MEMORANDUM

TO : All POEA Officials and Employees

SUBJECT : Invitation to the Master of Public Management

DATE : 03 September 2002

The Bilateral Technical Assistance of the Federal Republic of Germany is now inviting interested qualified employees to the MASTER OF PUBLIC MANAGEMENT which will run for fourteen (14) months starting April 2003 at the Federal Republic of Germany.

Interested employees may submit their letter of intent duly noted by their respective Office Director preferably not later than 05 September 2002.

Attached is a copy of the invitation and application form.

VICTORIA C. BERCILES
Deputy Administrator for Management Services
# Human Resource Development Service (HRDS) Form S-1

**Department of Labor and Employment**

**Human Resource Development Service**

**Intramuros, Manila**

## Scholarship/Training Information

### Title
- **Master of Public Management**

### Objective/S:
- The MPM programme strives to equip public sector professionals with the analytical and practical skills required to meet society's need for excellence in public management and governance administration.

- The programme will enable them to recognize, analyze, and explain problems in public management and to search for solutions in a systematic and theoretically sound manner.

### Target Participants
- An outstanding academic degree (at least with honors) from an accredited university in economics, business management, or social sciences;
- Minimum of 5 years of practical experience in managerial or executive positions in public sector organizations;
- A TOEFL score of 570 or IELTS score of 3.5;
- Must not be more than 35 years of age;
- Must hold a permanent appointment with at least 2 years of government service; 1 year must be in DOLE;
- Must not have applied for a scholarship under another program;
- Must have rendered the service obligation required under EO 367

**NOTE:** Expenses on taking the TOEFL and IELTS exam shall be shouldered by the applicant.

### Application Requirements

- For PDCA Evaluation/Assessment:
  1. Duly accomplished nomination form (HRDS Form S-2)
  2. Updated Resume with list of in-service Trainings and Seminars Attended
  3. Photocopy of Transcript of Records (Baccalaureate Degree)
  4. Justification from Head of Agency
  5. Copy of Performance Evaluation Report
  6. Statement of Actual Duties
- **If selected as DOLE Nominee, Applicant should**
- **Submit the following for endorsement to NEDA**:
  1. Updated Resume
  2. Statement of Duties duly Certified by the Personnel Officer
  3. Certificate of Employment
  4. Service Record
  5. Certificate of No Pending Administrative Case
  6. Consent of Spouse (if married)
  7. Photocopy of Transcript of Records (Baccalaureate Degree)

**Important:** Selected nominees must be ready with their birth certificate in security paper, NSO authenticated marriage contract (for women) and/or valid passport.

### Cost of Participation

- **Shouldered by Sponsor/Agency/Country**
- **Shouldered by DOLE**
- To be submitted by the Grantee:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>DOLE/Grantee</th>
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<tbody>
<tr>
<td>Roundtrip Airfare</td>
<td>[X]</td>
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<tr>
<td>Daily Allowance</td>
<td>[X]</td>
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<tr>
<td>Training Fees</td>
<td>[X]</td>
</tr>
<tr>
<td>Salary for the Duration</td>
<td>[X]</td>
</tr>
<tr>
<td>Roundtrip Airfare</td>
<td>[X]</td>
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<tr>
<td>Clothing Allowance</td>
<td>[X]</td>
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<tr>
<td>Certificate of Attendance</td>
<td>[X]</td>
</tr>
<tr>
<td>Country Paper</td>
<td>[X]</td>
</tr>
<tr>
<td>Post-Scholarship Report</td>
<td>[X]</td>
</tr>
</tbody>
</table>

**NOTE:** All nominations shall be forwarded to HRDS on or before the deadline using HRDS Form S-2.

**Late application and application with incomplete requirements will not 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.

<table>
<thead>
<tr>
<th>Reason/s for Waiver/Non-Nomination</th>
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<tbody>
<tr>
<td>[ ] Not relevant to office's functions</td>
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<td>[ ] Those qualified are still under service</td>
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</tbody>
</table>

**Director III, Human Resource Development Service**

**Date of Referral:** August 27, 2002

**AMUIRFINA R. REYES**

**Director, Human Resource Development Service**

**Received:** August 27, 2002
DOLE HRDS
Form S-2 (b)
3/15/02

Department of Labor and Employment
Office of the Secretary
HUMAN RESOURCE DEVELOPMENT SERVICE
Intramuros, Manila

FOREIGN SCHOLARSHIP TRAINING
Nomination Form

INSTRUCTIONS:
1. Accomplish and send directly to HRDS.
2. Please do not leave any blank unanswered.

I. SCHOLARSHIP / TRAINING INVITATION

TITLE OF SCHOLARSHIP / VENUE / DURATION:

II. INFORMATION ON NOMINATING AGENCY

NOMINATING AGENCY: ____________________________
ADDRESS: ____________________________
Tel. Nos. ____________________________

III. INFORMATION ON NOMINEE

Nominee: ____________________________
Present Position Title: ____________________________
Division and Office: ____________________________

Sex: □ Male □ Female
Birthday: ____________________________
Age as of last birthday: ____________________________
Home Address: ____________________________
Tel. No. ____________________________

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: ____________________________

Educational Attainment (collegiate / graduate level):

<table>
<thead>
<tr>
<th>Level</th>
<th>Name of School</th>
<th>Degree/Units Earned</th>
<th>Date of Attendance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>College</td>
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<tr>
<td>Post-Graduate</td>
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MARITAL STATUS

□ Single □ Widow/Widower
□ Married □ Separated

No. of Children: ____________________________
Pregnant: □ Yes □ No
Age of Youngest Child: ____________________________

Administrative / Criminal Case?: □ Yes □ No

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