MOE HR Group Induction Kit 2024

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# Welcome

*A warm welcome to MOE & HRG!*

*As you embark on your journey, we hope that the resources and tips in this Induction kit will help smoothen your transition into our HRG family. This kit contains information on HRG’s organisational structure and functions, general information on staff matters, a list of induction programmes as well as some commonly used links.*

*To help us improve this Kit for future cohorts, please feel free to give your feedback to any Divisional Learning Coordinator. We appreciate your feedback on how it can be improved and/or on any other information which would be useful in helping future officers integrate into our HRG family.*

*Thank you and see you around!*

# MOE Organisational Chart (Political Heads)

Minister for Education: Mr Chan Chun Sing

Second Minister for Education: Dr Mohamad Maliki Bin Osman

Minister of State: Ms Gan Siow Huang

Senior Parliamentary Secretary: Mr Shawn Huang Wei Zhong

# MOE Organisational Chart (Senior Management)

Permanent Secretary (Education): Ms Lim Wan Yong

Second Permanent Secretary (Education): Mr Augustin Lee

Director-General of Education (Professional): Ms Liew Wei Li

Deputy Secretary (Services): Mr James Wong

Deputy Secretary (Policy): Mr Eugene Leong

Deputy Secretary (Higher Education and Skills): Ms Chong Yiun Lin

Deputy Director-General of Education (Professional Development): Ms Beatrice Chong

Deputy Director-General of Education (Schools) and Director of Schools: Mrs Tan Chen Kee

Deputy Director-General of Education (Curriculum): Mr Sng Chern Wei

# MOE Organisational Chart (Services Wing)

Deputy Secretary (Services) and Group Director HR: Mr James Wong

Divisional Director, Finance & Procurement Division: Mr Chia Ser Huei / DFP

Divisional Director, Infrastructure & Facility Services Division: Mr Ong Chun Kiat / DIFS

Divisional Director, HR Solutions & Capabilities Division: Ms Yin Tong / DHSC

Divisional Director, HR Strategy & Leadership Division: Mr Teo Eng Siang / DHSL

Divisional Director, Information Technology Division: Mr Jason See / DIT

Chief Internal Auditor, Internal Audit Branch: Ms Laura Wee / CIA

Director, Legal Services Branch: Mdm Cheryl Siew / DLS

# Welcome to HRG

## HR Group

The HR Group consists of two divisions - HR Solutions and Capabilities Division (HSCD) and HR Strategy and Leadership Division (HSLD) .

### 

### HR Solutions and Capabilities Division (HSCD)

Core functions include recruitment and appointment, establishment matters, performance management, conduct and discipline, posting and deployment, HR partnership, and drive organisational excellence across HQ divisions and schools.

### HR Strategy and Leadership Division (HSLD)

Core functions include strategic manpower planning, HR policy, leadership succession planning and development, talent management, promoting innovation and supporting HQ divisions in organisational transformation efforts.

# HR Solutions & Capabilities Division (HSCD)

## Recruitment Centre (REC)

Attracts, selects, and secures suitable individuals to meet MOE’s range of manpower needs. Drives efforts to ensure high quality pre-service training for MOE-specific needs.

## HR Service Centre (HRS)

Serves as central employee administration centre for staff in HQ divisions and schools, and trainees (teacher, MKE and AED). Performs administration reliably and efficiently in support of MOE HR objectives. Translates Civil Service, as well as MOE employee policies and administrative requirements, into internal guidelines and administrative processes that suit the operational needs of HQ divisions and schools.

## HR Management Centre (HRM)

Designs and drives the operation of MOE’s systems in manpower deployment, performance management and recognition, and discipline management. Develops new solutions and levers where needed.

## HR Digital Office (HRDO)

Drives the digitalisation efforts in HR through the adoption of technology to better integrate HR operations, improve data management and analytics to support data-driven decision-making and enhance HR services to enhance officers’ experience.

