



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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JUN 08 2023

**MEMORANDUM**

**FOR : All Heads of Attached Agencies**

**The Directors and Regional Directors  
Environmental Management Bureau  
Mines and Geosciences Bureau**

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

**SUBJECT : INVITATION TO NOMINATE A CANDIDATE TO THE  
INDIAN TECHNICAL AND ECONOMIC COOPERATION  
(ITEC) REGULAR COURSES FOR FY 2023-2024**

This refers to the email dated 29 May 2023 of Ms. Jamil Santos, Assistant of the Press, Information, and Culture (PIC) Section, Embassy of India, Manila, inviting the DENR to send nominations to the Indian Technical and Economic Cooperation (ITEC) Regular Courses for FY 2023-2024. The ITEC accepts applicants between 25 to 45 years old at the time of application with at least five (5) years of total work experience to the following courses:

<b>INSTITUTE NAME</b>	<b>COURSE TITLE</b>	<b>DURATION</b>	<b>DEADLINE OF APPLICATION</b>
Indian Institute of Technology-Roorkee (Department of Hydrology and Renewable Energy formerly alternate Hydro Energy Centre)	Masters in Technology in Environmental Management of Rivers and Lakes	14 July 2023 to 5 July 2025	15 June 2023
	Masters in Technology in Renewable and Hydro Energy		
	Masters in Technology in Hydrology	14 July 2023 to 11 July 2025	

Further, an applicant shall possess the following qualification requirements of the DENR:

1. Has obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
2. Has been performing duties and responsibilities relevant to the field of study/travel being applied for;
3. Has no pending administrative case;
4. Has no pending application and nomination for other study and non-study trips;

5. Has not exceeded four (4) official foreign travel within a year;
6. Has submitted all the required reports from previous foreign travels
7. Has rendered the required service obligation for a scholarship/training previously enjoyed;
8. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation;
9. Must not be a delinquent scholar; and
10. In good mental and physical health.

Qualified candidates shall submit their complete application requirements to the Career Development Division through this link [bit.ly/nomiforeign](http://bit.ly/nomiforeign) and/or QR code **not later than Thursday, 15 June 2023:**



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 and Assistant Secretary;
2. Service Record;
3. Certificate of no pending administrative case;
4. 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. has not been a delinquent scholar from a previous scholarship grant;
  - c. has submitted all the required reports from previous foreign travels.
5. Updated Personal Data Sheet, with Work Experience Sheet, duly signed by authorized person administering oath; and
6. Self Certification of official Travel History for the past 24 months;

The DENR HRDC shall screen and select qualified candidate/s to the program. Selected candidate/s will be notified and endorsed to ITEC, to proceed with the application process. Attached is the invitation of ITEC for reference.

Should you need further information about the requirements, please communicate with the HRDC Secretariat at email address: [hrdcs2020@gmail.com](mailto:hrdcs2020@gmail.com) or telephone: (02) 8927-9107 or VOIP 1063.

For your information and appropriate action.

  
**MIRIAM M. MARCELO**