



**Republic of the Philippines**

Department of Environment and Natural Resources

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**MEMORANDUM**

**TO :** The Directors  
Biodiversity Management Bureau  
Ecosystems Research and Development Bureau  
Forest Management Bureau  
Land Management Bureau  
Mines and Geosciences Bureau  
Environmental Management Bureau

The Executive Director  
National Water Resources Board  
Palawan Council for Sustainable Development

The Administrator  
National Mapping and Resource Authority

The General Manager  
Laguna Lake Development Authority

**FROM :** The Undersecretary  
Policy, Planning, and International Affairs

**SUBJECT :** **RECRUITMENT OF DEPUTY SECRETARY-GENERAL OF ASEAN FOR ASEAN ECONOMIC COMMUNITY (DSG AEC) AND DEPUTY SECRETARY-GENERAL OF ASEAN FOR COMMUNITY AND CORPORATE AFFAIRS (DSG CCA)**

**DATE :** JUL 04 2023

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This pertains to the letter from Ms. Lorenza Arlene Gonzales-Macaisa, Acting Secretary of the Department of Foreign Affairs, informing the Department that the incumbent Deputy Secretary General of ASEAN for the ASEAN Economic Community (DSG AEC), H.E. Satvinder Singh and Deputy Secretary General of ASEAN for Community and Corporate Affairs (DSG CCA), H.E. Tran Duc Binh will complete their three-year terms of service on March 25, 2024 and February 15, 2024 respectively.

In this regard, please be informed that the ASEAN Secretariat has advertised the above-mentioned positions at the Official website of the ASEAN Secretariat for

possible nominations from the Philippines. Should your Office be interested to nominate an applicant, please refer to the attached letters for the qualifications and requirements. Further, please be reminded that the deadline for nomination for DSG CCA is on **June 30, 2023** while the nomination for DSG AEC is on **July 07, 2023**.

For information and reference.

  
ATTY. JONAS R. LEONES



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASEAN AFFAIRS

**EXTREMELY URGENT**

Our Ref. No. : DIV1-174-ASEAN-2023  
Subject : **Recruitment of Deputy Secretary-General of ASEAN for ASEAN Economic Community (DSG AEC) and Deputy Secretary-General of ASEAN for Community and Corporate Affairs (DSG CCA)**  
Date : 31 May 2023

Dear Esteemed Colleagues,

As conveyed in the attached letters of the Secretary-General of ASEAN, the Department respectfully informs your good Offices that the incumbent Deputy Secretary-General of ASEAN for the ASEAN Economic Community (DSG AEC), H.E. Satvinder Singh, and Deputy Secretary General of ASEAN for Community and Corporate Affairs (DSG CCA), H.E. Tran Duc Binh, will complete their three-year terms of service on 25 March 2024 and 15 February 2024, respectively.

In view of the commencement of the selection process for their successors, the ASEAN Secretariat has advertised the above-mentioned positions at the official website of the ASEAN Secretariat, with details as follows:

Position	Link to the Job Description	Closing Date	Date of Assumption
DSG CCA (2024-2027)	<a href="https://asean.org/wp-content/uploads/2023/05/Advert-DSG-CCA-for-ASEAN-2023-1.pdf">https://asean.org/wp-content/uploads/2023/05/Advert-DSG-CCA-for-ASEAN-2023-1.pdf</a>	30 June 2023	15 February 2024
DSG AEC (2024-2027)	<a href="https://asean.org/wp-content/uploads/2023/05/Advert-DSG-AEC-for-ASEAN-Website-2023.pdf">https://asean.org/wp-content/uploads/2023/05/Advert-DSG-AEC-for-ASEAN-Website-2023.pdf</a>	07 July 2023	26 March 2024

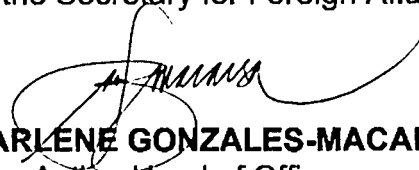
The Department strongly encourages your good Offices to identify suitable candidates for the DSG positions, especially the DSG AEC position given the AEC's critical role in fulfilling ASEAN's collective goal for a competitive, equitable, integrated, and sustainable economic region.

