



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel. Nos. (02) 8920-0689 / 8925-8275 / 0917-885-3367 / 0917-868-3367
Website: <http://www.denr.gov.ph> / E-mail: web@denr.gov.ph

MEMORANDUM

FOR : The Directors
Biodiversity Management Bureau
Environmental Management Bureau
Forest Management Bureau

FROM : The OIC Director
Policy and Planning Service

SUBJECT : **RECRUITMENT NOTICE OF THE ASIA-PACIFIC ECONOMIC
COOPERATION (APEC) SECRETARIAT FOR DIRECTOR
POSITION**

DATE : 03 JUN 2022

This has regard to the request of the APEC National Secretariat Director General and Department of Foreign Affairs Assistant Secretary Eric Gerardo Tamayo for the dissemination of the announcement of the APEC Secretariat on the search for the new Policy Support Unit (PSU) Director. Interested parties are encouraged to access the job posting at <http://www.apec.org/about-us/apec-secretariat/employment> for more details.

For information.


MELINDA C. CAPISTRANO

**[Notice of Recruitment] Policy Support Unit Director**

APEC PH National Secretariat <apec@dfa.gov.ph>

Mon, May 30, 2022 at 10:41 AM

To: almacario@dilg.gov.ph, desiriejernbernardo@dti.gov.ph, erin.tabangcura@abac.ph, external.affairs@customs.gov.ph, frabelletan@abac.ph, info@privacy.gov.ph, ivypatdu@privacy.gov.ph, kathybrimon@yahoo.com, legal@ntc.gov.ph, nfuinsayjr@dilg.gov.ph, officeofuseccuna@dentr.gov.ph, pontejonas@gmail.com, regulation@ntc.gov.ph, "DTI-IPO - Atty. Teodoro C. Pascua" <teodoro.pascua@ipophil.gov.ph>, ABAC PH - Patrick Chua <patrick.chua@mbc.com.ph>, ABAC PH Secretariat <secretariat@abac.ph>, ABAC Philippines <abacph@gmail.com>, "Aileen Jade K. Gamboa" <aileenjade.gamboa@privacy.gov.ph>, "Aniceto C. Orbeta" <aorbeta@mail.pids.gov.ph>, APEC Business Travel Card Consular <oca.abtc@dfa.gov.ph>, "ARTA - Atty. Jeremiah B. Belgica" <odg@arta.gov.ph>, ARTA - Marco Angelo Ballester <meb@arta.gov.ph>, "ARTA - Usec. Carlos F. Quita" <oddgaf@arta.gov.ph>, "ARTA - Usec. Ernesto V. Perez" <oddgo@arta.gov.ph>, "Assec. Allan Gepty" <allangepty@dti.gov.ph>, "ATC-PMC Vene Seane T. Aljas" <atcpmc.mabini@gmail.com>, Austin Evangelista <aevangelista@gmail.com>, belly cabeso <belly_cabeso@emb.gov.ph>, BFAR - Amor Diaz <fidschief@gmail.com>, BFAR - Remia Aparri <remiaparri@yahoo.com>, BFAR Cheryl Marie Natividad-Caballero <usecdacnc@gmail.com>, "BI - Ma. Timotea Barizo" <binaiat1@yahoo.com>, "BOC - Johny G. Alvarez (cliffordcustomsaffairs@gmail.com)" <cliffordcustomsaffairs@gmail.com>, BOC - Marietta Zamoranos <Marietta_zamoranos@yahoo.com>, "BOC - Trisha Lorraine M. Aguasa" <trishalorraine.customs.ph@gmail.com>, "BOC - Wilnora Cawile (cawilew@customs.gov.ph)" <cawilew@customs.gov.ph>, "BOC - Wilnora Cawile (wilnoracawile@yahoo.com)" <wilnoracawile@yahoo.com.ph>, BOI - CEFERINO RODOLFO <csrodolfo@boi.gov.ph>, BPS Standards Mainstreaming Division <bps.smd@dti.gov.ph>, BSP - FRANCIS RAMIREZ <ramirezfm@bsp.gov.ph>, BSP - JOHN PATRICK HENRY ONG <ongjd@bsp.gov.ph>, BSP - LEO LORENZ BALBOA <balboald@bsp.gov.ph>, "BSP - Maria Teresa S. Duenas (mtduenas@bsp.gov.ph)" <mtduenas@bsp.gov.ph>, "BSP - Maril-Len Macasaquit (MacasaquitMR@bsp.gov.ph)" <MacasaquitMR@bsp.gov.ph>, "BSP - Thomas Benjamin Marcelo (tbmarcelo@bsp.gov.ph)" <tbmarcelo@bsp.gov.ph>, BSP - WINDEL SAMANIEGO <wsamaniego@bsp.gov.ph>, "Catherine I. Salvador" <CatherineSalvador@dti.gov.ph>, "CHED - Atty. Lilly Freida Milla (lilla@ched.gov.ph)" <ias@ched.gov.ph>, CHED - Mary Sylvette Gunigundo <msgunigundo@ched.gov.ph>, CHED - Office of the Chairperson <chairperson@ched.gov.ph>, Christopher Castillo <christopher.castillo@dfa.gov.ph>, DA - Janet Garcia <janetdgarcia@yahoo.com>, "DA Undersecretary Dr. Fermin Adriano" <fdadriano88@gmail.com>, "DA-BAFS - Dr. DA - BP Ms. Annalyn Lopez" <biotechpiu@gmail.com>, "DA-BFAR - Drusila Bayate (drusilaesther@yahoo.com)" <adrrie@bfar.da.gov.ph>, DA-BFAR - Undersecretary Eduardo Gongona <do@bfar.da.gov.ph>, DA-BFAR Joeren Yleana <joerenyleana@yahoo.com>, DA-BP Annalyn Lopez <annalyn.lopez@da.gov.ph>, "DENR - Llarina S. Mojica (llarinamojica@yahoo.com)" <llarinamojica@gmail.com>, "DENR - Ma. Lourdes D. Ferrer" <ondet_ferrer@yahoo.com>, "DENR- Usec for Policy, Planning and International Affairs" <oueiea.dentr@gmail.com>, "DENR-Asec Corazon C. Davis" <corazondavis@yahoo.com>, DENR-BMB - Amy Ortiz <coastalmarine@gmail.com>, DENR-BMB - Desiree Eve Maaño <desireeeve.maano@bmb.gov.ph>, DENR-BMB - Nilda Baling <nildasbaling@yahoo.com>, DENR-BMB - OIC Assec Ricardo Calderon <bmb@bmb.gov.ph>, "DENR-BMB - Vincent V. Hilomen (vvhilomen@up.edu.ph)" <vvhilomen@gmail.com>, "DENR-EMB - Consolacion P. Crisostomo" <consolacioncrisostomo@yahoo.com>, "DENR-EMB - Engr. Marie Joe Cristobal" <majoe_cristobal@emb.gov.ph>, "DENR-EMB - Engr. William Cuñado" <od@emb.gov.ph>, "DENR-EMB - Mary Esther Ofiaza" <meyeth_ofiaza@emb.gov.ph>, "DENR-EMB Alyanna Uy" <alyanna_uy@emb.gov.ph>, "DENR-EMB Jose Joel Maleon" <joel_maleon@emb.gov.ph>, "DENR-EMB-Vizmina Osorio" <vizminda_osorio@emb.gov.ph>, "DENR-FMB (fmb-director@mozcom.com)" <fmb@dentr.gov.ph>, "DENR-FMB - Raul Briz (briz_raul@yahoo.com)" <forestprotection.frcd@gmail.com>, "DepEd - Gerald Joshua M. Suyat" <gerald.suyat@deped.gov.ph>, DepEd - Margarita Ballesteros <ico@deped.gov.ph>, DepEd Joan Tacadena <joan.tacadena@deped.gov.ph>, DFA OUCSCC - ROY ECRAELA <roybecraela@yahoo.com.ph>, DFA-Office of Consular Affairs - Office of the VISA Director <abtc.ph@gmail.com>, DICT <international@dict.gov.ph>, DICT - Gina Rodriguez <ginarodriguez@dict.gov.ph>, "DICT - Ms. Maan A. Hernandez-Lara (maan.hlara@dict.gov.ph)" <maan.hlara@dict.gov.ph>, DILG - PLANS AND PROGRAMS <frcruz@dilg.gov.ph>, Div2 MOAO <moao.div2@dfa.gov.ph>, DOE - Allan Rabe <arabe@doe.gov.ph>, DOE - Ingrid Marche Calapit <icalapit@doe.gov.ph>, DOE - Jayser Tan <jtan@doe.gov.ph>, "DOE - Lilian C. Fernandez" <lilian.fernandez1315@gmail.com>, "DOE - Mr. William Quinto" <williamquinto1211@gmail.com>, DOE OIC Director Michael Sinocruz <msinocruz@doe.gov.ph>, "DOF - Assec. Edita Z. Tan (didithtan@yahoo.com)" <mezta@dof.gov.ph>, "DOF - Ferdinand Ortilla (ferdinandcortilla@gmail.com)" <fortilla@dof.gov.ph>, "DOF - Neil Adrian S. Cabiles" <ncabiles@dof.gov.ph>, DOF - ROSS GLYNE AQUINO <raquino@dof.gov.ph>, "DOF - Undersecretary Mark Dennis Y.C. Joven" <mdjoven@dof.gov.ph>, "DOF - Usec. Gil Beltran" <gbeltran@dof.gov.ph>, DOH - Heidi Umadac <hcumadac@doh.gov.ph>, "DOH - Mr. Joel Buenaventura" <jhbuenaventura@doh.gov.ph>, "DOJ - Atty. Rosario Elena Cuevas (relcuevas@doj.gov.ph)" <relcuevas@doj.gov.ph>, "DOLE - Asec. Alex Avila" <papsdole@yahoo.com>, "DOLE - Usec. Nicon F. Fameronag" <aralcalil@yahoo.com>, DOLE OIC - Asec Alice Visperas <dole.ilab@ymail.com>, "DOLE Undersecretary Claro A. Arellano" <arellanoca@dole.gov.ph>, "DOLE-BLE - Dominique Tutay (nikki_planning@yahoo.com)" <od_ble@yahoo.com>, "Donna A. Tavora" <donna.tavora@privacy.gov.ph>, "DOST - Asst. Secretary Dr. Leah J. Buendia (leahbuendia@yahoo.com)" <leahbuendia@yahoo.com>, "DOST - Dr. Josette Biyo" <josette.biyo@sei.dost.gov.ph>, "DOST - Elenita M. Leus (emleus@dost.gov.ph)" <emleus@dost.gov.ph>, "DOT - Asst. Sec. Verna Esmeralda C. Buensuceso"

