MEMORANDUM

TO : All Directors IV and Directors II

SUBJECT : FOREIGN LANGUAGE PROGRAM/TRAINING IN MAJOR FOREIGN LANGUAGES OF FOREIGN SERVICE INSTITUTE (FSI)

DATE : 19 August 2004

The Foreign Service Institute (FSI) Foreign Language Program will hold training in major foreign languages for personnel of the Department of Foreign Affairs and other government agencies for free. The courses offered are Arabic, Bahasa Indonesia, French, German, Mandarin, Nihongo, and Spanish.

Applicants to the above program must be college graduates who occupy permanent positions in the government service and must have served POEA for at least one (1) year. Standard selection procedures require applicants to take the Language Aptitude Test (LAT) and a personal interview scheduled between 11 and 15 October 2004. Qualified applicants will be notified in the first week of December 2004. The First Trimester of the Program will run from 3 January to 15 April.

Kindly nominate candidates from your office. Applications must be submitted to the HRD Division together with a letter of recommendation from the immediate supervisor not later than 5:00 p.m. on 25 August 2004.

For your information and guidance.

CARMELITA S. DIMZON
Deputy Administrator
PERSONAL HISTORY DATA
for application to the FSI Foreign Language Program

FULL NAME: ____________________________

Last Name First Name Middle Name

NICKNAME: ____________________________

CIVIL STATUS: __________

SEX: __________

DATE OF BIRTH: ____________________

PLACE OF BIRTH: ____________________

HOME ADDRESS: ____________________

TELEPHONE NO. ____________________

DEPARTMENT/OFFICE: ____________________

DIVISION: ____________________

SECTION/UNIT: ____________________

OFFICE ADDRESS: ____________________

TEL. NO(S): ____________________

PRESENT POSITION: ____________________

EDUCATIONAL BACKGROUND:

SCHOOL

INCLUSIVE DATES

COURSE

COLLEGE ____________________

POST GRADUATE ____________________

SPECIAL STUDIES ____________________

RELEVANT TRAINING IN FOREIGN LANGUAGES:

TITLE/NATURE OF TRAINING

NUMBER OF HOURS

INCLUSIVE DATES

SPONSORING ORGANIZATION

__________________________

__________________________

__________________________

__________________________

__________________________

__________________________

__________________________

LANGUAGE PROFICIENCY:

<table>
<thead>
<tr>
<th>LANGUAGE (Specify)</th>
<th>FIRST</th>
<th>SECOND</th>
<th>THIRD</th>
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<tbody>
<tr>
<td>ABILITY (Pls. check)</td>
<td>Excellent</td>
<td>Fair</td>
<td>Poor</td>
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READ

WRITE

SPEAK

UNDERSTAND

Language course applied for: ____________________

Are you slated for assignment abroad? Yes ______ No ______

If yes, kindly indicate place and projected dates: ____________________

Does the nature of your work require you to go on field or out-of-town missions if yes, how often? Frequently ______ Occasionally ______ Rarely ______

I certify to the correctness of the foregoing information.
PRE-TRAINING QUESTIONNAIRE

1) State your personal reasons/objectives for attending this course.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

2) Which aspects of your job do you think will be improved/benefited by attending this course?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

(Use additional sheets if necessary)