



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. 929-6626 to 29; 929-6633 to 35
929-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

FOR : **The Director**
Policy and Planning Service

The Bureau Director
Environmental Management Bureau

The Regional Directors
EMB Regional Offices 1-13, NCR and CAR

FROM : **The OIC Director**
Human Resource Development Service

SUBJECT : **INVITATION FOR NOMINATION TO JAPAN INTERNATIONAL
COOPERATION AGENCY HYBRID TRAINING COURSE ON
MUNICIPAL SOLID WASTE MANAGEMENT PRACTICE (A)**

DATE : **FEB 20 2023**

This pertains to the attached invitation of the Technical Education and Skills Development Authority (TESDA) dated 13 February 2023, which was received by this office on 14 February 2023, inviting DENR to participate in the Japan International Cooperation Agency (JICA) hybrid training course on Municipal Solid Waste Management Practice (A) on 22 May to 27 June 2023 through online means and on 28 June to 02 August 2023 in Japan.

The training course aims to develop the capacity for municipal solid waste management of local government units to practice more appropriate solid waste management.

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

1. An Engineer or engineering official practicing solid waste management;
2. At least three (3) years work experience in solid waste management at the time of application;
3. College or university graduate; and
4. Between the ages of twenty-five (25) and fifty (50).

The nominee shall submit the following requirements to the HRDS-Training and Development Division through Google Forms (link: <https://bit.ly/3lAL4vI>) **not later than 22 February 2023**:

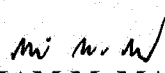
1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how the training complies with minimum criteria for travel pursuant to EO 77, to be endorsed by the Head of Office:
 - a) The purpose of the training is essential 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 (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 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 online course. Participants endorsed by the HRDC shall submit the required documents and to TESDA (see attached Annex A, JICA Application Form, JICA Annex 1, and JICA Annex 3). **The deadline for submission of nomination and documentary requirements to TESDA is on 06 March 2023**, with an interview through Google Meet scheduled on 09 March 2023.

Attached are the invitation letter from TESDA, course general information and list of requirements for information and ready reference.

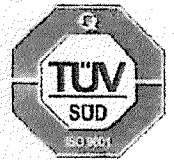
For consideration.


MIRIAM M. MARCELO



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ISO 9001: 2015 Certified



13 February 2023

SECRETARY MA. ANTONIA YULO-LOYZAGA
Department of Environment & Natural Resources
DENR Building
Visayas Avenue
Diliman, Quezon City

Dear **Secretary Loyzaga**:

Greetings from the Technical Education and Skills Development Authority (TESDA)!

The Japan International Cooperation Agency (JICA) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite the DENR to nominate one (1) candidate for the training program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview via Google Meet
Municipal Solid Waste Management Practice (A)	May 22 - June 27, 2023 (Online) to June 28 - August 2, 2023 (Japan)	March 6, 2023	March 9, 2023

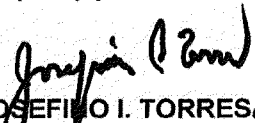
For nominating a candidate, please consider the concerns specified in Annex A indicating the requirements of the Government of the Philippines and the donor including the terms relative to the program as specified in the Executive Summary.

May we also remind the deadline set for the submission of the required documents. The Foreign Scholarship and Training Program Unit (FSTPU) may only endorse to the donor agency the nominees who have complied with the requirements and passed the interview. In case the DENR cannot endorse a nominee, kindly inform this unit through fstp.unit@tesda.gov.ph.

Further, may we request that all documentary requirements be submitted to the Foreign Scholarship and Training Program (FSTP) Unit, 3rd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 88179095.

Thank you for responding to our invitation.

Very truly yours,


JOSEFIN O. TORRES
Deputy Director General for Administration and Finance
Chairperson, NSC, TESDA Human Resource Development Committee

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
NOMINEE DATA SHEET**

Program/Course:

Name	Agency	Position	Age	Contact Number / Email Address	Degree/ Education	Training Programs Relevant to the Course	Work Experience	Present Actual Duties & Responsibilities

(Letterhead of the Agency/Department)

CERTIFICATION

Mr. / Ms. _____ herein referred to as the Applicant and Mr. / Ms. _____ referred hereto as the Personnel Manager certify that:

The Department of _____ thru its Scholarship Committee endorses the nomination of Mr. / Ms. _____ to the _____ scheduled from _____ to _____ and sponsored by the _____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship previously enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

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 the approval from the donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term, non degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20____.

Applicant

HR/Personnel Manager

**FOREIGN SCHOLARSHIP & TRAINING PROGRAM
TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY**

ANNEX A (JAPAN) – Japan International Cooperation Agency (JICA)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- ✓ Must be physically fit to travel and undergo overseas training
- ✓ Must possess a valid passport

II. Documentary Requirements – Nominees must submit ONE SET of the following on or before the deadline set by TESDA:

A. Nomination Letter indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

DANILO P. CRUZ

Director General

Technical Education and Skills Development Authority
TESDA Complex, East Service Road
South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. Certification** from the **Head/Manager of the Human Resource Department**
(Please see attached **CERTIFICATION format**)
- C. Nominee Data Sheet** (please see attached format)
- D. Personal Data Sheet** to include list of training programs and seminars attended
- E. Statement of PRESENT Actual Duties and Responsibilities** (including past involvement) **RELEVANT** to the course/program signed by the immediate superior
- F. JICA Application Form with Japanese visa size photos on white background**
(Handwritten application forms will not be accepted; please use A4 paper)
- G. Photocopies of Passport / COMPANY ID**
- H. DIPLOMA/TRANSCRIPT OF RECORD**
- I. MEDICAL RESULT (ECG/URINALYSIS/X-RAY/FECALYSIS) and medical certificate you are physically fit to undergo foreign training.**

NOTE: A copy of the JICA Knowledge Co-Creation Program General Information (GI) is provided together with the Invitation Letter. The **General Information** provides the course coverage and other details including formats of required reports. It is expected that nominees have read and understood the terms of awards prior to the dates for submission of documents and the interview session.

IAN NOMIO
Desk Officer
Telefax: 88179095
Email: fstp.unit@tesda.gov.ph