



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

TO : The Director, Forest Management Bureau
The Regional Executive Directors
DENR CAR, Regions 2, 3 and 6

FROM : The Assistant Secretary
Human Resource Development and Legislative Affairs

SUBJECT : **TRAINING PROGRAM ON SUSTAINABLE FORESTRY
MANAGEMENT WITH COMMUNITY PARTICIPATION**

DATE :

APR 08 2019

The Japan International Cooperation Agency (JICA) with the Technical Education and Skills Development Authority (TESDA) is inviting nominations to the training program on **Sustainable Forestry Management with Community Participation** to be held on **September 16 to November 15, 2019** in Japan.

The program aims to provide the participants necessary knowledge and techniques as well as methods and actual cases involving community participation to carry out sustainable forestry management projects to be shared with related departments in the organization.

In this connection, you may nominate one (1) candidate based on the following required qualifications:

- Must be an extension officer on forest conservation;
- Must have general knowledge about forestry science and related basic knowledge about forestry management, with more than three (3) years of experience in related area;
- Must be below 50 years old as required by the organizer;
- Must have sufficient command of spoken and written English;
- Must possess a valid passport

The nominee shall submit the following documents to HRDS **not later than 3 May 2019**:

1. Nomination letter/Memorandum addressed to the Secretary by the Head of Office (Region/Bureau/Director/Undersecretary/Assistant Secretary concerned) with statement on how the subject training complies with the minimum criteria for official travel abroad: (a) The purpose of the trip is strictly within the mandate of the requesting government official or personnel (b) The projected expenses for the trip are not excessive (c) The trip is expected to bring substantial benefit to the country (d) The travel "shall not hamper the operational efficiency of said agency;
2. Service Record (at least two (2) years as a regular employee);

3. Certification from the Chief, Administrative Division stating:
 - a. That the applicant has No Pending Administrative *and/or* Criminal Case;
 - b. That the applicant has No Pending Scholarship Nomination;
 - c. That the applicant's performance ratings for two (2) immediate rating periods were at least Very Satisfactory; and,
 - d. That the applicant is physically *and* mentally fit to travel.
4. Certification of actual duties and responsibilities (including past involvement) relevant to the course signed by immediate superior;
5. Duly accomplished Personal Data Sheet (with list of in-service trainings and seminars attended);
6. Photocopy of Transcript of Records (Baccalaureate/Graduate); and,
7. Photocopy of Diploma (Baccalaureate/Graduate)

The JICA will sponsor round trip ticket, travel insurance from arrival to departure in Japan, accommodation, allowances for accommodation, meals, living expenses, outfit, shipping and study tours, free medical care for participants who become ill after arrival in Japan and expenses for program implementation including materials. Further, a pre-departure orientation will be held at the respective country's JICA office. **All JICA trainees are automatically members of JAAP and required to pay the corresponding registration /membership fee of P500.00 during PDOS. An annual association fee of P200.00 will also be paid.** TESDA's deadline of submission of nomination and documentary requirements is on **20 May 2019**.

The DENR Scholarship Committee will conduct screening and selection of candidates to the said scholarship program.

Please submit all documentary requirements to the Foreign Scholarship Training Program (FSTP) Unit, TDI Building, TESDA Complex, East Service Road, South Superhighway, Taguig City. For more inquiries, please communicate with the FSTP Unit at 8179095/09178060759 or the Career Development Division at 9279107/1063 (CISCO).

For your information and appropriate action.


JOAN A. LAGUNDA, D.M.