## HR Partnership Centre (HPC)

Supports schools in the translation of MOE-level HR plans and policies into school-level plans and practices. Drives communication of HR policies and processes to stakeholders to raise awareness and buy-in. Stakeholders include school leaders, key personnel, school staff and unions. Analyses information collected from school and employee touchpoints to drive ground-up policy reviews and process improvements. Develops new touchpoints and sensing initiatives where necessary.

## Organisation Excellence Branch (OEB)

Drives organisational excellence (OE) in HQ by leveraging organisational diagnostic and improvement framework and tools, building OE capacity and culture. Oversees Enterprise Risk Management (ERM) through risk review and assessment, capacity building, positive risk culture development, etc.

## Standalone Unit: MOE HQ HR Management

Provides HR support to HQ divisions. Advises and engages Divisional Directors and Branch Heads on key HR areas. Works with HQ divisions and branches towards good HR practices.

# HSCD Org Chart

DHSC: Ms Yin Tong

**Recruitment Centre**

* Dir, REC: Mr Roland Khoo
* DD/TR: Mdm Lim Puay Kheng
* DD/TSS: Mr Erwin Siow
* DD/EASR: Ms Heng Jo Yi
* DD/AMR: Ms Jean Lim
* DD/Plans: Ms Chee Yeung Wai

**HR Service Centre**

* Dir, HRS: Ms Tan Yen Fei
* SDD/EO1: Ms Elaine Loke
* DD/EO2: Mrs Cheryl Lim
* DD/EP: Ms Peh Siok Puay

**HR Digital Office**

* Senior Deputy Dir, HRDO: Mr Ong Kok Eng
* DD/HRIS: Mr Loh Cher Yuan

**HR Management Centre**

* Dir, HRM: Ms Evelyn Tan
* DD/Deployment: Ms Amanda Loh
* SDD/Performance Management: Mdm Irene Soh
* AD/HR Partners (HQ HRMS): Mr Andy Kwok

**HR Partnership Centre**

* Dir, HPC: Ms Joy Leong
* DD/HRC: Ms Goh Siew Siew
* DD/HPC(Schs): Ms Leow Sok Tyng

**Organisation Excellence Branch**

* Senior Deputy Dir, OEM: Mr Kenneth Wong

# HR Strategy & Leadership Development (HSLD)

## Talent and Career Development Branch (TCD)

Ensures sufficient leadership bench strength by managing succession planning, appointment, posting and career development of school leaders and senior officers in key HQ leadership appointments. Also enhances and ensures the long-term sustainability of MOE’s talent pipeline through the identification, selection, and development of officers with potential to take on key senior appointments in MOE in the future.

## HR Policy and Planning Branch (HRPP)

Enhances the long-term attractiveness of careers in MOE by formulating and reviewing HR policies and organisational structures. Ensures adequate manpower support for the Ministry’s policies in the immediate and long term through optimal resource planning and allocation of manpower resources in MOE.

## Organisational Development and Psychology Branch (ODPB)

Grows organisation development capabilities within MOE to strengthen organisational culture and manage organisational change. Enhances organisational leadership performance through providing thought leadership in the areas of staff engagement, leadership development and organisational effectiveness, and through designing and delivering interventions. Designs, conducts, and provides guidance on personnel selection and assessment procedures.

# HSLD Org Chart

DHSL: Mr Teo Eng Siang

**Talent & Career Development**

* Senior Deputy Dir, TCD: Ms Masni Mah
* DD/CD: Ms Gemma Lin Aihua

**HR Policy and Planning**

* SAD/HRP: Ms Heng Pei Yin
* DD/SMP: Mr He Xinghong

**Organisational Development & Psychology Branch**

* Senior Deputy Dir, ODPB: Dr Laetitia Yim
* DD/OD: Ms Claire Chew

# FY2024 HRG Committees

## Divisional Personnel Coordinators (DPCs)

HSCD: Andy Kwok [AD/HQ HRM]

HSCD: Assisted by Jeya [HRE (HQ HRM)]

HSLD: Gemma Lin [SAD/CD]

