

CIRCULAR MEMORANDUM

NO. 5 OF 2016

MY REF: GEN/4/01/01/16 (41) Vol.III

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

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

SUBJECT: CLERICAL PROMOTIONAL PROGRAMME 2016

DATE: 12th January, 2016

The third group for the Clerical Promotional Programme is scheduled from 25th January, 2016 to 23rd March 2016. The Clerical Promotional Programme is divided into two sections, where section one will include the general subjects and section two, the technical subjects.

The general subjects of the Clerical Promotional Programme are scheduled from 25th January, 2016 to 24th February 2016 and the technical subjects are scheduled from 7th March to 23rd March, 2016.

Classes will be held at the Training Room which is located on the ground floor of the William Tam Building next to the Ministry of Economic Development - Project Management Unit on Mountain View Boulevard, Belmopan.

Attached is the list of Clerks who are eligible to participate in the programme, along with the class schedule and examination schedule for the general subjects. The schedule for the technical subjects will follow in due course.

Please be advised that only Clerks who have been confirmed in their appointment are eligible to participate in the Clerical Promotional Programme.

All Clerks on the list, including those who are re- sitting courses, are required to attend the opening of the programme.

Kindly bring the contents and attachments of this Circular Memorandum to the attention of all officers concerned.


JACQUELINE E. GILLETT SEALY
For Chief Executive Officer

c. Director, CITO

CLERICAL PROMOTIONAL PROGRAMME 2016

**BELMOPAN – WILLIAM TAM BUILDING, NEXT TO ECONOMIC
DEVELOPMENT PROJECT UNIT, MOUNTAIN VIEW**

NAME	MINISTRY/DEPARTMENT	SUBJECTS TO RE-SIT
Acosta, Maria	Attorney General's Ministry	
Arzu, Frances Alexia	Ministry of Works , Transport & NEMO	English
Aguilar, Dolores	Ministry of Education (Science & Technology), Culture, Youth and Sports	
August Ernel	Ministry of Works, Transport & NEMO (Postal Service)	
Awe, Karina	Ministry of Natural Resources & Immigration	
Ayala, Andrea	Ministry of Health	Customs & Excise
Barnett, Pauline	Ministry of Finance (Treasury Department)	Income Tax
Beaton, Tanisha	Ministry of Finance (General Sales tax)	Income Tax
Benedict, Oscar	Ministry of National Security	Government Accounting
Bethran, Keith	Ministry of Finance (Treasury Department)	English
Burns, Shayla	Ministry of Natural Resources, Immigration (Immigration & Nationality)	English
Castillo, Adrianna	Ministry of Finance (General Sales Tax Department)	
Carabante, Anna	Ministry of Natural Resources and Immigration	Customs & Excise
Coc, Anita	Ministry of Works, Transport & NEMO	Customs & Excise
Cowo, Feliciano	Ministry of Finance (Customs & Excise Department)	Customs & Excise
Craig, Tanya	Attorney General's Ministry	

Chavez, Rashida	Ministry of National Security	
Cole, Darlene	Attorney General's Ministry (Magistracy Department)	
Dawson, Lenecia	Ministry of Finance (Treasury Department)	
Dominguez - Robateau, Lorilee	Ministry of Education (Science & Technology), Culture, Youth and Sports	
Escalante, Micheal	Ministry of Finance	Customs & Excise
Estrada, Cadia	Ministry of Natural Resources and Immigration Services (Immigration Services)	Immigration & Nationality
Gordon, Shannon	Ministry of Finance	
Gentle, Nafessa	Ministry of Agriculture, Fisheries, Forestry, the Environment and Sustainable Development	English
Gualt, James	Ministry of Finance (Treasury Department)	General Sales Tax
Gabb, Wendy	Ministry of Health	Customs & Excise
Garel, Vanessa	Ministry of Public Service, Energy & Public Utilities	
Gentle, Alberto	Ministry of Finance (Income Tax Department)	
Gomez, Nuri	Ministry of Works, Transport & NEMO	General Sales Tax
Gongora, Stephanie	Ministry of Human Development, Social Transformation and Poverty Alleviation	English
Herrera, Lorenzo	Ministry of Finance	Postal Service
Humes, Maria	Ministry of Works, Transport & NEMO	Conditions of Service
Henry, Kira	Ministry of Finance (Income Tax Department)	
Ishim, Margarita	Ministry of Health	

Jones, Dionne	Ministry of Education (Science & Technology), Culture, Youth and Sports	
Kelly, Jamal Jon	Ministry of Agriculture, Fisheries, Forestry, the Environment and Sustainable Development	English , Audit, Accounting, Records, Constitution of Government, Conditions of Service
Leslie, Anuar	Ministry of Finance (Customs & Excise)	Government Accounting
Lopez, Keisha	Ministry of National Security	
Lozano, Jerome	Ministry of Works, Transport & NEMO	
Marston, Darrel	Ministry of Finance (Treasury Department)	
Mencias, Felicia	Ministry of Health	English
Mejia, Rachel	Ministry of Natural Resources & Immigration (Immigration Services)	
McKenzie, Micheal	Ministry of Finance (Customs & Excise)	Customs & Excise
McKenzie, Neila	Office of the Prime Minister	English , Audit, Government Accounting, Records, Constitution of Government, Conditions of Service, Income Tax
Matthews, Basil	Ministry of Finance (Customs & Excise)	
McDonald, Wilfred	Ministry of Finance (Income Tax)	
McFadzean, Felicia	Ministry of Education (Science & Technology), Culture, Youth and Sports	Conditions of Service Records
Miller, Robin	Ministry of National Security	
Murillo, Larry	Ministry of Finance (Customs & Excise)	Government Accounting, Conditions of Service Customs & Excise