According to Article 11 Paragraph 5 of the ASEAN Charter, the four Deputy Secretaries-General shall be of different nationalities from the Secretary-General and shall come from four different ASEAN Member States (AMS). In this regard, it should be noted that while both DSG positions are open to nominations from the Philippines, since the selection of the DSG CCA will be concluded first, the ASEAN Secretariat conveyed that if a Filipino candidate is chosen to fill the DSG CCA position, Filipino applicants for DSG AEC will automatically be disqualified.

Interested applicants may submit their duly-filled application form, accessible in the above-mentioned links, together with a cover letter, detailed CV, certified true copies of educational certificates and transcript for Bachelor and Master degree, including PhD (if any) to the ASEAN Secretariat ([asean.hr@asean.org](mailto:asean.hr@asean.org)), copy furnished DFA-ASEAN ([asean.div1@dfa.gov.ph](mailto:asean.div1@dfa.gov.ph)). As mentioned by the ASEAN Secretariat, applications with incomplete attachments will not be considered and only shortlisted candidates will be notified.

Should you have any queries, you may reach us at [asean.div1@dfa.gov.ph](mailto:asean.div1@dfa.gov.ph). Thank you very much.

Very truly yours,  
For the Secretary for Foreign Affairs:



**LORENZA ARLENE GONZALES-MACAISA**  
Acting Head of Office

**ALL AMTB AGENCIES**

*Attachments: as stated.*



Undersecretary for Policy, Planning and International Affairs <ouppia@denr.gov.ph> 1721

## DIV1-174-ASEAN-2023 Recruitment of Deputy Secretary-General of ASEAN for ASEAN Economic Community (DSG AEC) and Deputy Secretary-General of ASEAN for Community and Corporate Affairs (DSG CCA)

Office ASEAN <asean@dfa.gov.ph>

Thu, Jun 1, 2023 at 10:00 AM

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Cc: Div1 ASEAN <asean.div1@dfa.gov.ph>

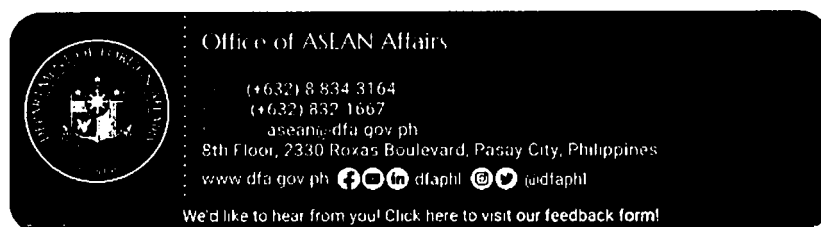
Dear Sirs/Mesdames,

Good day!

Attached is a letter from Acting Head of Office Lorenza Arlene R. Gonzales-Macaisa on the above subject, along with its attachments.

Kindly acknowledge receipt.

Thank you and best regards.



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3 attachments

01/06/2023, 10:17

Department of Environment and Natural Resources Mail - DIV1-174-ASEAN-2023 Recruitment of Deputy Secretary-General of A...

 **DIV1-174-ASEAN-2023 Recruitment of Deputy Secretary-General of ASEAN for ASEAN Economic Community (DSG AEC) and Deputy Secretary-General of ASEAN for Community and Corporate Affairs (DSG CCA).pdf**  
116K

 **Letter from ASEAN SecGen - DSG CCA.pdf**  
415K

 **Letter from ASEANn SecGen DSG AEC.pdf**  
441K





Ref. No.: CCAD/CAD/HRD/LET/2023/169

22 May 2023

**Committee of Permanent Representatives to ASEAN (CPR)**  
(See Distribution List)

Excellencies,

**Subject: Deputy Secretary-General of ASEAN for Community & Corporate Affairs**

I have the honour to inform Excellencies that the current Deputy Secretary-General of ASEAN for Community & Corporate Affairs, H.E. Tran Duc Binh, will complete his three-year term of service at the ASEAN Secretariat on 15 February 2024. In accordance with the ASEAN Charter, this position shall be openly recruited based on merit and the four Deputy Secretaries-General shall be of different nationalities from the Secretary-General and shall come from four different ASEAN Member States (AMS).

I am pleased to inform that, for the next term from 15 February 2024 – 14 February 2027, the above position will be opened to the five (5) eligible AMS, namely Brunei Darussalam, Indonesia, Philippines, Thailand, and Viet Nam, whose age shall not be more than 57 years old.

