



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



MEMORANDUM

27 SEP 2024

FOR : All Undersecretaries
All Assistant Secretaries
All Regional Executive Directors
All Bureau Directors
All Service/ Program Directors, Central Office
All Heads of Attached Agencies

FROM : The OIC Director
Human Resource Development Service

SUBJECT : EXTENSION OF DEADLINE TO NOMINATE APPLICANTS FOR
THE MASTER OF SCIENCE IN NATURAL RESOURCES
CONSERVATION (MSNRC) PROGRAM BATCH 4

DATE :

This is to inform you that the deadline to nominate candidates for the Master of Science in Natural Resources Conservation (MSNRC) Batch 4 is hereby extended.

Qualified candidates shall submit complete application requirements to the Career Development Division - SMOTO through this link: <http://bit.ly/localscho> on or before 31 October 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. Resolution from HRDC Counterpart recommending the nomination of the applicant;
3. Service Record;
4. Certificate of no pending administrative case;
5. 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 performance ratings of at least Very Satisfactory for the last two (2) immediate rating periods;
 - c. Has not been a delinquent scholar from a previous scholarship grant;
 - d. That the absence of the applicant will not affect the operations of the unit where he/she is assigned;
 - e. Has rendered and completed the service obligation required under the previous scholarship; and
 - f. Physically *and* mentally fit to study.
6. Certification of actual duties and responsibilities (including past involvement) relevant to the course signed by immediate superior;
 7. Updated Personal Data Sheet, with work experience sheet, duly signed by authorized person administering oath; and
 8. Certification of non-withdrawal from the scholarship/course.

For further inquiries, please contact DENR HRDC Secretariat at (02) 8 9279107; CISCO No. 1063 or email at hrdcs2020@gmail.com

For your information.


MIRIAM M. MARCELO