



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN



MEMORANDUM

FOR : **All Undersecretaries**  
**All Assistant Secretaries**  
**All Regional Executive Directors**  
**All Bureau Directors**  
**All Heads of Attached Agencies**

MAR 21 2024

**The Service Directors**  
Climate Change Service (CCS)  
Policy and Planning Service (PPS)  
Legal Affairs Service (LAS)

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

SUBJECT : **INVITATION TO THE SUSTAINABLE LEADERSHIP  
LEARNING FOR CLIMATE AND DISASTER RISK  
REDUCTION (SLL-CDRR)**

This refers to the email dated 15 March 2024 of Maricar C. Quiñones, Student Recruitment and Admissions Associate, Stephen Zuellig Graduate School of Development Management, Asian Institute of Management (AIM), informing the DENR of the applications for the abovementioned program.

The SLL-CDRR is a full scholarship program specifically designed for those currently working in government and non-government offices to produce a cadre of climate and disaster resilience leaders who will be capacitated in disaster risk and crisis management, specializing in climate and disaster resilience. The recipients of the scholarship will enroll in the **Executive Master in Disaster Risk and Crisis Management (EMDRCM) program** at the Asian Institute of Management. The SLL-CDRR is run in cooperation with the Climate Change Commission, with support from the Office of Senate President Pro Tempore Loren Legarda.

Interested applicants shall possess the following qualification requirements of the DENR:

1. Have at least two (2) years holding permanent 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. Have at least three years' work experience, preferably with a **minimum of two years' managerial experience**;
4. Performing duties and responsibilities relevant to the field of study/travel being applied for;
5. Have no pending administrative case;
6. Have no pending application and nomination for other study and non-study trips;
7. Have not exceeded four (4) official foreign travel within a year;

MEMO NO. 2024 - 277

8. Have submitted all the required reports from previous foreign travels;
9. Have rendered the required service obligation for a scholarship previously enjoyed; and
10. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation.

The **nominee** shall submit the following DENR requirements to Career Development Division (CDD) **on or before 05 April 2024**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention HRDC Secretariat to be concurred by the Secretary (for Undersecretary applicants) and Supervising Undersecretary (for Assistant Secretary applicants);
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;
  - d. has performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
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 can also accept online applications, as such, **applicants should submit their documentary requirements** through the Learning and Development portal at <http://bit.ly/localscho> or by scanning our QR code below:



The DENR HRDC shall screen and select qualified candidates to the program. **Selected candidates will be notified by the CDD** before they proceed with the online application at <https://aim.edu/admissions/application-form> and submit the following AIM documentary requirements:

1. Basic Application Requirements:
  - A. Updated Curriculum Vitae
  - B. Copy of Diploma (Certified True Copy)
  - C. Copy of undergraduate Transcript of Academic Records (TOR) or mark sheet
  - D. A Letter of Motivation
  - E. A valid government ID (passport ID page is preferred)

2. Additional requirements for applicants from national government agencies:
  - A. Certification from the Head/Chief of the Human Resource Division/Unit/Office stating the nominee has:
    - a. no pending administrative or criminal case;
    - b. no pending nomination in another scholarship program; and
    - c. performance ratings for the two (2) consecutive semesters immediately preceding the nomination were at least Very Satisfactory (or equivalent).
  - B. Most recent Appointment Letter;
  - C. Statement of the nominee's current duties and responsibilities;
  - D. Service Record;
  - E. Personal Data Sheet as of the date of application/nomination;
  - F. Copy of Agency ID and any government issued ID (if applicable);
  - G. Clearance document from Ombudsman and National Bureau of Investigation (completed within the last 6 months);
  - H. Medical Certificate (fit to study as certified by a licensed physician);
  - I. Two (2) 2"×2" photos; and
  - J. Self-certification of no pending scholarship application/s or declaration of ongoing scholarship application/s.

The Career Development Division in collaboration with the AIM will conduct a hybrid promotional seminar on Monday, 25 March 2024 at 1:00 PM onwards. Interested applicants and HR counterparts who have sent their RSVP shall attend the face-to-face at the OSEC Conference Room, 4th floor, DENR Main Building, DENR Central Office.

Other HR counterparts and interested applicants from the Central Office, regional offices and Bureaus are invited to join via zoom:

**Meeting ID:** 501 817 8880  
**Passcode:** DENRAIM



Attached are the invitation, guidelines and other documentary requirements required for the SLL-CDRR Program, 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.

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



## CALL FOR APPLICATIONS Sustainable Leadership Learning for Climate and Disaster Risk Reduction (SLL-CDRR)

The call for the application for the Sustainable Leadership Learning for Climate and Disaster Risk Reduction (SLL-CDRR) is now open.