The ASEAN Secretariat will advertise the post on the ASEAN website on 24 May 2023. The tentative timeline of the recruitment is attached herewith for your information. I would appreciate the support from eligible AMS countries in circulating the advertisement to potential candidates of your respective country.

Please accept, Excellencies, the assurances of my highest consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to be "Kao Kim Hourn", written in a cursive style.

**DR. KAO KIM HOURN**

*One Vision, One Identity, One Community*

**PROPOSED TIMELINE FOR THE RECRUITMENT OF DEPUTY SECRETARY-GENERAL OF ASEAN FOR COMMUNITY AND CORPORATE AFFAIRS (DSG CCA)**

<b>PROCESS</b>		<b>TIMELINE</b>
1	Letter from Secretary-General of ASEAN to CPR on the recruitment of DSG CCA	Week 3 - May 2023 (22 May 2023)
2	Web Advertisement DSG CCA	Week 4 - May 2023 (24 May 2023) Week 4 - June 2023 (30 June 2023)
3	Letter from Secretary-General of ASEAN to ACC requesting nomination of Selection and Interview Panel for the posts DSG CCA	Week 1 - July 2023 (5 July 2023)
4	Shortlisting committee meeting	Week 2 - July 2023
5	Interview session	Week 1 - Aug 2023 (before Aug 15th)
6	Letter from Secretary-General of ASEAN to ACC for the selected candidates of DSG CCA	Week 1 - Sep 2023
7	Approval by ACC to reach ASEC	Week 2 - Sep 2023
8	Offer Letter to the selected DSG CCA	Week 2 - October 2023
9	Selected candidate for DSG CCA take office	15-Feb-24



ASSOCIATION OF SOUTHEAST ASIAN NATIONS  
SECRETARY-GENERAL

Ref. No.: CCAD/CAD/HRD/LET/2023/170

22 May 2023

**Committee of Permanent Representatives to ASEAN (CPR)**  
*(See Distribution List)*

Excellencies,

**Subject: Deputy Secretary-General of ASEAN for ASEAN Economic Community**

I have the honour to inform Excellencies that the current Deputy Secretary-General of ASEAN for ASEAN Economic Community, H.E. Satvinder Singh, will complete his three-year term of service at the ASEAN Secretariat on 25 March 2024. In accordance with the ASEAN Charter, this position shall be openly recruited based on merit and the four Deputy Secretaries-General shall be of different nationalities from the Secretary-General and shall come from four different ASEAN Member States (AMS).

I am pleased to inform that, for the next term from 26 March 2024 – 25 March 2027, the above position will be opened to six (6) ASEAN nationals, namely: Brunei Darussalam, Indonesia, Philippines, Singapore, Thailand, and Viet Nam, whose age shall not be more than 57 years old. However, depending on the selection of DSG of ASEAN for Community and Corporate Affairs, applicants from one of the above six (6) AMS may be disqualified.

The ASEAN Secretariat will advertise the post on the ASEAN website on 29 May 2023. The tentative timeline of the recruitment is attached herewith for your information. I would appreciate the support from eligible AMS countries in circulating the advertisement to potential candidates of your respective country.

Please accept, Excellencies, the assurances of my highest consideration.

Sincerely yours,

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line.

**DR. KAO KIM HOURN**

*One Vision, One Identity, One Community*

**PROPOSED TIMELINE FOR THE RECRUITMENT OF DEPUTY SECRETARY-GENERAL OF ASEAN FOR ASEAN ECONOMIC COMMUNITY (DSG AEC)**

PROCESS		TIMELINE
1	Letter from Secretary-General of ASEAN to CPR on the recruitment of DSG AEC	Week 3 - May 2023 (22 May 2023)
2	Web Advertisement DSG AEC	Week 4 - May 2023 ( 29 May 2023)
		Week 4 - June 2023 (7 July 2023)
3	Letter from Secretary-General of ASEAN to ACC requesting nomination of Selection and Interview Panel for the posts DSG AEC	Week 2 - July 2023 (19 July 2023)
4	Shortlisting committee meeting	Week 1 - Aug 2023 (after DSG CCA's interview)
5	Interview session	Week 4 - Aug 2023
6	Letter from Secretary-General of ASEAN to ACC for the selected candidates of DSG AEC	Week 1 - Sep 2023
7	Approval by ACC to reach ASEC	Week 2 - Sep 2023
8	Offer Letter to the selected DSG AEC	Week 2 - Oct 2023
9	Selected candidate for DSG AEC take office	26-Mar-24