



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

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

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

SUBJECT : **INVITATION TO NOMINATE PARTICIPANTS FOR THE  
65<sup>TH</sup> AND 66<sup>TH</sup> INTERNATIONAL ASSOCIATION FOR  
TRAFFIC AND SAFETY SCIENCES (IATSS) FORUM  
LEADERSHIP DEVELOPMENT PROGRAM IN JAPAN**

DATE : **SEP 20 2023**

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This pertains to the attached letter dated 15 August 2023 from Undersecretary Maridon O Sahagun, Scientific and Technical Services, Department of Science and Technology (DOST), and Chairperson, Philippine National Committee (PNC) for the International Association of Traffic and Safety Sciences (IATSS) Forum, inviting the DENR to nominate participants for the 65<sup>th</sup> and 66<sup>th</sup> IATS Forum "Leadership Development Program in Japan" to be held in Japan for seven (7) weeks in May-July 2024 and September-November 2024, respectively.

The Forum aims to provide participants from ASEAN countries with a broader perspective and understanding of the role of science, technology and culture of Japan and the developments in ASEAN countries to foster the development of leadership skills. With the theme of "Sustainable Development", the IATSS Forum will also provide numerous opportunities to expand their knowledge across various fields and enable them to address sustainability issues.

The Philippines has two (2) slots for the 65<sup>th</sup> IATSS forum, and another two (2) for the 66<sup>th</sup> forum. In this regard please nominate candidates with the following qualifications:

1. Must be thirty-eight (38) years old or younger at the time of the closing date of the application;
2. Have at least two (2) years of full-time professional work experience at the time of application;
3. Proficient in spoken and written English; and
4. Must be in good physical and mental health to travel to Japan and participate in the forum.

The nominee shall submit the following requirements to the Training and Development Division through Google Forms (link: <https://bit.ly/LNDportal>) **not later than 06 October 2023**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how the training complies with minimum criteria for travel pursuant to EO 77, to be endorsed by the Head of Office, with concurrence of supervising Assistant Secretary and Undersecretary if participant is Division Chief or above:
  - a) The purpose of the training is essential to the effective performance of an official or employee's mandates or functions;
  - b) It is required to meet the functions of the department, agency, bureau or there is substantial benefit to be derived by the state;
  - c) The presence of the official or employee is critical to the outcome of the activity to be attended;
  - d) The projected expenses for the activity are not excessive or involve minimum expenditure; and
  - e) The activity shall not hamper the operational agency of the office.
2. Resolution from the HRDC counterpart (Regional/Bureau) nominating the applicant;
3. Invitation letter disseminated by the DENR/Sponsoring agency;
4. Service Record (at least two (2) years as a permanent employee);
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 required reports from previous foreign travels.

8. Updated Personal Data Sheet and attached Work Experience Sheet (with list of in-service trainings and seminars attended) and 2x2 photo (hard and soft copies);
9. Self-certification for official travel history; and,
10. Individual Development Plan (IDP).

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the said program. Participants endorsed by the HRDC shall submit the required documents to IATSS Forum Philippine Secretariat through mail at address DOST Central Office, General Santos Avenue, Bicutan, Taguig City. **The deadline for submission of nomination and documentary requirements to the IATSS Forum Secretariat is on 31 October 2023.**

Attached are the application booklet, application form, and recommendation form for information and ready reference.

For consideration.

  
MIRIAM M. MARCELO



Ref. No. \_\_\_\_\_

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# Appendix 1: Application Form

4. EDUCATIONAL BACKGROUND	State only degrees or diplomas that you have already obtained or that are to be conferred before June 2021.				
	Year of Graduation	Full Name of School	City & Country	Major	Qualification (E.g. BA, MA, Ph.D.)
5. PROFESSIONAL CAREER. AT LEAST THE LAST 5 YEARS	<b>Full-Time Jobs Only.</b> At least 2 years of full-time professional job experience is required. (Part-time jobs must NOT be included)				
	From (Month/Year)	To (Month/Year)	Full Name of Company or Organization	City & Country	Occupation and Position
6. LANGUAGE PROFICIENCY	English		Self Assessment <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair		Certificates Obtained
	Other Language		Self Assessment <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair		Certificates Obtained
	Other Language		Self Assessment <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair		Certificates Obtained
7. TRAVEL HISTORY (OVERSEAS)	Country		Year and Length of Stay		Purpose of Visit
8. VOLUNTEER WORK OR SOCIAL CONTRIBUTION ACTIVITIES	<b>*Please exclude any activities related to your work.</b>				
	From (Month/Year)	To (Month/Year)	Number of times in the period	Description of the work or activities	
9. PLEASE STATE HOW YOU FOUND OUT ABOUT THE IATSS FORUM	<b>*We will use your answer as reference for next recruitment.</b>				
	<input type="checkbox"/> IATSS Forum Alumni <input type="checkbox"/> Newspaper <input type="checkbox"/> TV <input type="checkbox"/> Poster <input type="checkbox"/> IATSS Forum PR Event <input type="checkbox"/> Your Office <input type="checkbox"/> Country Secretariat <input type="checkbox"/> Website <input type="checkbox"/> Facebook <input type="checkbox"/> Other (				
<b>10. DECLARATION</b>					
I understand the following IATSS Forum contents and declare that all statements made in this application are true and correct. I understand any willfully false statement is sufficient to cause the rejection of this application. (Please tick) <input type="checkbox"/> IATSS Forum 3 Policies (Admission/Curriculum/Completion) <input type="checkbox"/> IATSS Forum Alumni Activities Signature and Name of Applicant: _____ Date: _____					

Please remember that your Essays must be included with this form. For instructions on essay preparation, please follow the instructions on page 3&4 of the "Application Booklet".

**BRIEFLY ANSWER FOLLOWING QUESTIONS (Within 100 words each)**

Q1. Please describe your concept of ideal "leadership" based on your experience.

Q2. How far are you from the ideal leadership that you describe in Q1? (include your strengths and weaknesses)

Q3. What do you expect to gain from the IATSS Forum?

Q4. If you were chosen, how would you contribute to the IATSS Forum program or the learning of other participants?

Q5. What is your ultimate goal in your career path?

## Appendix 2-2: Essay

**Essay theme: How can you contribute to the sustainable development of your country?**

According to the theme above, please write an essay including the following points:

1. What kind of challenge/problem you want to solve?
2. Reasons why you think that's a challenge/problem and why you want to solve it.
3. Plan to achieve it. (provide specific details)

\* "Sustainable development" includes not only environment but also economy, politics, education, etc.

Word count (within 500 words)

## IATSS Forum Recommendation Form

This document is to be written in English in **Microsoft Office Word** or clearly with a black pen. (Do **NOT** use cursive styled writing). It is to be filled out by your direct supervisor at your present job. This document is private and confidential and should not be seen by the applicant.

Applicant's Name: \_\_\_\_\_  
Position : \_\_\_\_\_  
Name of Referee : \_\_\_\_\_  
Position : \_\_\_\_\_  
Institution: \_\_\_\_\_  
Location: \_\_\_\_\_

1. How long and in what capacity have you known the applicant?

2. Please give your personal evaluation of the applicant (the applicant will not see this evaluation).

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Please insert this form in an envelope and seal it.