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Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-6626; 929-6628; 929-6635; 929-4028; 929-3618
426-0465; 426-0001; 426-0347; 426-0480; 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367
Website: <http://www.denr.gov.ph> / E-mail: Web@denrgov.ph

MEMORANDUM

FOR : The Director
Mines Geosciences Bureau

The Administrator
National Mapping and Resource Information Authority

FROM : The OIC, Assistant Secretary
Human Resource Development and Administration

SUBJECT : **INVITATION FOR GEOGRAPHIC INFORMATION SYSTEM
FOR GEOSCIENTISTS**

DATE : 26 OCT 2018

The Indian Technical and Economic Cooperation (ITEC) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to announce/ invite the Department to nominate two (2) candidates for the said program.

Title of the Program	Duration	Deadline of Submission Nomination and Documentary Requirements	Date of Interview
Geographic Information System for Geoscientists	January 10- February 6, 2019	November 5, 2018	November 8, 2018(Starts at 9: AM)

The course in Geographic Information System for Geoscientists is designed to equip the trainees with the latest trends in GIS-based spatial data processing, analysis, visualization, and decision-making. The course includes exercises and case studies with the view to develop skills in data capture, data integration, digital mapping, raster and vector geo processing, spatial analysis/modelling and use of GIS as a data management/ decision-making tool in earth science and natural resource management, geography, forestry, hydrology, environmental science, pollution studies and other related domains.

In this connection, please nominate two (2) candidates with the following qualifications:

1. Graduate in Earth Sciences or related technical courses (Geology, Geophysics, Geography, Environmental Science);
2. Nominated by their respective office;



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In this connection, please nominate two (2) candidates with the following qualifications:

1. Graduate in Earth Sciences or related technical courses (Geology, Geophysics, Geography, Environmental Science);
2. Nominated by their respective office;

3. Has not participated in any course under ITEC;
4. Must have rendered at least two (2) years of service;
5. Must hold a permanent appointment;
6. Between 25-45 years old as required by the organizer;
7. Must not have a pending application for scholarship under another program; and
8. Must have rendered the service obligation required under Executive Order 367 for scholarship recently concluded before he/she could again be nominated for another course where the field of study is different from the previous training.

Nominees should submit the following requirements to **HRDS CDD on 29 October 2018.**

1. Nomination letter/Memorandum addressed to the Secretary by the Head of Office (Bureau Director/ Administrator)
2. Justification re: Presidential Directives on the minimum criteria for travel:
 - The purpose of the trip is strictly within the mandate of the requesting government official or personnel'
 - The projected expenses for the trip are not excessive;
 - The trip is expected to bring substantial benefit to the country; and
 - The travel shall not hamper the operational efficiency of said agency.
3. Service Record (at least two (2) years as a regular employee);
4. 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.
5. Certification of actual duties and responsibilities (including past involvement) relevant to the course signed by immediate superior;
6. Duly accomplished Personal Data Sheet (with list of in-service trainings and seminars attended);
7. Photocopy of Transcript of Records (Baccalaureate/Graduate); and,
8. Photocopy of Diploma (Baccalaureate/Graduate)

The ITEC shall shoulder the cost of roundtrip airfare, course fees, accommodation and other related expenses.

TESDA's deadline of submission of nomination and documentary requirements is on 5 November 2018. Panel interview is scheduled on 8 November 2018, starts at 9:00 AM., TESDA Office, Taguig City. Enclosed is the invitation letter with other details of the course, for reference.

For your information and appropriate action.


