



# CIRCULAR NO. 8 OF 2013

**MY REF:** GEN/4/01/13/VOL. V (28)

**FROM:** CHIEF EXECUTIVE OFFICER, MINISTRY OF THE PUBLIC SERVICE AND ELECTIONS & BOUNDARIES

**TO:** CABINET SECRETARY, SOLICITOR GENERAL, CHIEF JUSTICE, AUDITOR GENERAL, CONTRACTOR GENERAL, FINANCIAL SECRETARY, CHIEF EXECUTIVE OFFICERS, AND HEADS OF DEPARTMENT

**SUBJECT: TRAINING FOR OFFICERS APPOINTED UNDER THE AMNESTY PROGRAMME**

**DATE:** March 12, 2013

The Ministry of the Public Service and Elections & Boundaries will be administering a training programme for officers who were appointed under the Amnesty Programme in 2012.

It has been noted that:

- In most cases, these officers were not qualified for appointment or promotion to the post of Second Class Clerk, the post in which they received amnesty;
- Many of these officers were equipped to do specific tasks that they performed over many years and, consequently, were not exposed to a broader experience in the Public Service;
- The transfer of some of these officers to other ministries to perform duties of Second Class Clerk has highlighted the inability of some functions as Second Class Clerks, and;
- The results of the recent Clerical examinations have exposed the need for foundational training to be provided to officers who benefitted from the Amnesty Programme.

The objective of this training programme is to equip officers with the necessary knowledge and skills to:

- to identify their role in assisting in effective service delivery processes;
- relate their role to the goals and objectives of the Public Service;
- develop the appropriate job related attitudes in the work situation;
- demonstrate the core values and competencies generic to the Public Service; and
- attain a wider understanding of their place in the Public Service and what it means to be a public officer.

Due to the large number of officers, the Ministry of the Public Service and Elections and Boundaries will be administering this training in four (4) groups as follows:

<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
March 21,2013	8:00 – 4:30	George Price Center, George Price Blvd. Belmopan
March 22,2013		George Price Center, George Price Blvd. Belmopan
March 26,2013		Belize Chamber of Commerce, Coney Drive, Belize City
March 27,2013		Belize Chamber of Commerce, Coney Drive, Belize City

**Below are the Officers who are required to participate in this training programme.**

<b>GEORGE PRICE CENTER, GEORGE PRICE BLVD. BELMOPAN MARCH 21, 2013</b>		
<b>No.</b>	<b>Name</b>	<b>Ministry/Department</b>
1	Rosa Sanchez	Ministry of Finance & Economic Development
2	Lorenzo Herrera	Ministry of Finance & Economic Development
3	Ty Sampson	Ministry of Finance & Economic Development
4	Sonia Teul	Ministry of Health
5	Diana Martinez	Ministry of Forestry, Fisheries and Sustainable Development
6	Karina Awe	Ministry of Natural Resources and Agriculture
7	Nafessa Gentle	Attorney General's Ministry and Ministry of Foreign Affairs
8	Stephanie Gongora	Ministry of Education, Youth & Sports
9	Delvorine Meighan	Ministry of National Security
10	George Avilez	Ministry of Labour, Local Government, Rural Development, National Emergency Management and Immigration & Nationality Services
11	Rosa Leiva	Ministry of National Security
12	Diedra Hemsley	Ministry of National Security
13	Sharette Garnett	Attorney General's Ministry and Ministry of Foreign Affairs
14	Cadia Estrada	Ministry of Education, Youth & Sports
15	Gina Witz	Ministry of Finance & Economic Development
16	Shemeka Tench	Ministry of Labour, Local Government, Rural Development, National Emergency

		Management and Immigration & Nationality Services
17	Majdi Reyes	Ministry of Natural Resources and Agriculture
18	Roselle Usher	Ministry of Natural Resources and Agriculture
19	Lavona Henry	Ministry of Natural Resources and Agriculture
20	Sean Gillett	Ministry of Natural Resources and Agriculture
21	Makeda Obi	Ministry of National Security
22	Morna Mangar	Ministry of Forestry, Fisheries & Sustainable Development
23	Maud Williams	Ministry of Forestry, Fisheries & Sustainable Development
24	Florita Franco	Office of the Auditor General
25	Merlene West	Ministry of Works & Transport
26	Garth Garrett	Ministry of Works & Transport
27	Antonio Choc	Ministry of Natural Resources and Agriculture
28	Norma Orellano	Ministry of Education, Youth & Sports
29	Felicia McFadzean	Ministry of Education, Youth & Sports
30	Emolyn Martinez	Ministry of Labour, Local Government, Rural Development, National Emergency Management and Immigration & Nationality Services
31	Trudy Zuniga	HRMIS, Belmopan
32	Whitfield Tench	Office of the Prime Minister
33	Rhonda Flowers	Office of the Auditor General
34	Shayla Burns	Ministry of Health
35	Emany Sanchez	Ministry of Health
36	Kurt Burgess	Ministry of Trade, Investment Promotion, Private Sector Development and Consumer Protection
37	Carmelita Bradley	Office of the Auditor General
38	Janelle Saldivar	Office of the Auditor General
39	Elio Salazar	Ministry of Finance & Economic Development
40	Glenroy Patnett	Ministry of Finance & Economic Development
41	Arlene Manzanero	Ministry of Health
42	Marcia Itch	Ministry of Health
43	Marina Zelaya	Ministry of Finance & Economic Development
44	Danielle Matute	Ministry of Natural Resources and Agriculture
45	David Brannon	Ministry of Natural Resources and Agriculture
46	Loreni Balan	Ministry of Natural Resources and Agriculture
47	Melinda Audinette Archer	Ministry of Natural Resources and Agriculture
48	Carolyn Romero	Ministry of Labour, Local Government, Rural Development, National Emergency

