



Republic of the Philippines  
Department of Environment and Natural Resources  
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## MEMORANDUM

FOR : **The Regional Executive Directors**  
DENR Regions II, III, V and CAR  
  
**The Director**  
Forest Management Bureau

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

SUBJECT : **INVITATION FOR NOMINATION TO THE JAPAN  
INTERNATIONAL COOPERATION AGENCY TRAINING  
PROGRAM ON SUSTAINABLE FORESTRY MANAGEMENT  
WITH COMMUNITY PARTICIPATION ON 13 SEPTEMBER  
TO 22 NOVEMBER 2023 IN JAPAN**

DATE : **MAY 26 2023**

This pertains to the attached email of the Japan International Cooperation Agency (JICA) dated 23 May 2023 forwarding the invitation for the DENR to participate in the training program on Sustainable Forestry Management with Community Participation on 13 September to 22 November 2023 in Japan.

The training program aims to provide participants with necessary knowledge and techniques, as well as methods and actual cases involving community participation, to carry out sustainable forestry management projects.

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

1. Extension officer with general knowledge of forestry science and basic knowledge on forestry management, with three (3) or more years of experience in related area;
2. College or university graduate;
3. Under fifty (50) years old; and
4. Must be physically and mentally fit to participate in the training program.

The nominee shall submit the following requirements to the Training and Development Division through Google Forms (link: <https://bit.ly/LNDportal>) **not later than 12 June 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) 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) 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. Participants endorsed by the HRDC shall submit the required documents to the Technical Education and Skills Development Authority (TESDA) (see attachments). **The deadline for submission of nomination and documentary requirements to TESDA is on 26 June 2023**, with an interview through Google Meet scheduled on 06 July 2023.

Attached are the email from JICA, course general information and list of requirements for information and ready reference.

For consideration.

*M. M. M.*  
MIRIAM M. MARCELO

(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**  
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