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MEMORANDUM

FOR : **All Regional Executive Directors
All Bureau Directors
The Regional Directors (EMB and MGB)
The Director, Policy and Planning Service**

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

SUBJECT : **INVITATION TO NOMINATE ONE (1) PARTICIPANT IN THE
WORKSHOP ON THE FUTURE OF REGULATIONS
ORGANIZED BY THE DEVELOPMENT ACADEMY OF THE
PHILIPPINES AND ASIAN PRODUCTIVITY ORGANIZATION
(APO)**

This pertains to the attached invitation of Dr. AKP Mochtan, Secretary General, Asian Productivity Organization (APO) and A. Tristan R. Suratos, APO Liaison Officer for the Philippines, Development Academy of the Philippines, inviting nominees to participate in the **Workshop on the Future of Regulations on June 29 to July 1, 2022 via virtual session.**

The course is being organized by the Asian Productivity Organization (APO) and the Development Academy of the Philippines (DAP), as the country's National Productivity Organization. The objective of the course is to examine the regulatory challenges of the future and emerging responses to address them across the Asia-Pacific and beyond, among other objectives. Target participants include government officials and staff of public organizations and regulatory agencies, working on regulatory issues and reform.

In this regard, please nominate one (1) candidate who has experience and involvement in working on regulatory issues and reform.

The nominees shall submit the following requirements to HRDS-Training and Development Division **not later than 13 May 2022:**

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, **with justification on how will the training benefit the nominee and the project's relevance to the organization needs**, to be endorsed by the Head of Office;
2. Resolution from HRDC counterpart (Regional/Bureau/Attached Agency) nominating the applicant;
3. Invitation letter disseminated by the DENR/sponsoring agency;
4. Service Record;
5. Certificate of No Pending Administrative Case;

6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior;
7. Certification from the Director supervising human resources/Assistant Regional Director for Management Services/Assistant Director (Regional/Bureau/Attached Agency) stating:
 - a. That the applicant has at least a very satisfactory performance rating for two (2) immediate rating periods;
 - b. That the applicant has no pending scholarship nomination;
 - c. That the applicant has not been a delinquent scholar from a previous scholarship grant; and,
 - d. That the applicant has submitted all the required reports from previous foreign travels.
8. Updated Personal Data Sheet (with list of in-service trainings and seminars attended) and 2 x 2 photo (hard and soft copies);
9. Self-certification of official travel history; and,
10. Individual Development Plan (IDP).

The Human Resource Development Committee (HRDC) will conduct screening and selection of candidates to the said training program.

The closing date for nomination of DAP is on 27 May 2022. The APO Secretariat in Tokyo, Japan, will do the final selection of participants. Selected participants will be requested to submit DAP nomination forms and Candidates Biodata Form, to be provided thereafter.

For questions or clarifications, please contact MJ Del Mundo of APO/DAP Secretariat through email at delmundom@dap.edu.ph cc: apodapsec-gsel@dap.edu.ph.

For your information and appropriate action.

HIRO V. MASUDA, DBA, CESO III