MEMORANDUM

PLEASE ROUTE WITHIN YOUR BRANCH

FOR : ALL OFFICIALS AND EMPLOYEES

SUBJECT : LEADERSHIP AND ORGANIZATIONAL MANAGEMENT COURSE

DATE : 20 February 2012

We are pleased to announce that the Malaysian Technical Cooperation Programme (MTCP) is now accepting applicants for the Leadership and Organizational Management Course to be held on 21 June – 13 July 2012 at Kuala Lumpur, Malaysia.

MTCP aims the participants to understand the framework or organizational management at the organizational level; understand the conceptual framework of effective leadership; understand how to enhance the capability as a manager and a leader and upgrade the skills and knowledge and create a platform for knowledge and experiences sharing among participants.

I. Qualifying Criteria:

- Division Chief (SG 24) and up with a minimum requirement of degree in any field and a minimum of ten (10) years working experience in their field;
- Good proficiency in English language;
- Medically fit to attend the Course;
- Age 26-45 years old; and,
- Never participated in any Malaysian Technical Cooperation Programme (MTCP).

II. Required Documents:

- Duly accomplished HRDS Nomination Form;
- Updated Personal Data Sheet with list of relevant trainings/seminars attended;
- Statement of Actual Duties and Responsibilities certified by the immediate superior;
- Latest PER (1st and 2nd Sem. 2010);
- Copy of Service Record;

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• Photocopy of Transcript of Records and Diploma (Baccalaureate/Graduate);
• Certification that the nominee has no pending administrative and criminal case; and,
• Justification on how the employee's participation in the program can benefit the Department.

III. Program Arrangements:

• Air Fare (a return air ticket from the capital city of the recipient country to Kuala Lumpur on economy class but expenditures such as visa and visa related fees, airport tax, transit insurance, excess baggage, travel tax, transit fees, domestic passenger terminal fees are borne by the participants);

• Accommodation and Subsistence Allowance (food and lodging are provided and participants are given an allowance of RM 45.00 per day); and,

• Tuition Fees, Medical and Dental Treatment will be borne by the MTCP.

Applications should be submitted to the Human Resource Development Service (HRDS), through the HRD Division, on or before Monday, 05 March 2012.

Please be guided accordingly.

AMUERFINA R. REYES
OIC – Deputy Administrator
Management Services