	Management and Immigration & Nationality Services
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<b>GEORGE PRICE CENTER, GEORGE PRICE BLVD. BELMOPAN MARCH 22, 2013</b>		
<b>No.</b>	<b>Name</b>	<b>Ministry/Department</b>
1	Ana Carabante	Ministry of Works & Transport
2	Carol Banner	Ministry of Works & Transport
3	Sergio Trejo	Ministry of Works & Transport
4	Ornel Garcia	Ministry National Security
5	Phyllis Hewlett	Ministry National Security
6	Rashida Chavez	Ministry National Security
7	Consuelo Artiga	Ministry National Security
8	Norma Zetina	Ministry National Security
9	Nicole Flowers	Ministry National Security
10	Keon Henry	Ministry National Security
11	Isaiah Cruz	Ministry National Security
12	Angel Castellanos	Ministry of Works & Transport
13	Patricia Rodriguez	Ministry of Works & Transport
14	Shari Lopez	Office of the Solicitor General
15	Sonia Mejia	Ministry of Health
16	Emilita Shol	Ministry of Health
17	Carolee Almendarez	Ministry of Health
18	Ishelle Tablada	Ministry of Natural Resources and Agriculture
19	Tania Morrison	Ministry National Security
20	Iyodele Bulwer	Ministry National Security
21	Marietta Chavarria	Ministry National Security
22	Sharlene Jones	Ministry National Security
23	Shannon Gordon	Ministry National Security
24	Darlene Jenkins	Ministry National Security
25	Karina Bevans	Ministry National Security
26	Karlee Bradley	Ministry National Security
27	Rebecca Dardon	Ministry National Security
28	Robin Mckenzie	Ministry National Security
29	Cordelia Belezarie	Ministry of Housing and Urban Development
30	Natalie Franklin	Ministry of Education, Youth & Sports
31	Michelle Swaso	Ministry of Education, Youth & Sports
32	Maria Puga	Ministry of Health
33	Andrea Ayala	Ministry of Health
34	Wendy Gabb	Ministry of Health
35	Denise Smith	Ministry of Health
36	Catherine Emmanuel	Ministry of Tourism & Culture
37	Kathia Pat	Ministry of Natural Resources and Agriculture
38	Andres Vasquez	Ministry of the Public Service and Elections &

		Boundaries
39	Lisbet Reyes	Ministry of Health
40	Vanessa Morris	Attorney General's Ministry and Ministry of Foreign Affairs
41	Delcia Avila	Ministry of Finance & Economic Development

<b>BELIZE CHAMBER OF COMMERCE, BELIZE CITY</b>		
<b>MARCH 26, 2013</b>		
<b>No.</b>	<b>Name</b>	<b>Ministry/Department</b>
1	Melanie Pagett	Ministry of Finance & Economic Development
2	Doreen Middleton	Ministry of Health
3	Sharette Peyrefitte	Ministry of Natural Resources and Agriculture
4	Dolores Aguilar	Ministry of Education, Youth & Sports
5	Melissa Major	Ministry of Education, Youth & Sports
6	Pauline Barnett	Ministry of Finance & Economic Development
7	Keith Bethran	Ministry of Finance & Economic Development
8	Natalie Petterson	General Registry
9	Suzette Juan	Ministry of Natural Resources and Agriculture
10	Roslyn Flowers	Ministry of Labour, Local Government, Rural Development, National Emergency Management and Immigration & Nationality Services
11	Dean Young	Ministry of National Security
12	Luisa Chan	Ministry of Health
13	Tabita Convarubia	Ministry of Health
14	Lupita Archer	Ministry of Health
15	Winnel Harris	Ministry of National Security
16	Oscar Benedict	Ministry of National Security
17	Primilee Mendez	Ministry of National Security
18	Candie Lacreix	Ministry of National Security
19	Angela Burns	Ministry of Housing & Urban Development
20	Maria Humes	Ministry of Works & Transport
21	Anna Mae Flowers	Ministry of Works & Transport
22	Meliza Solano	Ministry of Education, Youth & Sports
23	Venecia McFadzean	Ministry of Education, Youth & Sports
24	Ann Leslie Nunez	Ministry of Education, Youth & Sports
25	Dyke Sutherland	Ministry of Education, Youth & Sports
26	Amira Herrera	Ministry of Education, Youth & Sports
27	Jennifer Henry	Ministry of National Security
28	Rosalind Thomas	Ministry of Tourism & Culture