HSLD: Assisted by Joanne Toh [SHRE/CD]

## Training Committee

### Chairpersons

HSCD: Lim Puay Kheng [DD/TR] (until 31 Dec 2024)

HSCD: Cheryl Lim [DD/EO2] (1 Jan 2025 – 31 Mar 2026)

HSLD: Claire Chew [DD/OD]

### Deputy Chairpersons

HSCD: Ron Tan, [Mgr/PMU]

HSCD: Thia Li Yun [BA/SDM, HRDO]

HSLD: Denise Ng [SM/SMP]

HSLD: Sheena Yap [SM (I&T)/ODPB]

## Staff Well-Being and Community Project Committee

### Advisor

Stanley Soh [AD/TTR]

### Co-Chairpersons

HSCD: Quek Yan Ping [Mgr/HRC Hub]

HSLD: Wang Jinyao [LM/CDU]

## IT Coordinators

REC: Bryan Wong [Mgr/OD]

HRS: Alvin Lim [SHRE/HRS(N/S)]

HRDO: Glen Yovianto [DA/TD]

HRM: Cindy Chan [Mgr/PMU]

HPC: Gabriel Lim [Mgr/HRC Hub]

OEB : Kaven Michael [E/OE]

OEB: Veronica Chia [SM/OE]

HSLD: Isabel Han [Mgr/HRP]

## Fixed Assets Approving Officers / Coordinators

REC: Bryan Wong [Mgr/OD]

REC: Nancy Ang [AM/CAU]

HRS: Alvin Lim [SHRE/HRS(N/S)]

HRS: Angeles Saw [HRE/HRS(EAS)]

HRDO: Glen Yovianto [DA/TD]

HRDO: Mindy Tan [SSA/SOA]

HPC: Kaliyammal d/o Sidamppram [HRE/DU]

HPC: Gabriel Lim [Mgr/HRC Hub]

HPC: Daphne Chua [SHRE/HRC Hub]

OEB: Kaven Michael [E/OE]

OEB: Veronica Chia [SM/OE]

HSLD: Ang Shu Ting [Mgr/TM]

## Divisional Budget Coordinators (DBCs)

REC: Jenelle Tan [Mgr/Plans]

HRS: Mak Yee Phon [Mgr/HRS(N/S)]

HRDO: Fong Sook Yee [SDBA/TD]

HRM: Lee Hui Lih [SM/DSM]

HPC: Joyln Ng [HR Partner/West]

OEB: Veronica Chia [SM/OE]

HSLD: Foo An Lee [SM/HRP]

## Divisional Learning Coordinators (DLCs)

REC: Angela Ang [Mgr/Plans]

HRS: Felicia Leong [Mgr/HRS(TT)]

HRDO: Ho Wei Sin [DA/HRIS]

HRM: Charlene Teh [Mgr/CMU]

HRM: Lau Lay Cheng [SM/PMU]

HRM: Hoo Xin Yi [Mgr/Deployment]

HPC: Ho Choy Ling [HR Partner (East)]

OEB: Sangeetha R [SM/OE]

OEB: Gabrielle Lew [SM/OE]

HSLD: Lau Ze Ren [Mgr/CD]

## OE Advocates

REC: Dalton Ng [SM/RMR]

HRS: Tay Guan Hong [AD/HRS(N/S)]

HRDO: Alex Goh [LSA/TD]

HRM: Claudine See [AD/DU]

HPC: Christine Loi [HR Partner/West]

OEB: Sandy Pan [LM/OE]

HSLD: Laetitia Yim [SDD/ODP]

## Division POCs for Parliamentary Matters

HSCD: Peh Siok Puay [DD/EP]

HSCD: Erwin Siow [DD/TSS]

HSLD: He Xinghong [DD/SMP]

