



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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## MEMORANDUM

TO : **The Regional Executive Director**  
Regions 1-13, CAR and NCR

**The Director**  
Environmental Management Bureau

**The Executive Director**  
National Water Resources Board

**The Director**  
Climate Change Service

FROM : **The Assistant Secretary**  
Human Resources, Strategic Communication, and Sectoral Initiatives

SUBJECT : **INVITATION FROM THE REPUBLIC OF KOREA FOR THE  
18<sup>TH</sup> INTERNATIONAL TRAINING COURSE ON  
ENVIRONMENTAL POLICY**

This pertains to the attached invitation dated March 14, 2022 of National Institute of Environmental Human Resources Development of the Ministry of Environment of the Republic of Korea on the 18<sup>th</sup> International Training Course on Environmental Policy (ITCEP) on 23-31 May 2022 through online.

The ITCEP has been conducted annually since 2005 for environmental government officials around the world with the intent to enhancing environmental capacity and strengthening environmental cooperation. The theme for this year's training course is Water Management and Carbon Neutral Policy to overcome Climate Crisis, with lectures and discussions based on Korea's implemented environmental policies for sustainable development.

The target participants for this course are those who handle policy-making and implementation in environmental management. Those interested in participating and shall submit the following requirements to the Human Resource Development Service Training and Development Division **on or before 12 April 2022**:

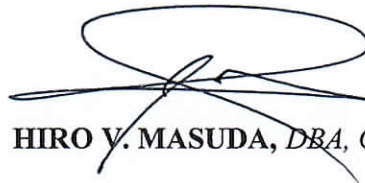
1. Nomination letter/Memorandum addressed to the Director of Human Resource Development Service by Head of Office;
2. Service Record (at least two (2) years as a permanent employee);
3. Certifications stating that the nominee:

- has no pending administrative and/or criminal case;
  - has no pending scholarship nomination;
  - has at least a very satisfactory performance rating for two (2) immediate rating periods;
  - physically and mentally fit to attend the program
4. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior;
  5. Certification of previous foreign travels for the past two (2) years;
  6. Duly accomplished Personal Data Sheet (with list of in-service trainings and seminars attended); and
  7. Updated Individual Development Plan signed by the employee and supervisor;

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the training course.

The deadline for the submission of the nominations and documentary requirements is on **22 April 2022**. Attached are the invitation letter and course information.

For your information and consideration.

A handwritten signature in black ink, appearing to read 'Hiro V. Masuda', with a large, stylized loop at the end.

**HIRO V. MASUDA, DBA, CESO III**