



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



MEMORANDUM

FOR : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Heads of Office, Central Office

FROM : The OIC Director
Human Resource Development Service

SUBJECT : INVITATION FOR NOMINATION TO THE SINGAPORE-
UNITED STATES THIRD COUNTRY TRAINING
PROGRAMME WORKSHOP ON ENVIRONMENTAL DRIVERS
OF HEALTH SECURITY ON 11-15 MARCH 2024 IN SINGAPORE

DATE : DEC 27 2023

This pertains to the attached letter dated 15 December 2023 from Assistant Secretary Aileen S. Mendiola-Rau, Office of Asian and Pacific Affairs-Department of Foreign Affairs (OAPA-DFA) inviting the Department to nominate one (1) participant to the Workshop on Environmental Drivers of Health Security on 11-15 March 2024 in Singapore.

The workshop is organized by the United States (US) Department of State and the Singapore Cooperation Programme under the Singapore-United States Third Country Training Programme with the goal of conducting capacity building courses in support of ASEAN community building efforts by enhancing connectivity, promoting sustainable development, and strengthening regional resilience.

The said workshop aims to continue valuable discussions on five of the key environmental drivers of health insecurity - all of which are relevant globally, and in the ASEAN/Mekong region. These drivers are among those that are key to national, regional, and global health security, pandemic preparedness, and environmental sustainability. The following course topics will be covered:

1. Land use change with insufficient risk mitigation;
2. Urbanization and globalization of travel and trade;
3. Wildlife trade, trafficking, and markets;
4. Climate change; and
5. Degraded ecosystem services.

In this regard, please nominate candidate who are mid-to-senior level government official or employee who holds relevant portfolios and are responsible for or are interested in cross-sectoral coordination.

The nominee shall submit the following requirements to the Training and Development Division through Google Forms (link: <https://bit.ly/LNDportal>) **not later than 29 December 2023:**

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how the training complies with minimum criteria for travel pursuant to EO 77, to be endorsed by the Head of Office, with concurrence of supervising Assistant Secretary and Undersecretary if participant is Division Chief or above:
 - a) The purpose of the training is essential to the effective performance of an official or employee's mandates or functions;
 - b) It is required to meet the functions of the department, agency, bureau or there is substantial benefit to be derived by the state;
 - c) The presence of the official or employee is critical to the outcome of the activity to be attended;
 - d) The projected expenses for the activity are not excessive or involve minimum expenditure; and
 - e) The activity shall not hamper the operational agency of the office.
2. Resolution from the HRDC counterpart (Bureau) 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 Director (Bureau) 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 and attached Work Experience 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 said program. Participant endorsed by the HRDC shall submit the required documents online to SCP (link: go.gov.sg/healthsec2024). **The deadline for submission of nomination and documentary requirements to SCP is on 02 January 2024.**

Attached are the letter from DFA and course general information for information and ready reference.

For consideration.


MIRIAM M. MARCELO

MEMO NO. 2023-1090