PUP OUS)
Duration	Two (2) years (4 semesters and 1 midyear), to start in the 1 st Semester, SY 2022-2023 (October 2022)
Mode of Study	Online classes during weekends
Slots Available	Thirty (30) slots
Deadline of Nomination	31 August 2022
Link	https://forms.gle/BYiKXuD7556NFfs59

3. Certificate Course in Human Resource Management

Objective	To enhance/develop the employees' competencies on human resource management, especially for employees who need a career change or new on human resource management work and align previous educational background with the fundamentals of the same.
Target Participants	Preferably Administrative Staff occupying 1 st level positions from the Bureaus, DENR Central and Regional Offices.
Implementing School	Polytechnic University of the Philippines Open University System (PUP OUS)
Duration	Two (2) terms for a period of six (6) months, to start in the 1 st Semester, SY 2022-2023 (July 2022)
Mode of Study	Online classes during weekends
Slots Available	Twenty-five (25) slots
Deadline of Nomination	15 July 2022
Link	https://forms.gle/fUe7hbriymyS9ftP6

4. Certificate Course in Financial Management

Objective	To enhance/develop the employees' competencies on financial management, especially for employees who need a career change or new on financial management work and align previous educational background with the fundamentals of the same
Target Participants	Preferably Administrative Staff occupying 1 st level positions from the Bureaus, DENR Central and Regional Offices.
Implementing School	Polytechnic University of the Philippines Open University System (PUP OUS)
Duration	Two (2) terms for a period of six (6) months, to start in the 1 st Semester, SY 2022-2023 (July 2022)
Mode of Study	Online classes during weekends
Slots Available	Twenty-five (25) slots
Deadline of Nomination	15 July 2022
Link	https://forms.gle/fUe7hbriymyS9ftP6

For additional information, qualification, and documentary requirements, kindly refer to the attachments provided. Please note that the submission of applications with complete requirements shall be online through the links of the respective programs/courses. The nominating offices and/or employees shall be advised when to submit hard copies of the complete documentary requirements.

The DENR HRDC shall screen and select qualified candidates to the abovementioned program/courses. Successful candidates will be notified and endorsed to the concerned partner institutions to proceed with the admission process.

Full scholarship grant shall be awarded to all successful candidates of the MPA and MSNRC, including entitlement to benefits and privileges for the duration of the grant pursuant to existing local scholarship guidelines. In addition, the grantees shall be entitled to one (1) day-off privilege per week during course work and an additional two (2) days off privilege per week during the conduct of thesis writing. On the other hand, all expenses of all successful candidates of the Certificate Courses in Financial Management and Human Resource Management shall be fully covered and shall be provided with one (1) day off privilege per week.

Should you need further information, please communicate with the HRDC Secretariat at (02) 8927-9107 and VOIP 1063.

For your information and appropriate action.

M. M. M.
MIRIAM M. MARCELO

DOCUMENTARY REQUIREMENTS

All nominees shall submit the following requirements to Career Development Division-HRDS on the abovementioned deadline of submission using the corresponding link per program:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention HRDC Secretariat to be endorsed by Head of Office and concurred by Supervising Undersecretary/Assistant Secretary (Kindly indicate program applied for.);
2. Board Resolution from HRDC Counterpart recommending the nomination of the applicant (except for applicants in the DENR Central Office);
3. Certification from the Director supervising human resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) stating that the applicant:
 - a. has No Pending Scholarship Nomination;
 - b. performance ratings for two immediate rating periods were at least Very Satisfactory;
 - c. has not been a delinquent scholar from a previous scholarship grant;
 - d. has rendered and completed the service obligation required under the previous scholarship; and
 - e. physically *and* mentally fit to study.
4. Certification of No Pending Administrative and/or Criminal Case from the Head of Legal Office/Unit;
5. Updated Personal Data Sheet, with work experience sheet, duly signed by the authorized person administering oath with recent colored photo; and
6. Certification of non-withdrawal from the scholarship/course.

Master of Science in Natural Resources Conservation Batch 3

The Program is a work-study scheme to be implemented by the College of Forestry and Natural Resources, University of the Philippines Los Baños (UPLB) through an off-campus mode. The objective of the program is to enhance forest protection and the contribution of natural resources in national and social development by equipping DENR employees with the necessary knowledge and skills in Forestry and Natural Resources Conservation. The program will run for two (2) years (four (4) semesters and one (1) midyear). Classes will be a combination of online and face-to-face (blended) sessions to be conducted during off-days and weekends on identified DENR premises.

Nominees/participants in the above activity shall possess the following qualifications:

1. Have at least two years holding permanent plantilla position in the DENR at the time of application;
2. Have obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
3. Performing duties and responsibilities relevant to the field of study;
4. Have rendered the required service obligation for a scholarship previously enjoyed;
5. Have not availed of any scholarship (local and foreign) in the past two years prior to the awarding of the grant;
6. Must be willing to conduct a master's thesis aligned to the priority programs of the Department or related topics to be identified/approved by the DENR;
7. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation;
8. Must not be a delinquent scholar; and
9. In good mental and physical health.

The DENR HRDC shall screen/select qualified candidates for the Program through online interview and examination. Selected candidates will be notified and shall be endorsed to the UPLB to proceed with the application/admission process.

Full Scholarship grant will be awarded to ten (10) successful candidates. They shall be entitled to scholarship benefits and privileges for the duration of the grant pursuant to existing scholarship policies after admission to the program. As part of additional support, Scholarship Grantees will also be provided with one (1) day and two (2) days off privileges every week for the duration of course work and thesis writing, respectively.

