



CIRCULAR MEMORANDUM

NO. 6 OF 2016

MY REF: GEN/4/10/01/16 (42) Vol.III

FROM: Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities

TO: Governor General, Auditor General, Cabinet Secretary, Financial Secretary, Solicitor General, Chief Executive Officers, and Heads of Department

SUBJECT: SECRETARIAL PROMOTIONAL PROGRAMME, 2016

DATE: 18th January, 2016

The Secretarial Promotional Programme, 2016 is scheduled to be held during the period 26th January, 2016 to 17th March, 2016.

Classes will be held on Tuesday and Thursday of each week at the William Tam Building, next to the Ministry of Economic Development Project Management Unit, Mountain View Boulevard, with the exception of the Business Computer Application Course, which will be held at the Central Information Technology Office, corner Dry Creek and Mountain View Boulevard on the 8th and 10th March, 2016. Examinations will be held on the 15th and 17th March 2016 at the William Tam Building.

Attached please find class schedule, examination schedule and a list of the Secretaries who are eligible to participate in the Secretarial Promotional Programme, 2016.

Kindly ensure that the contents of this Circular are brought to the attention of all officers concern.


Jacqueline E. Gillett Sealy
For Chief Executive Officer

c. Director CITO (*for Circulation*)

Attachment:-

- List of Secretaries
- Class Schedule
- Examination Schedule

SECRETARIAL PROMOTIONAL PROGRAMME 2016
BELMOPAN – WILLIAM TAM BUILDING, NEXT TO ECONOMIC
DEVELOPMENT PROJECT MANAGEMENT UNIT, MOUNTAIN VIEW

NO.	NAME	MINISTRY/DEPARTMENT	SUBJECTS TO RE-SIT
1	Alvarez, Amelia	Ministry of Finance	Office Administration
2	Baide, Enola	Ministry of Education, Youth, Sports & Culture	
3	Berry, Shalwah	Ministry of Education, Youth, Sports & Culture	
4	Cal, Sandra	Ministry of Natural Resources & Immigration	Letter / Memo Writing
5	Cadle, Veronica	Ministry of Works, Transport & NEMO	
6	Castillo, Nancy	Ministry of Natural Resources & Immigration	Office Administration
7	Coleman, Maureen	Ministry of Finance	
8	Cocom, Sandra	Ministry of Natural Resources & Immigration	
9	Dougal, Doris	Ministry of Education, Youth, Sports & Culture	
10	Donaldson, Melissa	Ministry of Health	
11	Espat, Natalie	Ministry of Health	
12	Flores, Roxana	Ministry of National Security	Office Administration
13	Gamboa, Sherlette	Ministry of National Security	
14	Gideon, Radisha	Ministry of Economic Development, Petroleum, Investment, Trade and Commerce	
15	Gillett, Stacey	Ministry of Education, Culture, Youth & Sports	

16	Gladden, Bridget	Attorney General's Ministry	Conditions of Service English
17	Gonzalez, Marleni	Ministry of National Security	
18	Guy, Dorian	Ministry of Education, Youth, Sports & Culture	
19	Jimenez, Tanya	Ministry of Health	
20	Lopez, Sasha	Ministry of National Security	
21	Marage, Margaret	Ministry of National Security	Office Administration Business Spanish
22	Miralda, Diane	Ministry of National Security	
23	Morrison, Deborah	Ministry of Works, Transport & NEMO	
24	Montes, Desiree	Ministry of Economic Development, Petroleum, Investment, Trade and Commerce	Office Administration
25	Munoz, Felipe	Ministry of Health	
26	Ogaldez, Loma	Ministry of Public Service, Energy & Public Utilities	Business Spanish
27	Requena, Timika	Ministry of Health	
28	Ruiz, Patricia	Ministry of Finance	
29	Smith, Evanedy	Ministry of Health	
30	Strand, Janette	Ministry of Natural Resources & Immigration	
31	Valencia, Sandra	Ministry of Health	Office Administration

SECRETARIAL PROMOTIONAL PROGRAMME - 26th January, 2016 to 10th March, 2016

Time	Tuesday	Thursday	Tuesday	Thursday	Tuesday	Thursday	Tuesday	Thursday	Tuesday	Thursday	Tuesday	Thursday	Tuesday	Thursday
	26th Jan. 2016	28th Jan. 2016	2nd Feb. 2016	4th Feb. 2016	9th Feb. 2016	11th Feb. 2016	16th Feb. 2016	18th Feb. 2016	23rd Feb. 2016	25th Feb. 2016	1st Mar. 2016	3rd Mar. 2016	8th Mar. 2016	10th Mar. 2016
8:15 a.m. - 10:00 a.m.	Opening of the Secretarial Promotional Programme	Letter/Memo/Report Writing	Conditions of Service	Letter/Memo/Report Writing	Conditions of Service	Letter/Memo/Report Writing	Conditions of Service	Letter/Memo/Report Writing	Conditions of Service	Letter/Memo/Report Writing	Conditions of Service	Letter/Memo/Report Writing	Business Computer Application	Business Computer Application
10:00a.m.-10:15a.m.		B R E A K												
10:15a.m. - 12:00 noon		English for Business Communication	Customer/Public Relations	English for Business Communication	Customer/Public Relations	English for Business Communication	Customer/Public Relations	English for Business Communication	Customer/Public Relations	English for Business Communication	Customer/Public Relations	English for Business Communication	Customer/Public Relations	Business Computer Application
12noon - 1:00p.m.	L U N C H													
1:00 p.m. - 2:45 p.m.	Office Administration	Records and Information Management	Office Administration	Records and Information Management	Records and Information Management	Records and Information Management	Office Administration	Conditions of Service	Records and Information Management	Records and Information Management	Professionalism and Business Etiquette	Professionalism and Business Etiquette	Business Computer Application	Business Computer Application
2:45p.m.-3:00p.m.	B R E A K													
3:00 p.m. - 4:45 p.m.	Office Administration	Business Spanish	Office Administration	Business Spanish	Office Administration	Business Spanish	Office Administration	Business Spanish	Business Spanish	Business Spanish	Professionalism and Business Etiquette	Professionalism and Business Etiquette	Business Computer Application	Business Computer Application

Secretarial Promotional Programme

Examination Schedule

DAY 1	DAY 2
Tuesday 15th March, 2016	Thursday 17th March, 2016
<u>8:15 a.m. - 10:15 a.m.</u> Letter/Memo/Report Writing - 2 hrs.	<u>8:15 a.m. - 10:15 a.m.</u> Office Administration - 2 hrs.
<u>10:30a.m. - 12:00 noon</u> Professionalism and Business Etiquette - 1 1/2 hrs.	<u>10:30a.m. - 12:00 noon</u> Business Spanish - 1 1/2hr.
<u>1:15p.m. - 3:15 p.m.</u> English for Business Communication - 2hrs.	<u>1:15p.m. - 2:30p.m.</u> Customer/Public Relations - 1 hr. & 15 mins.
<u>3:30p.m. - 5:00p.m.</u> Business Computer Application- 1 1/2 hrs.	<u>3:00p.m. - 4:30p.m.</u> Conditions of Service - 1 1/2 hrs.