29	Maria Orellano	Ministry of Health
30	Suzie Joseph	Ministry of Works & Transport
31	Tamara Westby	Ministry of Works & Transport
32	Kayla Tingling	Ministry of Works & Transport
33	Carolina Castro	Ministry of Labour, Local Government, Rural Development, National Emergency Management and Immigration & Nationality Services
34	Anna Edwards	Ministry of Natural Resources and Agriculture
35	Patricia Blanco	Ministry of Health
36	Naomi Santos	Ministry of Natural Resources and Agriculture
37	Tamara Westby	Ministry of Works & Transport
38	Sherlock Humes	Ministry of Finance & Economic Development
39	David Enriquez	Ministry of Finance & Economic Development
40	Feliciana Hernandez	Ministry of Labour, Local Government, Rural Development, National Emergency Management and Immigration & Nationality Services
41	Diana Briceno	Attorney General's Ministry and Ministry of Foreign Affairs
42	Sandra Valencia	Ministry of Health
43	Janette Bennett	Ministry of Forestry, Fisheries and Sustainable Development
44	Haydee Castelon	Ministry of Natural Resources and Agriculture
45	Sandra Cal	Ministry of Natural Resources and Agriculture

<b>BELIZE CHAMBER OF COMMERCE, BELIZE CITY</b>		
<b>MARCH 27, 2013</b>		
<b>No.</b>	<b>Name</b>	<b>Ministry/Department</b>
1	Magola Talbert	Ministry of Works & Transport
2	Lenecia Dawson	Ministry of Works & Transport
3	Kendra Polanco	Attorney General's Ministry
4	Dwayne Saldano	Attorney General's Ministry
5	Sharett Leslie	Ministry of Finance and Economic Development
6	Merverine Marshall	Ministry of Finance and Economic Development
7	Elton Anderson	Attorney General's Ministry and Ministry of Foreign Affairs
8	Shevone Welch	Attorney General's Ministry and Ministry of Foreign Affairs
9	Erwin Robinson	Ministry of National Security
10	Jasmine Zetina	Ministry of Health
11	Feliciana Cowo	Ministry of Finance and Economic Development
12	Leticia Bodden	Ministry of Finance and Economic

		Development
13	Odessa Young	Ministry of Finance and Economic Development
14	Tyrone Palmerston	Ministry of the Public Service and Elections & Boundaries
15	Juliet Peters	Ministry of the Public Service and Elections & Boundaries
16	Cardia Smith	Ministry of Health
17	Shellaine Spencer	Ministry of the Public Service and Elections & Boundaries
18	Ava Sutherland	Ministry of National Security
19	Susie Oh	Ministry of National Security
20	Melissa Lindo	Ministry of National Security
21	Sasha Lopez	Ministry of National Security
22	Tricia Wade	Ministry of National Security
23	Delonie Young	Ministry of National Security
24	Karen Gaynair	Ministry of Housing & Urban Development
25	Veronica Vasquez	Ministry of the Public Service and Elections & Boundaries
26	Dorian Guy	Ministry of Education, Youth & Sports
27	Shermaine Dawson	Ministry of Education, Youth & Sports
28	Doris Dougal	Ministry of Education, Youth & Sports
29	Sharlene Flowers	Ministry of Education, Youth & Sports
30	Karen Froyce	Ministry of Education, Youth & Sports
31	Balita Campos	Ministry of Education, Youth & Sports
32	Karima Adderly	Ministry of Human Development and Social Transformation
33	Martha Quischan	Ministry of Works & Transport
34	Dian Miralda	Ministry of Works & Transport
35	Kimolin Cain	Ministry of Labour, Local Government, Rural Development, National Emergency Management and Immigration & Nationality
36	Maria Garbutt	Ministry of Natural Resources and Agriculture
37	Tanya Craig	Attorney General's Ministry and Ministry of Foreign Affairs
38	Karen Moguel	Attorney General's Ministry and Ministry of Foreign Affairs
39	Sandra Cocom	Ministry of Natural Resources and Agriculture
40	Anges Novelo	Ministry of Human Development and Social Transformation
41	Odessa Bailey	Ministry of Finance and Economic Development
42	Tifara Arzu	Ministry of Health
43	Diane Bregal	Ministry of Health
44	Andrea Morgan	Ministry of Education, Youth & Sports

45	Edison Banks	Attorney General's Ministry and Ministry of Foreign Affairs
46	Elisa Obando	Ministry of Labour, Local Government, Rural Development, National Emergency Management and Immigration & Nationality
47	Leah Lopez	Ministry of Health

Chief Executive Officers and Heads of Department are requested to kindly lend support to this training programme by ensuring the attendance of all officers concerned.

  
**JACQUELINE E. GILLETT JOSEPH (MS)**  
for **CHIEF EXECUTIVE OFFICER**

C: GEN/128/01