MEMORANDUM

FOR : Director Jaime P. Gimenez, LRO
      Director Lorna O. Fajardo, PSO
      OIC Ma. Jesusa S. Cabreros, WEO
      OIC Alberto S. Abalayan, AO
      Mr. Cesar Leon Moscoso, EDP Branch
      Ms. Evangeline J. Quimpo, Administrative Branch
      Ms. Nimfa De Guzman, PB
      Mr. Gerundo Juan, Finance Branch

SUBJECT : Invitation to the Information Technology Management in the Public Sector

DATE : 08 April 1999

The **Malaysian Technical Cooperation Programme** is now inviting applicants to the **Information Technology Management in the Public Sector** to be held in Malaysia from September to October 1999.

The said course intends to create an awareness and appreciation among participants on the importance of Information Technology (IT) in the organization and to introduce basic skills in developing a simple microcomputer application systems.

To qualify, applicants:

- should preferably have at least 5 years experience in a managerial capacity (supervisory position);
- must not be more than 40 years of age;
- must be college graduates and should have a sufficient command of spoken and written English and provide proof of the same;
- candidates need not have any previous experience in using computers;
- must hold a permanent appointment with at least 2 years government service and must not have a pending application for scholarship under another program.
In this regard, may we request you to nominate one of your staff who meets the qualification standards set by the National Economic Development Authority (NEDA) and submit the same to HRD Division with the following attachments not later than 13 April 1999:

- Duly accomplished application form
- Updated Resume
- Birth Certificate
- Photocopy of Diploma
- Transcript of Record
- Actual job description
- Performance evaluation for one year
- Certificate of no pending case
- Justification from Agency Head

Only applications with complete attachments shall be entertained by the HRDD.

J. Waldemar V. Valmores
Deputy Administrator
TO: ALL HEADS OF OFFICES

FROM: REYDELUZ D. CONFERIDO
Vice-Chairman, Technical External Assistance Committee / PDC

DATE OF REFERRAL: March 29, 1999

SCHOLARSHIP / TRAINING INFORMATION

TITLE: INFORMATION TECHNOLOGY MANAGEMENT IN THE PUBLIC SECTOR

DURATION: September to October 1999
VENUE: Malaysia
SPONSOR: Malaysian Technical Cooperation Programme
HRDS DEADLINE: April 12, 1999
NEDA / SPONSOR DEADLINE: April 15, 1999
DATE OF INTERVIEW:
   Luzon: April 20, 1999
   Visayas: to be determined by NRO VII
   Mindanao: to be determined by NRO XI

TARGET PARTICIPANTS
- should preferably have at least 5 years experience in a managerial capacity (supervisory position);
- must not be more than 40 years of age;
- must be college graduates and should have a sufficient command of spoken and written English and provide proof of same;
- candidates need not have any previous experience in using computers;
- must hold a permanent appointment with at least 2 years govt. service and must not have a pending application for a scholarship under another program.

APPLICATION REQUIREMENTS
1. Duly accomplished nomination form (HRDS Form S-2)
2. Photocopy of Transcript of Records
3. Photocopy of Diploma
4. Update Resume
5. Performance Evaluation Report
6. Certificate of No Pending Administrative Case
7. Justification from Agency Head

COURSE OBJECTIVES:
1. To create an awareness and appreciation among participants of the importance of Information Technology (IT) in organizations;
2. To inform of available microcomputer software packages and discuss their use for specific needs.
3. To introduce basic skills in developing simple microcomputer application systems.

COST OF PARTICIPATION


Shouldered by DOLE: [X] Salary for the Duration [X] Pre-departure expenses [X] Clothing Allowance [X] Others


NOTE: All nominations shall be forwarded to your respective cluster heads using HRDS Form S-2. Cluster Heads shall submit the final nominee to HRDS on or before the specified date written above, otherwise, your nominee will no longer be considered.

WAIVER: I am submitting waiver for this invitation and returning the unaccomplished nomination form. Reason/s for waiver/non-nomination are indicated below.

