



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM

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

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

SUBJECT : **INVITATION TO NOMINATE A CANDIDATES FOR THE
CAPACITY BUILDING WORKSHOP ON FOREST
BIODIVERSITY “KUNMING-MONTREAL GLOBAL
BIODIVERSITY FRAMEWORK: SYNERGIZE IN ACHIEVING
FUTURE CONSERVATION TARGETS”**

This refers to the letter dated 24 April 2023 of Mr. Sunpil Jin, Vice Executive Director, Asian Forest Cooperation Organization (AFoCO), requesting the DENR to disseminate and encourage DENR-qualified personnel to participate in the Capacity Building Workshop on Forest Biodiversity “*Kunming-Montreal Global Biodiversity Framework: Synergize in Achieving Future Conservation Targets*” on 13-15 June 2023, virtual mode.

An applicant shall possess the following qualification requirements of the DENR:

1. Has held permanent plantilla position for at least two (2) years in the DENR at the time of application;
2. Has obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
3. Has been performing duties and responsibilities relevant to the field of study/travel being applied for;
4. Has no pending administrative case;
5. Has no pending application and nomination for other study and non-study trips;
6. Has not exceeded four (4) official foreign travel within a year;
7. Has submitted all the required reports from previous foreign travels
8. Has rendered the required service obligation for a scholarship previously enjoyed;
9. 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;
10. Must be willing to sign a scholarship service contract and shall serve the DENR with the corresponding period of service obligation;
11. Must not be a delinquent scholar; and
12. In good mental and physical health.

Qualified candidates shall submit their complete application requirements to the Career Development Division through this link bit.ly/nomiforeign and/or QR code **not later than Monday, 22 May 2023:**



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 and 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 not been a delinquent scholar from a previous scholarship grant;
 - c. has submitted all the required reports from previous foreign travels.
6. Updated Personal Data Sheet, with Work Experience Sheet, duly signed by authorized person administering oath; and
7. Self Certification of official Travel History for the past 24 months;

The DENR HRDC shall screen and select qualified candidates to the program. Selected candidates will be notified and endorsed to the AFoCo Secretariat, to proceed with the application/admission process. Attached is the invitation of AFoCO for reference.

Should you need further information about the requirements, please communicate with the HRDC Secretariat at email address: hrdcs2020@gmail.com or telephone: (02) 8927-9107 or VOIP 1063.

For your information and appropriate action.


MIRIAM M. MARCELO