MEMORANDUM

TO: ALL OFFICIALS AND EMPLOYEES

SUBJECT: FOREIGN LANGUAGE PROGRAM OF THE FOREIGN SERVICE INSTITUTE (FSI) OF THE DEPARTMENT OF FOREIGN AFFAIRS (DFA)

DATE: 11 August 2006

We are pleased to announce that the Foreign Service Institute (FSI) of the Department of Foreign Affairs, which provides training in major foreign languages for personnel/employees of the DFA and other government agencies, is inviting us to its "2007 Foreign Language Program".

The First Trimester which will run from 08 January to 20 April of next year, will offer courses in Arabic, Bahasa-Indonesia, French, German, Mandarin, Nihongo and Spanish.

Applicants to the above courses must:

(a) Be college graduates who occupy permanent positions in the government service;
(b) Accomplish the prescribed application forms, formally endorsed by Head of Agency/Office.

They shall also be:

(c) Required to take the Language Aptitude Test (LAT); and
(d) Interviewed on any date from 18 to 22 of this September.

Those who will qualify for admission shall be notified by the second week of November 2006.

Qualified participants will be required to execute an Undertaking that he/she will complete the course in which he/she has been admitted. The Head of Agency/Office will also be requested to execute an Undertaking of Adherence to the rules governing the conduct of the Program.
The application period, which began on 01 August, will run until 31 August 2006. Applications must be submitted to the Human Resource Development Division (HRDD) **not later than 28 August 2006**.

For other inquires regarding the Program, you may contact the FSI Language Program Section, 5th Floor, DFA Building, 2330 Roxas Boulevard, Pasay City, 1300 Metro Manila or at telephone numbers (02) 834-3885/3376/4943.

\[Signature\]

**CARMELITA S. DIMZON**
Deputy Administrator
Management Services