



MEMORANDUM

20 FEB 2024

FOR/TO : All Undersecretaries  
All Assistant Secretaries  
All Service Directors  
All Bureau Directors  
All Heads of Attached Agencies  
All Regional Directors  
Provincial Environment and Natural Resources Officers  
Community Environment and Natural Resources Officers

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

SUBJECT : **INVITATION TO NOMINATE APPLICANTS FOR THE MASTER  
IN NATIONAL SECURITY ADMINISTRATION (MNSA)  
REGULAR COURSE NO. 60**

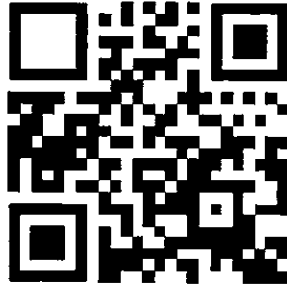
This refers to the invitation of the National Defense College of the Philippines (NDCP) regarding the call for applications to the Master in National Security Administration (MNSA) Regular Course No. 60 for Academic Year 2024-2025 from 07 October 2024 to 15 September 2025. The course is a one-year full-time government-funded graduate program that integrates the political, economical, socio-cultural, techno-scientific, environmental, and military dimensions of national security. It also includes modules on national security administration, global security and cooperation, leadership and management.

The MNSA program aims to develop the competencies, values, and skills of key officials and national security leaders in the formulation and implementation of policies related to national, regional, and global security. Nominees are selected in their capacities as future national security leaders. The civilian graduates have the privilege of being commissioned as Lieutenant Colonels or Commanders in the Reserve Force of the Armed Forces of the Philippines.

Nominees/participants in the above activity shall possess the following qualifications:

1. Have at least two years holding plantilla position in the DENR at the time of application;
2. Have obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
3. Performing duties and responsibilities relevant to the field of study;
4. Have rendered the required service obligation for a scholarship previously enjoyed;
5. Have not availed any scholarship (local and foreign) in the past two (2) years prior to the awarding of grant;
6. Must be willing to conduct a master's thesis aligned to the priority programs of the Department or related topics to be identified/approved by the DENR;
7. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation;
8. Must not be a delinquent scholar; and
9. In good mental and physical health.

The nominee shall submit complete application requirements to the Career Development Division through this link <http://bit.ly/localscho> on or before **01 March 2024**:



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/Assistant Secretary;
2. Board Resolution from HRDC Counterpart recommending the nomination of the applicant;
3. Service Record;
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 Administrative and/or Criminal Case;
  - b. has No Pending Scholarship Nomination;
  - c. has at least very satisfactory (vs) performance rating for the last two (2) rating periods;
  - d. has not been a delinquent scholar from a previous scholarship grant;
  - e. has rendered and completed the service obligation required under the previous scholarship; and
  - f. is physically and mentally fit to study.
5. Certification of actual duties and responsibilities (including past involvement) relevant to the course signed by immediate superior; and
6. Updated Personal Data Sheet, with work experience sheet, duly signed by the authorized person administering oath with recent colored photo.

Deadline of nomination and/or submission of MNSA application forms to NDCP is on 18 March 2024.

The DENR Human Resource Development Committee (HRDC) shall screen and select qualified candidates to the program. Selected candidates will be notified and endorsed to the NDCP to proceed with the application/admission process, including the admission test on 24-26 April 2024.

Full scholarship grant will be awarded to qualified employees. Benefits and privileges for the duration of the grant including the local and foreign field studies shall be charged to DENR funds, in accordance with existing scholarship policies and guidelines, after their admission to the course.

Should you need further information, please communicate with the HRDC Secretariat at (02) 927-9107 and VOIP 1063, email: [hrdcs2020@gmail.com](mailto:hrdcs2020@gmail.com).

For your information.