# Branch Directory

## Level 6

Branches - HRPP, TCD, ODPB, OEB and HRDO

## Level 7

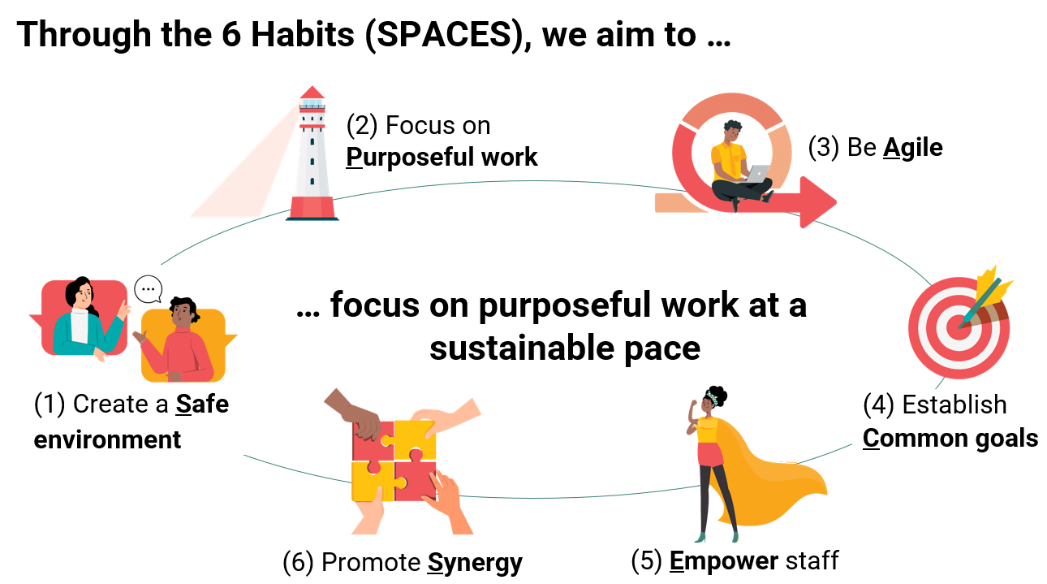
Branches - HPC and REC

## Level 8

Branches - HRS and HRM

# SPACES Movement

The SPACES Movement aims to create capacity for organisational agility, innovation, and self-care by doing purposeful work at a sustainable pace through the adoption of the 6 Habits of SPACES. Officers are strongly encouraged to engage in ongoing conversations with their colleagues and supervisors to explore ways of working more effectively in teams.



## Habit 1: Create a Safe environment

Desired Behaviour: Invite feedback pro-actively and consider alternative perspectives

## Habit 2: Focus on Purposeful work

Desired Behaviour: Regularly review projects

* Stop those that are no longer relevant or worth the effort put in
* Identify synergy across work streams

Desired Behaviour: When there is a need to start new work

* Stop other pieces of work where possible
* Streamline how the work is done

## Habit 3: Be Agile

Desired Behaviour: Adopt a process of a ‘minimum viable product’ for early guidance and adopt an iterative process to reduce abortive work

Desired Behaviour: Explore more efficient ways of working even if it is not tried and tested

## Habit 4: Establish Common goals

Desired Behaviour: Communicate clear work goals and plans

* Explain the purpose of work assignments
* Officers to clarify immediately to save time

## Habit 5: Empower staff

Desired Behaviour: Leaders to empower staff to make and own decisions

## Habit 6: Promote Synergy

Desired Behaviour: Create opportunities to collaborate across branches/divisions to streamline common work streams and co-create solutions

# Career Management

## Career Management and Development

With the changing workforce landscape in MOE and Public Service, many of us may need to take on different roles during the time spent in the workforce. It is valuable to be open to learn new skills and gain experience to have a fulfilling career. There are multiple ways for you to experience career growth. Your growth and development in the Public Service matters. There are resources in the Intranet to deepen your experience and opportunities to chart your growth and pursue your career aspirations.