JESUS ENRICO MOISES B. SALAZAR



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52591

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

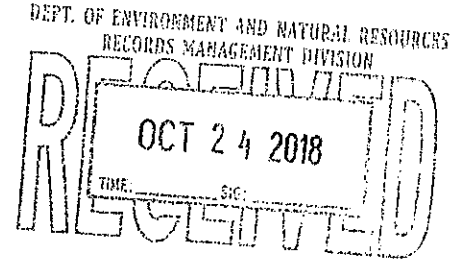
ISO 9001 : 2015 CERTIFIED

Tatak ng Integridad, Serbisyong Dekalidad, Kaagapay sa Pag-unlad



22 October 2018

MR. ROLANDO R. CASTRO
Director
Human Resource Development Service
Department of Environment & Natural Resources
DENR Building
Visayas Avenue, Diliman
Quezon City



Dear Director Castro:

The Indian Technical and Economic Cooperation (ITEC) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite your department/ agency/organization to nominate two (2) candidates for the program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview
Geographic Information System for Geoscientists	January 10 – February 6, 2019	November 5, 2018 <i>no Requirements</i>	November 8, 2018 (Starts at 9:00 AM) <i>all request</i>

In nominating your candidates, please consider the concerns specified in Annex A indicating the Government of the Philippines and the donor requirements and the terms relative to the program as specified in the Executive Summary.

Please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

All documentary requirements shall be submitted to the Foreign Scholarship Training Program (FSTP) Unit, TESDA Complex, TDI Building, East Service Road, South Superhighway, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 8179095 or 09178060759.

Thank you for responding to our invitation.

Very truly yours,

arr-5 reply

Assumed

PCML
PILAR G. DE LEON
Director IV, AS
Chief of Services for Administration

FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ANNEX A – Indian Technical and Economic Cooperation (ITEC)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization and private enterprise
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course

II. Terms and Coverage

- Nominating Agency/Institute
 - Shoulders the expenses incurred by the nominee in the course of his/her application. This covers the cost of medical examination, travel and expenses incurred in the submission of documents and interview. Once accepted these will include fees for passport and visa, if applicable.
 - Salary of the scholar to be paid for the duration of the training
- Donor Country/Organization
 - Generally, in most courses, ITEC shoulders the scholar's airfare, accommodation, allowance.

III. Basic Documentary Requirements – Nominees must submit the following on or before the deadline set by TESDA:

- A. **Nomination Letter** indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

ROSANNA A. URDANETA

Officer-in-Charge

Deputy Director General for Policies and Planning

Technical Education and Skills Development Authority

East Service Road, South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. **Personal Data Sheet** to include the list of training programs and seminars attended -1 original, 3 certified copies
- C. **Statement of Present Actual Duties and Responsibilities** relevant to the course/program signed by the immediate supervisor – 1 original, 3 certified copies
- D. **Certification from the Head/Manager of the Human Resource Department** : - 1 original
(Please see attached CERTIFICATION format stating :)
- That the nominee has **No Pending Administrative and/or Criminal Case**.
 - That the nominee has **No Pending Scholarship Nomination**.
 - The nominee's **Performance Ratings** for two consecutive semesters immediately preceding the nomination
 - That the nominee has already rendered the required service obligation for a scholarship previously enjoyed, if any
 - That the nominee, once accepted, will not withdraw unless with justifiable reasons
- E. **Certification** from a medical doctor that *the nominee is fit to travel and undergo foreign training* with attached laboratory exam results of CBC, ECG, Urinalysis, Fecalalysis, and Chest X-Ray – 1 original, 3 certified copies
- F. **Certified copies of Transcript/s of Records and Diploma/s** for Baccalaureate and Graduate courses – 4 sets
- G. **Certification of English Proficiency** from HRD – 1 original, 3 certified copies
- H. **Copies of Valid Passport** (Personalia Pahina only) – 4 copies
- I. **Nominee Assessment Summary** (Please see attached format)

Note: Please fill out an online Application Form at www.itecgoi.in (Apply for Philippines)

After filling online, take a print out and submit 5 sets to TESDA together with all the requirements

(Online Applications will NOT be honored unless endorsed by TESDA)

Honeylet T. Espino
Desk Officer
Tel #: 8179095 or 09178060759
Email: tesda.fsto.unit@gmail.com