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



## GOVERNMENT SECTOR

### LIST OF ADMISSION REQUIREMENTS

- Nomination/Endorsement Letter from resp agency
- Recent 2x2 ID picture
- Duly notarized NDCP Registrar Forms 1-5
  - o Personal Data Sheet
  - o Personal History Statement
  - o Affidavit
  - o Contract to Refund
  - o Contract of Commitment
- PSA Original Birth Certificate
- Original Transcript of Records
- Certified true copy of Diploma/s
- Latest Appointment Paper
- Latest Performance Evaluation Report (1 year)
- Service Record
- Certificate/s of training/seminars attended
- Security Clearance from J2
- Medical Certificate from a military or gov't hospital
- Certificate of non-pending case from respective agency
- Ombudsman Clearance
- Sandiganbayan Clearance
- Police Clearance
- Barangay Clearance
- NBI Clearance
- RTC Clearance
- CHR Clearance



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES**  
Camp General Emilio Aguinaldo, Quezon City

27 DEC 2023

**HON MARIA ANTONIA YULO-LOYZAGA**  
Department of Environment and Natural Resources  
DENR Bldg. Visayas Avenue  
Diliman Quezon City

Dear **Secretary Yulo-Loyzaga**:

The National Defense College of the Philippines (NDCP) is now accepting nominees for its Master in National Security Administration (MNSA) Regular Course No. 60 for Academic Year 2024-2025 which will convene on 07 October 2024 and end on 15 September 2025. It is a one-year full-time government-funded graduate scholarship program that integrates the political, economical, socio-cultural, techno-scientific, environmental, and military dimensions of national security. It also includes modules on national security administration, global security and cooperation, leadership and management.

The MNSA program aims to develop the competencies, values, and skills of key officials and national security leaders in the formulation and implementation of policies related to national, regional, and global security. The students are selected in their capacities as national security leaders. The civilian graduates have the privilege of being commissioned as Lieutenant Colonels or Commanders in the Reserve Force of the Armed Forces of the Philippines.

All expenses for the course will be covered by the College except for the costs to be incurred for board and lodging, thesis writing, and the week-long Global Security and Development Studies. These shall be shouldered by the respective sending agencies of the candidates.

May I invite the Honorable Secretary to submit the names of your qualified candidates along with the application forms duly accomplished by your nominees on or before 18 March 2024. The forms, basic documents, and clearances may be downloaded from the NDCP website at [www.ndcp.edu.ph](http://www.ndcp.edu.ph).

The MNSA Admission Tests will start on 24-26 April 2024.

For inquiries, your staff may contact Ms Aida A Latag, the College Registrar at 8911-6001 local 4652; mobile: 09175807745 and email address: [registrar@ndcp.edu.ph](mailto:registrar@ndcp.edu.ph)

Thank you for your interest in our MNSA program. I look forward to your nominations.

Respectfully yours,

**LTGEN FERDINAND M CARTUJANO PAF (Ret)**  
President



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF NATIONAL DEFENSE  
**NATIONAL DEFENSE COLLEGE OF THE PHILIPPINES**  
Camp General Emilio Aguinaldo, Quezon City

**MASTER IN NATIONAL SECURITY ADMINISTRATION (MNSA) PROGRAM**

Regular Class 60

**ESTIMATED EXPENSES OF LOCAL STUDENTS**

The one-year Master in National Security Administration (MNSA) program is a scholarship grant from the Government of the Republic of the Philippines. Tuition and payment of fees for site visits and the National Security and Development Studies (NSDS) are waived. The NSDS is a week-long visit to select areas in the Philippines.

Students are expected to shoulder the cost of local transportation, meals and personal necessities. It is also expected that the sending agencies/institutions/companies cover the full cost of the Global Security and Development Studies (GSDS), including the Daily Subsistence Allowance (DSA), research/thesis writing expenses and the accommodation at the NDCP Student Dormitory (recommended for those without residence in Metro Manila). The GSDS is a week-long visit to select focus areas outside the Philippines.

Below is a cost estimate:

Particular	Estimated Amount (1 USD= Php56.00)
GSDS (Maximum estimate)	Php 300,000.00
Accommodation at the NDCP Student Dormitory (Twin sharing at Php2,500.00 per student per month for 12 months)	Php 30,000.00
Research and Thesis writing (Minimum Estimate)	Php 60,000.00
<b>Total</b>	<b>Php 390,000.00</b>

Prepared by:

  
**MS AIDA A LATAG**  
College Registrar

Noted by:

  
**DR ALAN A LACHICA**  
Vice President for Academic Affairs and Dean

Date: 28 DEC 2023