## Working Hours

Every officer has to work at least 42 hours a week. He/she may opt for different starting and ending times, if his/her job is suited for it.

| \*\*Examples of Working Hours\\* \*\* | \*\*Lunch Break \*\* |

|----------------------------------|------------------------------------------------|

| 7:30am to 5:00pm | 1 Hour \(within the window from 12pm to 2pm\) |

| 8:00am to 5:30pm | 1 Hour \(within the window from 12pm to 2pm\) |

| 8:30am to 6:00pm | 1 Hour \(within the window from 12pm to 2pm\) |

| 9:00am to 6:30pm | 1 Hour \(within the window from 12pm to 2pm\) |

| 9:30am to 7:00pm | 1 Hour \(within the window from 12pm to 2pm\) |

*\*The scheduled end time is half an hour earlier on Fridays.*

## Working Hours for ½ Day Leave

Half-day leave is granted for a continuous period of 4.5 hours of absence. Hence, if an officer starts work at 8.30 am, his/her half day leave will commence at 12.30 pm on Monday to Thursday, and 12.00 pm on Friday. The working hours do not include lunch break.

## Day-off-in-lieu

* Day-off-in-lieu of Public Holiday that falls on a Saturday
* To be claimed within 12 months after the Public Holiday
* Applications have to be made through HR & Payroll (HRP) System
* Officers can be overseas when claiming their day-off-in-lieu
* Can be taken in half day

## Time-off on Eve of Major Festivals

The following categories of employees may be allowed to leave their offices or places of work 5 hours earlier on the day specified.

| Category | Day |

|--------------------|------------------------|

| All employees | New Year Eve |

| All employees | Chinese New Year Eve |

| All employees | Christmas Eve |

| Muslim employees | Hari Raya Puasa Eve |

| Hindu employees | Deepavali Eve |

| \*\*Working Hours\*\* | \*\*Time allowed to leave office\\* (excluding lunch break)\*\* |

| ----------------- | ---------------------------------------------------------- |

| 7:30am to 5:00pm | 12:00pm |

| 8:00am to 5:30pm | 12:30pm |

| 8:30am to 6:00pm | 1:00pm |

| 9:00am to 6:30pm | 1:30pm |

| 9:30am to 7:00pm | 2:00pm |

## Work attire

Officers are expected to dress professionally and appropriately in a way that upholds the reputation and image of the Public Service and profession. As a guide, officers should dress in office wear on the day where the nature of their job or the occasion requires for it. Officers may dress in smart casual attire on any day when office wear is not required. Please refer to dress code on the Intranet for details.

## Leave matters

Leave provision for officers who are on vacation leave scheme is subjected to the leave scheme and years in service. Officers may use the HRP portal or the Workpal app to apply for leave and check leave balance.

## Telecommuting (Work from Home)

* Telecommuting is about flexible place, allowing officers to perform their work outside their office. It should lead to similar, if not better, work productivity and organisational effectiveness.
* Telecommuting is subject to exigencies of service and approval from the supervisor. It should support the organisation’s goals and effectiveness, and officers must ensure that productivity would not be compromised. Telecommuting should not be used regularly as a substitute for dependent care.
* Officers should remain contactable at all times within the stipulated working hours.
* Officers should be prepared to make adjustments to telecommuting plans or be recalled to attend meetings, discussions, training, or events, as these are work commitments even if approval has been granted for telecommuting.
* With telecommuting becoming a regular feature in our workplace, all of us need to adapt and learn how to work productively and effectively in a hybrid work environment while maintaining a sense of community with our colleagues.

## Mapping of Substantive Grades in the Generic Schemes of Service

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Management Executive**  **Scheme (2008)**  **[MXS (2008)]** | **Management Support**  **Scheme (2008)**  **[MSS (2008)]** | **Technical Support**  **Scheme (2008)**  **[TSS (2008)]** | **Corporate Support**  **Scheme (CSS)** | **Operations**  **Support**  **Scheme (OSS)** |
| MX 7 |  |  |  |  |
| MX 8 |  |  |  |  |
| MX 9 |  |  |  |  |
| MX 10 |  |  |  |  |
| MX 11A | MSO I | TSO I |  |  |
| MX 11 | MSO II | TSO II |  |  |
| MX 12 | MSO III | TSO III |  |  |
| MX 13 | MSO IV | TSO IV |  |  |
| MX 13(I) | MSO V | TSO V | CSO I |  |
| MX 14 | MSO VI  MSO VIA | TSO VI  TSO VIA | CSO II |  |
| MX 15 | MSO VII | TSO VII | CSO III |  |
| MX 16 | MSO VIII | TSO VIII | CSO IV  CSO V | OSO I  OSO II |
|  |  |  |  | OSO III |
|  |  |  |  | OSO IV |