Novelo, Agnes	Ministry of Finance (Treasury Department)	
Nunez, Karen	Ministry of Finance (Treasury Department)	
Nunez, Marshall	Ministry of Finance (Income Tax Department)	
Nicholas, Debra	Ministry of Health (Western Regional Hospital)	
Picart, Emerson	Ministry of National Security	Immigration & Nationality
Puga, Maria	Ministry of Labour, Local Government & Rural Development	
Peters, Juliet	Ministry of the Public Service, Energy and Public Utilities (Elections & Boundaries)	
Rhamdas, Tanisha	Ministry of Health	
Romero, Lisbeth	Ministry of Health	
Swaso, Michelle	Ministry of Education (Science & Technology), Culture, Youth and Sports	
Sampson, Ty	Ministry of Finance (Treasury Department)	Conditions of Service Income Tax
Sanchez, Emany	Ministry of Health	
Saunders, James	Ministry of Finance (Customs & Excise)	Customs & Excise
Sho, Andy	Ministry of Works, Transport & NEMO	Government Accounting
Smith, Cardia	Ministry of Health	Customs & Excise
Teul, Sonia	Ministry of Health	English
Thomas, Orellano Norma	Ministry of Education (Science & Technology), Culture, Youth and Sports	English

Tench, Witfield	Office of the Prime Minister	
Usher, Valarie	Ministry of Works, Transport & NEMO	
Underwood, Kira	Ministry of Finance (Customs & Excise)	Customs & Excise Constitution of Government
Westby, Tamara	Ministry of Works, Transport & NEMO (Postal Service)	
Witz, Gina	Ministry of Finance (General Sales Tax)	
Williams, Maud	Ministry of Agriculture, Fisheries, Forestry, the Environment & Sustainable Development	Government Accounting
Young, Shellymae	Ministry Of Finance (Income Tax Department)	Income Tax
Young, Steve	Ministry of Finance (Customs & Excise)	Customs & Excise
Zetina, Jasmine	Ministry of Health	
Zetina, Kendra	Ministry of Natural Resources & Immigration	

CLERICAL PROMOTIONAL PROGRAMME EXAMINATION 2016

GENERAL SUBJECTS

DAY 1	DAY 2
Monday 29th February, 2016	Wednesday 2nd March, 2016
<u>8:00 a.m. - 10:00 a.m.</u> Government Accounting - 2 hrs.	<u>8:00 a.m. - 10:00 a.m.</u> Purpose of Government/Constitution of Belize - 2 hrs.
<u>10:30 a.m. - 12:00 noon</u> Conditions of Service - 1 1/2 hrs.	<u>10:30 a.m. - 12:00 noon</u> Records & Information Management 1 hr. 30 mins
<u>1:00 - 3:00 p.m.</u> Use of English - 2 hrs.	<u>1:00 p.m. - 3:00 p.m.</u> Audit - 2 hrs.
<u>3:15 p.m. - 4:45 p.m.</u> Customer/Public Relations 1hr. 30 mins	

Clerical Promotional Programme Schedule 2016 - General Core

Venue: William Tam Building, Mountain View, Belmopan City

TIME	Monday	Wednesday	Monday	Wednesday	Monday	Wednesday	Monday	Wednesday	Monday	Wednesday
	25-Jan-16	27-Jan-16	01-Feb-16	03-Feb-16	08-Feb-16	10-Feb-16	15-Feb-16	17-Feb-16	22-Feb-16	24-Feb-16
8:15 a.m. - 10:15 a.m.	Opening of the Programme	Constitution of Belize/Purpose	Conditions of Service	Constitution of Belize/Purpose	Conditions of Service	Government Accounting	Conditions of Service	Government Accounting	Conditions of Service	Government Accounting
	Conditions of Service	Constitution of Belize/Purpose of Government	Conditions of Service	Constitution of Belize/Purpose of Government	Conditions of Service	Government Accounting	Conditions of Service	Government Accounting	Conditions of Service	Government Accounting
10:15 a.m. - 10:30 a.m.	B				R		E		A	
									K	
10:30 a.m. - 12:00 noon	Government Accounting	Constitution of Belize/Purpose of Government	Government Accounting	Constitution of Belize/Purpose of Government	Constitution of Belize/Purpose of Government	Government Accounting	Constitution of Belize/Purpose of Government	Government Accounting	Constitution of Belize/Purpose of Government	Government Accounting
12:00 noon 1:00 p.m.				L	U	N	H		C	
1:00 p.m. - 2:45 p.m.	Audit	Records & Information Management	Audit	Records & Information Management	Audit	Records & Information Management	Audit	Records & Information Management	Audit	Records & Information Management
2:45 p.m. - 3:00 p.m.				B	R	E	K		A	
3:00 p.m. - 4:45 p.m.	Customer/ Public Relations	Use of English	Customer/ Public Relations	Use of English	Customer/ Public Relations	Use of English	Customer/ Public Relations	Use of English	Customer/ Public Relations	Use of English