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Department of Environment and Natural Resources
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MEMORANDUM

FOR : **The Assistant Secretary**
Field Operations – Luzon and Visayas, and
concurrent Director, Environmental Management Bureau

The Regional Executive Directors
DENR Regions 1-13, NCR and CAR

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

SUBJECT : **INVITATION FOR NOMINATION TO THE JAPAN
INTERNATIONAL COOPERATION AGENCY (JICA)
TRAINING PROGRAM ON SUSTAINABLE SOLID WASTE
MANAGEMENT IN ISLAND AREAS**

DATE : **AUG 30 2023**

This pertains to the attached letter dated 22 August 2023 from Director Juliet O. Orozco, Administrative Service, Technical Education and Skills Development Authority (TESDA), which was received on 29 August 2023, inviting the DENR to nominate a participant for the training program on Sustainable Solid Waste Management in Island Areas on 08 November-20 December 2023 in Japan.

The training program aims to understand the necessity and learned the techniques of sustainable solid waste management in islands, and to utilize it for planning and implementation.

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

1. Government official or employee currently involved in solid waste management;
2. Have at least three (3) years of experience in the relevant field;
3. Must have at least a Bachelor's degree;
4. Proficient in spoken and written English; and
5. Must be in good health to participate in the program in Japan.

The nominee shall submit the following requirements to the Training and Development Division through Google Forms (link: <https://bit.ly/LNDportal>) **not later than 11 September 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 (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 18 September 2023**, with an online interview scheduled on 21 September 2023.

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

For consideration.

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MIRIAM M. MARCELO