The SLL-CDRR is a full scholarship program specifically designed for those currently working in government and non-government offices to produce a cadre of climate and disaster resilience leaders who will be capacitated to be competent leaders in disaster risk and crisis management, specializing in climate and disaster resilience. The recipients of the scholarship will enroll in the Executive Master in Disaster Risk and Crisis Management (EMDRCM) program at the Asian Institute of Management. The SLL-CDRR is run in cooperation with the Climate Change Commission, with support from the Office of Senate President Pro Tempore Loren Legarda

### TARGET SECTORS

- Disaster Risk Reduction and Management Officers in local and national government units, the backbone of disaster response and rehabilitation efforts;
- Women leaders, recognizing their unique perspectives and experiences in addressing the gender dimensions of the global climate emergency;
- Leaders from indigenous groups, the guardians of our environment; and
- Sustainability champions in local and national government agencies.

### ELIGIBILITY REQUIREMENTS

1. The applicant must come from the target sectors/categories (see above).
2. Must have a Bachelor's degree
3. At least three years' work experience, preferably with a minimum of two years' managerial experience; and
4. Proficiency in oral and written English.

### APPLICATION PROCESS

1. Fill out the application form accessible at <https://aim.edu/admissions/application-form>
2. Send the following documents to [emdrbcm@aim.edu](mailto:emdrbcm@aim.edu):

Basic Application Requirements:

- A. Updated Curriculum Vitae
- B. Copy of Diploma (Certified True Copy)
- C. Copy of undergraduate Transcript of Academic Records (TOR) or mark sheet
- D. A Letter of Motivation
- E. A valid government ID (passport ID page is preferred)

Requirements for applicants from local and national government agencies:

- A. Certification from the Head/Chief of the Human Resource Division/Unit/Office stating the nominee has:
  - a. no pending administrative or criminal case;
  - b. no pending nomination in another scholarship program; and
  - c. performance ratings for the two (2) consecutive semesters immediately preceding the nomination were at least Very Satisfactory (or equivalent).

**S U R V I V E # 1 0 5 C T H I V E**

6th Floor, First Residences, 1557 J.P. Laurel Street, Malacañang, San Miguel, Manila, Philippines 1005  
info@climate.gov.ph | www.climate.gov.ph

- B. Most recent Appointment Letter;
  - C. Statement of the nominee's current duties and responsibilities;
  - D. Service Record;
  - E. Personal Data Sheet as of the date of application/nomination;
  - F. Copy of Agency ID and any government issued ID (if applicable);
  - G. Clearance document from Ombudsman and National Bureau of Investigation (completed within the last 6 months);
  - H. Medical Certificate (fit to study as certified by a licensed physician);
  - I. Two (2) 2"x2" photos; and
  - J. Self-certification of no pending scholarship application/s or declaration of ongoing scholarship application/s.
3. All submitted documents will be reviewed and evaluated by the AIM Recruitment and Admissions Office, and all qualified applicants will be notified to undergo a Program Overview Session via Zoom with the Student Recruitment Senior Supervisor.
  4. An applicant who passes the initial screening will be endorsed to the AIM faculty for an admission interview.
  5. Applicants who pass the admissions interview will be assisted in booking the NMAT Exam. The NMAT, provided by GMAC, assesses skills required for academic success in graduate programs, particularly language skills, quantitative ability, and logical reasoning.
  6. After receiving the NMAT result, the applicant must submit a copy of the scorecard to AIM Recruitment and Admissions Office.
  7. The AIM Recruitment and Admissions Office will endorse those qualified to the Climate Change Commission for final selection and approval.
  8. The release of results of the scholarship application will be sent via email.

Application for scholarship is open until **15 April 2024**.

For any inquiries, please contact the AIM Recruitment and Admissions Office at [emdrcm@aim.edu](mailto:emdrcm@aim.edu) or the CCC at [sll-cdrr@climate.gov.ph](mailto:sll-cdrr@climate.gov.ph).

**Guide questions in crafting your Letter of Motivation**

- Why do you want to join the EMDRCM (SLL-CDRR) program?
  - Why do you think you are a good fit for the program?
- How do you plan to use your EMDRCM education in relation to your field of work?
  - How dedicated are you in completing the program if accepted?

The letter should be addressed to the school head and the program with the following details:

**Faculty: Professor Olivier Roche**

**Title: School Head**

**School Name: Stephen Zuellig Graduate School of Development Management**

**Program Title: Executive Master in Development Management – Sustainable Leadership  
for Climate & Disaster Risk Reduction (SLL-CDRR)**