<kvtanate@phcc.gov.ph>, PHCC - Kirsten Dela Cruz <kjdelacruz@phcc.gov.ph>, "PHCC - Marinella Gilda L. Gamboa" <mlgamboa@phcc.gov.ph>, PHCC - Office of the Chair <otc@phcc.gov.ph>, "PHCC - Tristan A. Canare" <tacanare@phcc.gov.ph>, "PIDS - Dr. Francis Mark Quimba" <fqimba@mail.pids.gov.ph>, "PIDS - Melalyn Mantaring (MMantaring@mail.pids.gov.ph)" <MMantaring@mail.pids.gov.ph>, Planning Office OED <po.oed@tesda.gov.ph>, "PMB - Jose M. Balmeo, Jr." <jn_balmeo@yahoo.com>, "PMS - Clemencia A. Cabugayan (clemen.cabugayan@pms.gov.ph)" <clemen.cabugayan@pms.gov.ph>, Renato Cruz <cruz.renato.t@gmail.com>, Sandra Marie Recolizado <SMSRecolizado@boi.gov.ph>, "Tariff - Chairperson Marilou P. Mendoza" <MPMendoza@mail.tariffcommission.gov.ph>, "Tariff - Director Ma. Lourdes M. Saluta" <MMSaluta@mail.tariffcommission.gov.ph>, Tariff - Marissa Paderon <MAPaderon@mail.tariffcommission.gov.ph>, Tariff Assist <TC.Assist@mail.tariffcommission.gov.ph>, "TESDA - Charlyn Justimbaste (charlyn.justimbaste@tesda.gov.ph)" <charlyn.justimbaste@tesda.gov.ph>, "TESDA - DDG Rosanna A. Urdaneta" <raurdaneta@tesda.gov.ph>, "TESDA - Maria Susan Dela Rama (mspdelarama@yahoo.com)" <mspdelarama@tesda.gov.ph>, TESDA - Rosalina Constantino <rsconstantino@tesda.gov.ph>, TESDA - Rosanna Urdaneta <co.oed@tesda.gov.ph>, TESDA CBN Coordinator <cbncoordinatorph@tesda.gov.ph>, TESDA Project Development Division - Planning Office <po.pdd@tesda.gov.ph>, Tophet Manalo <tophetski@yahoo.com>, Vener Garcia <envirotech.ph@gmail.com>