**Master in Public Administration
Batch 3**

The Program is an online work-study scheme that will be implemented by the PUP Open University Systems (PUP OUS) under the DENR Local Scholarship Program. The online mode provides options in terms of where and when the students can learn without the need of meeting face-to-face, an effective alternative mode of learning given the ongoing pandemic. The Program is a forty-two (42) unit course, including thesis writing, and will run for two (2) years (four (4) semesters and one (1) midyear).

Nominees/participants in the above activity shall possess the following qualifications:

1. Have at least two (2) years holding a permanent *plantilla* position in the DENR at the time of application;
2. Have obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive periods;
3. Performing duties and responsibilities relevant to the field of study;
4. Have rendered the required service obligation for a scholarship previously enjoyed;
5. Have not availed of any scholarship (local and foreign) in the past two years prior to the awarding of the grant;
6. Must be willing to conduct a master's thesis aligned to the priority programs of the Department or related topics to be identified/approved by the DENR;
7. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation;
8. Must not be a delinquent scholar; and
9. In good mental and physical health.

The DENR HRDC shall screen/select qualified candidates to the Program through online interview and examination. Selected candidates will be notified and shall be endorsed to the PUP OUS to proceed with the application/admission process, including taking the admission exam of the University. They shall be required to submit the following documentary requirements to the PUP OU Registrar thru the DENR HRDC Secretariat:

- Application for admission addressed to OUS Executive Director, Dr. Carmencita L. Castolo, with two (2) passport size ID Picture;
- Filled-out Recommendation letter form (download the form)
- Transcript of Records of highest degree earned from the school last attended (1 original and 2 photocopies);
- Certificate of Employment; and
- Photocopy of marriage contract (for married female applicant) with Registry Number

Full Scholarship grant will be awarded to thirty (30) successful candidates, with benefits and privileges for the duration of the grant in accordance with the existing scholarship policies and guidelines, after their admission to the program. As part of additional support, Scholarship Grantees will also be provided with one (1) day and two (2) days off privileges every week for the duration of course work and thesis writing, respectively.

Certificate Course in Human Resource Management

The objective of this program is to enhance/develop the employees' competencies in human resource management (essential skills like fundamentals, concepts, principles, practices in administration, operations management, communication, problem-solving and leadership skills), especially for employees who need a career change or new on human resource management work and align previous educational background with the fundamentals of the same.

Certificate Course in Financial Management

The objective of this program is to enhance/develop the employees' competencies on financial management, especially for employees who need a career change or new on financial management work and align previous educational background with the fundamentals of the same.

The courses will run for the period of **six (6) months or the completion of 18 units.**

Nominees/participants in the above program shall possess the following qualifications:

1. Have at least six (6) months of permanent *plantilla* position in the DENR at the time of application;
2. Have obtained performance ratings of at least Very Satisfactory for the last one (1) rating period;
3. Preferably performing duties and responsibilities to financial management or human resource management;
4. Have rendered the required service obligation for a scholarship previously enjoyed; if any
5. Must not be a delinquent scholar;
6. In good mental and physical health; and
7. Must be willing to sign a contract to ensure completion of the certificate course.

Expenses of successful candidates of the Certificate Courses in Financial Management and Human Resource Management shall be fully covered and shall be provided with one (1) day off privilege per week to prepare for their weekend online classes.

SAMPLE TEMPLATE FOR MEMORANDUM ADDRESSED TO THE CHAIR OF THE HRDC



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MEMORANDUM

FOR : The Chairperson, Human Resource Development Committee
ATTENTION : The HRDC Secretariat
FROM : The Head of Office
SUBJECT : **REQUEST FOR NOMINATION OF (NAME OF APPLICANT)
APPLYING FOR (NAME OF LOCAL SCHOLARSHIP
PROGRAM)**

This is to respectfully endorse the request of (NAME OF APPLICANT), (Plantilla Position, and designation, if any), (Division/Service/Office), applying for (Name of Local Scholarship Program).

This Office certifies that (NAME OF APPLICANT) has complied with the qualification requirements of his/her application for local scholarship grant. Should the request be approved, he/she shall be required to comply with his/her corresponding service obligation including terms and conditions indicated in the signed Service Obligation Contract.

Further, this Office finds the profession/field of study to be pursued by (name of applicant) relevant to the agency's mandate and his/her actual duties and responsibilities.

For your consideration.

HEAD OF OFFICE
POSITION/DESIGNATION

**SAMPLE TEMPLATE FOR CERTIFICATION OF NO PENDING SCHOLARSHIP
NOMINATION**



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(Date)

CERTIFICATION

THIS IS TO CERTIFY that (NAME OF APPLICANT) , who is applying for (Name of Local Scholarship Program) is a permanent employee of (Division/Service/Office) holding the position of (Plantilla Position) and designated as (Designation), and that based on records of this Office, Mr./Ms. _____ :

- has no pending scholarship nomination;
- performance ratings for two (2) immediate rating periods were at least very satisfactory (see attached);
- has not been a delinquent scholar from a previous scholarship grant;
- has rendered and completed the service obligation required under the previous scholarship; and
- physically and mentally fit to study.

This certification is issued upon request of the applicant in relation to his/her application for local scholarship program.

Issued this (date) of (month) (year) at (office/agency).

(Name of Director supervising HR
/Asst. Regional Director for Management
Service/Asst. Director(Region/Bureau/
Attached Agency)

SAMPLE TEMPLATE FOR CERTIFICATION OF NON WITHDRAWAL



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CERTIFICATION OF NON-WITHDRAWAL

This is to certify that the undersigned will not withdraw the application to the (Name of local scholarship program) once endorsed by my Head of Office and said application is received by the Human Resource Development Committee.

(Name of Applicant)