MEMORANDUM

TO: All Directors IV, Directors II and Division Chiefs

SUBJECT: APPLICATIONS FOR FOREIGN TRAININGS/ SEMINARS

DATE: 09 February 2004

The DOLE Human Resource Development Service (HRDS) agreed to provide POEA with timely announcements on foreign scholarships/trainings.

In order to facilitate the processing of applications for various trainings/seminars, interested POEA applicants who meet the following minimum qualifications are requested to submit to the HRDS their Personal Data Sheets (PDS):

1. He/she must have a Very Satisfactory rating for the last two (2) rating periods;
2. He/she must have rendered at least two (2) years of service in the government on a Permanent status, one (1) year of which must be in DOLE;
3. He/she must not be more than thirty five (35) years of age;
4. He/she must not have a pending administrative case.

Applications with complete requirements must be submitted to HRDD on or before February 20, 2004 for endorsement to the DOLE-HRDS and form part of their “Scholars Pool”.

CARMELITA S. DIMZON
Deputy Administrator
Management Services