Sent on behalf of APEC National Secretariat Director General and Assistant Secretary Eric Gerardo Tamayo

Dear colleagues,

The APEC Secretariat announced the search for the new PSU Director as the current PSU Director, Dr. Dennis Hew, will be completing his contract on 31 December 2022.

The PSU Governance Arrangements, endorsed by Senior Officials, vests the PSU Board the responsibility for selecting the PSU Director. The selection will be approved by Senior Officials.

As per Board agreement, advertisement to the job description is now posted at <http://www.apec.org/about-us/apec-secretariat/employment> and will be advertised widely across APEC through member economies.

TBAM members are kindly requested to disseminate the recruitment notice to interested parties.

Thank you and with our good wishes,

Eric Gerardo Tamayo
Assistant Secretary

—
APEC National Secretariat
Office of the Undersecretary for Multilateral Affairs and International Economic Relations
Department of Foreign Affairs
2330 Roxas Boulevard, Pasay City, Philippines
Tel no: (632) 8834-4000 | Email: apec@dfa.gov.ph

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 **2022-05-12 Recruitment_PSU Director_advertisement Final(web).pdf**
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**Asia-Pacific
Economic Cooperation
Secretariat**

Director, Policy Support Unit (PSU)

The Asia-Pacific Economic Cooperation (APEC) is a regional economic forum established in 1989 to leverage the growing interdependence of the Asia-Pacific. APEC's 21 members share the APEC Putrajaya Vision 2040 – of an open, dynamic, resilient and peaceful Asia-Pacific community by 2040, for the prosperity of all our people and future generations.

Based in the APEC Secretariat in Singapore, the Policy Support Unit (PSU) is the policy research and analysis arm for APEC. It supports APEC members and fora in improving the quality of their deliberations and decisions and promoting policies that support the achievement of the APEC vision by providing objective and high quality research, analytical capacity and policy support capability.

APEC is looking to recruit a Director for the PSU to manage the strategic and operational activities of the unit from January 2023. The Director is accountable to the PSU Board for implementing the unit's work programme and to the APEC Secretariat's Executive Director for administrative and day-to-day issues. The Director also manages the PSU's team of professionals and works closely with APEC members and fora on research and technical projects.

