

Welcome to School Dental Service @ Health Promotion Board - July 2017 DOPEX

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Importance: High

Dear Doctors (include those who are presently working in SDS)

Welcome to School Dental Service!

Please report to for orientation on:-

Date: 3 July 2017

Time: 8.00am

**Venue : Training room, Level 4, School Dental Service
No 3, Second Hospital Avenue
Health Promotion Board**

Orientation will be two days on 3 July 2017 and 4 July 2017 at the above venue before you are posted to your respective schools. More details will be shared on 3 July 2017.

Posting Memo & Accompanying Forms

HPB HR has prepared your posting memo and will be issuing them to you on your first day. HPB HR will go through the accompanying forms

1. Personal Particulars Form
2. Confidentiality and Data Protection Undertaking
3. Declaration of Investment
4. Declaration of Non-Indebtedness/Indebtedness
5. General Security Practices
6. Declaration of Conflict of Interest
7. HPB Standards on Code of Conduct & Disciplinary Framework

You would need to complete them duly and return to HPB HR by **4 Jul 2017 (Fri)**.

Day Parking Information

For those who are driving to HPB and require a Day Pass Please apply your Day Pass via this link :

https://lhnparking.com.sg/hpb_day_parking_pass.php. Please attach your formal letter of posting to HPB as your staff pass for verification to the parking vendor. For queries on parking, please look for LHN Parking Pte Ltd at 6631 0078 or email enquiries@lhnparking.com.sg or Sandra Tai (64353504), sandra_tai@hpb.gov.sg.

Should you need any assistance, please contact your supervisor or you may contact the following MOHH or HR personnel.

MOHH

Ms Fiona Ho – 6818 1332 or fiona.ho@mohh.com.sg

HPB

Ms Lynette Koh – 6435 3263 or lynette_koh@hpb.gov.sg

Ms Priscilla Chen – 6435 3751 or Priscilla_chen@hpb.gov.sg

Thank you.

Lynette Koh

Senior Manager, Workforce Planning & Talent Development



Human Resources and Organisation Development Division

Health Promotion Board

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<http://www.hpb.gov.sg>

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