[ ] Not relevant to office's functions
[ ] Those qualified are still under service obligation required of a previous scholarship
[ ] Those qualified are not interested
[ ] Those interested are not qualified (i.e. age requirement, educational requirement, etc.)
[ ] Employees are presently on study/training, thus constraint on available personnel
[ ] The office has already availed of a similar program recently
[ ] Others, please specify

___________________________
GENERAL CONDITIONS OF THE AWARD

a) Awardees of fellowship/scholarship shall conduct themselves at all times in a responsible manner, and in accordance with the regulations of the training institution;

b) Awardees shall follow the course of study approved for them. Applications to change courses will not be entertained;

c) Awardees shall sit for all examinations as required by the training institution;

d) Awardees are not allowed to participate in any political or commercial activity in any capacity whatsoever;

e) This fellowship shall not be held concurrently with any other scholarship award;

f) They shall not take up paid employment during the tenure of their fellowship or serve as official representatives of their country when in Malaysia, unless approved by the Public Service Department, Malaysia;

g) An award may be terminated at anytime for reasons of unsatisfactory conduct, breaches of the conditions of the award or failure to make satisfactory progress;

h) Participants will be required to return to their own countries upon completion of the course or at the end of the tenure of the fellowship, whichever is earlier; and

i) Participants are not allowed to bring along their spouses for the duration of the course.

Preparing Country Report

INFORMATION MANAGEMENT IN THE PUBLIC SECTOR
OBJECTIVES

1. To create an awareness and appreciation among participants of the importance of Information Technology (IT) in organizations.

2. To inform of available microcomputer software packages and discuss their use for specific needs.

3. To introduce basic skills in developing simple microcomputer application systems.

COURSE CONTENT

1. Introduction to computers covering basic microcomputer architecture, the operating systems of a computer and basic concepts of computer networks and telecommunications.

2. Introduction to Software Packages via overviews of word processing, spreadsheet and basic relational database concepts. The hands-on sessions will be conducted using software packages, such as Word, Excel, Access and Power Point, etc. There will also be exposure to Multimedia applications.

3. Evaluation and selection criteria for microcomputers, software packages, local area network, systems etc.

COURSE METHODOLOGY

The course will be conducted through:

1. Lectures
2. Practical sessions
3. Case studies
4. Computer Laboratory sessions

5. Group discussion and presentations

6. Study visits.

COURSE DURATION

Six (6) weeks.

REQUIREMENTS

1. Candidates should preferably have at least 5 years experience in a managerial capacity.

2. Candidates need not have any previous experience in using computers.

3. Candidates should have a sufficient command of spoken and written English, and provide proof of same.

4. Candidates should be certified medically fit to participate in the course.

HOW TO APPLY

All applications must be made through the standard application forms obtainable from official representatives (embassies, high commissions etc.) of the Malaysian Government in their respective countries. All applications must be submitted through the applicant’s government to the Malaysian Government and must reach the following address three (3) months before the commencement of the course:

Director
National Institute of Public Administration (INTAN) Bukit Kiara,
Jalan Damansara
P. O. Box 1154,
Pantai Baru,
59700 Kuala Lumpur,
Malaysia

Telex: INTAN MA 31851
Cable: INTAN
PETALING JAYA
Telephone: 03-2552400
Fax: 603-2561403
E-mail: mtc@intanbk.intan.my

FURTHER ENQUIRIES

For further enquiries regarding the above, applicants can either contact the Malaysia representatives in the respective countries or write to the above address.
I. SCHOLARSHIP / TRAINING INFORMATION

TITLE OF SCHOLARSHIP / VENUE / DURATION: [Blank]
Sponsored by: [Blank]

II. INFORMATION ON NOMINATING AGENCY

NOMINATING AGENCY: [Blank]
Address: [Blank]
Tel. Nos. [Blank]

III. INFORMATION ON NOMINEE

NOMINEE: [Blank]
Present Position Title: [Blank]
Division and Office: [Blank]

Sex: ☐ Male ☐ Female
Birthday: [Blank]
Home Address: [Blank]
Tel. No. [Blank]
Age as of last birthday: [Blank]

Duties and Functions (in brief):

Appointment Status: ☐ Permanent ☐ Casual
☐ Temporary ☐ Contractual

No. of yrs of experience related to the field of study:

Length of Service in:
DOLE:

Position:

Government:

Latest Performance Rating:

Educational Attainment (collegiate / graduate level)

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MARITAL STATUS

□ Single ☐ Widow / Widower
No. of Children:
Age of Youngest Child:
Pregnant?: ☐ Yes ☐ No

□ Married ☐ Separated

NAME OF SPOUSE:

Administrative / Criminal Case?: ☐ Yes ☐ No

Foreign Training, Fellowship(s) Scholarship(s) Attended (Please indicate title, inclusive dates, venue and sponsor):

IV. AUTHENTICATION

Nominating Official: (Head of Agency)
(Typewritten name and signature:)

Position: [Blank]
Date of Nomination: [Blank]