Candidates should have high level leadership experience in a context with very diverse stakeholders, such as with governments or in a multilateral or international setting. Tertiary qualifications and significant demonstrated analytical and policy skills in economic matters, including international trade and investment policy, are also essential. A working knowledge of APEC's agenda would be advantageous. The successful candidate must be from an APEC member economy.

Details of the job description are available at: www.apec.org/about-us/apec-secretariat/employment. Information on APEC and the PSU are available at: www.apec.org and www.apec.org/About-Us/Policy-Support-Unit.

Applications should reach us **no later than 17 June 2022** via email to HR Recruit at: hr-recruit@apec.org. Your application must indicate how your experience and qualifications matched those required. Only shortlisted candidates will be notified.

Job Description

JOB TITLE : Director, Policy Support Unit	DEPARTMENT: Policy Support Unit (PSU)
REPORTING TO: PSU Board	
MINIMUM QUALIFICATION	
EDUCATION / TRAINING REQUIREMENT	WORK EXPERIENCE REQUIREMENT
<p>University degree in Economics, Finance or relevant disciplines. Postgraduate qualifications, preferably at the doctorate (PhD) level, will be highly regarded.</p> <p>Fluent English is mandatory.</p>	<p>The successful candidate must possess at least 18 to 20 years relevant work experience in successfully managing policy-oriented research work covering economics, finance and trade-related issues.</p> <p>Demonstrated performance should be able to be provided in the areas of:</p> <ul style="list-style-type: none">• Strategic management of a client-driven research programme;• Well-developed planning and organisational skills and initiative to propose, coordinate and prioritise tasks;• Corporate governance;• Budget management;• Management and supervision of staff, external consultants and researchers;• Well-developed communications, interpersonal and networking skills;• Commitment to teamwork through supporting and contributing to the work of others when needed;• A high level of integrity;• Self-motivation and the ability to work independently;• Flexibility and a constructive approach to tasks. <p>Work experience in APEC and other international organisations and in a multi-cultural environment will be highly regarded, as well as managing relationships with an external board.</p>

WORK RESPONSIBILITIES

1. Carrying out PSU's strategic objectives and plans and providing strong leadership, strategic direction and management to the PSU.
2. Responsible for the day-to-day operations of the PSU, including planning and management of its work programme.
3. Preparing, managing and reporting on PSU's financial budget and providing regular updates to the PSU Board.
4. Working closely with the PSU Board and PSU's clients such as APEC Senior Officials (SOM), Committee on Trade and Investment (CTI) and Economic Committee (EC) to support their work in implementing the APEC Putrajaya Vision 2040 through the Aotearoa Plan of Action.
5. Accountable for the planning, design and execution of PSU projects. Overseeing PSU research outputs including policy papers and reports.
6. Promoting and representing the interests of the PSU and APEC, including public outreach activities to promote PSU research products. Working closely with the Communications and Public Affairs Unit (CPAU) in developing public outreach products such as blogs, infographics and promotional videos and in media activities.
7. Building institutional linkages and collaboration with international organizations, APEC Study Centers, universities, think tanks and business organisations.
8. Providing advice to the APEC Secretariat Executive Director, APEC Senior Officials and PSU Board on technical, institutional and strategic matters.
9. Evaluate the performance of all PSU staff, including research and administrative staff.
10. Other matters requested by the PSU Board and APEC Senior Officials.

CAPABILITY PROFILE

A Capability Profile has been developed by the PSU to describe those capabilities or characteristics needed by staff to support the PSU's strategic intent, achieve performance excellence and meet expected outcomes. They provide an indication of essential personal qualities and characteristics that will enable people to successfully work in the PSU and attempt to depict the culture required for the PSU to achieve its outcomes. The six capabilities can be summarised as requiring the PSU staff to be able to:

1. Make distinctions – i.e. being 'savvy' and having political 'nous' and awareness;
2. Manage issues;
3. Work as a team;
4. Communicate effectively;
5. Be responsible; and
6. Act professionally.