For more details and the most updated information, access

1. <https://intranet.moe.gov.sg/hronline/EAS/Career/CareerPlanning/Pages/default.aspx>
2. <https://intranet.moe.gov.sg/hronline/EAS/Career/CareerManagement/Pages/default.aspx>
3. <https://intranet.moe.gov.sg/hronline/EAS/BenefitsandWelfare/Leave/Dayofinlieu/Pages/default.aspx>
4. <https://intranet.moe.gov.sg/hronline/EAS/BenefitsandWelfare/FlexibleWorkArrangementsMOEHQ/Telecommuting/Pages/Guidelines.aspx>
5. <https://intranet.moe.gov.sg/hronline/EAS/BenefitsandWelfare/Leave/VacationLeave/Pages/Procedures.aspx>

# Professional Development

## Induction Programmes

1. Induction Slides for new HQ EAS officers
2. Staff Induction for new MOE HQ Officers

* Staff Induction Resources including online modules on OPAL and resources on OE
* Conversation with Senior Management
* Civil Service Courses (only for officers appointed as MX13 and above)
* Visit to MOE Heritage Centre
* DM Tea Session

1. HRG Induction Session for all new HRG officers [by HRG Training Committee]

## Courses

For officers of substantive grades MX 13 and above (or equivalent)

| \*\*Course Title\\*\*\* | \*\*Platform\*\* | \*\*Duration\*\* | \*\*To be completed\*\* | \*\*Officers required to attend \*\* |

|----------------------------------------------------|------------------------|--------------|-------------------------------|----------------------------------|

| Public Service Orientation Kit2 | via LEARN | E\-learning | Within first year of service | MOE HQ officers |

| Public Policy In Practice for MOE HQ EOs and EAS | Civil Service College | 1\.5 days | Within first year of service | MOE HQ officers |

\*Emails on upcoming runs of the courses will be sent to officers by the Ministry-level MOE HQ Induction team. Thereafter, officers are required to sign up for the relevant courses on their own through OPAL 2.0 or the CSC website . Please approach your branch DLCs for assistance where necessary.

For officers of substantive grades MX 13(I) to MX 16 (or equivalent)]

| \*\*Course Title \*\* | \*\*Platform\*\* | \*\*Duration \*\* | \*\*To be completed \*\* | \*\*Officers required to attend \*\* |

|----------------------------------|--------------|---------------|-------------------------------|-----------------------------------|

| Public Service Orientation Kit2 | via LEARN | E\-learning | Within first year of service | MOE HQ officers |

# Offsite Support

## Page/Tool

| \*\*Page/Tool\*\* | \*\*Function \*\* |

|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| HR & Payroll \(HRP\) System | Employee functions: Personal HR and payroll matters such as leave applications, annual declaration, appraisal form, claims and pay etc\. |

| HR & Payroll \(HRP\) System | HR Functions: Work\-related HR matters such as checking, updating, processing generating of officers’ \(under your charge\) CV |

| People Finder | View and search MOE staff directory |

| People Finder | List of divisions in MOE |

| HR Online | One\-stop access to MOE HR information on a wide range of topics from career planning and development to specific benefits and schemes |

| WOG Skype for Business \- Pre\-installed on PC/laptop | Video conferencing with MOE HQ officers or WOG users from other agencies containing information that is up to Confidential/ Sensitive \(High\) |

| SG\-Teams – Pre\-installed on PC/laptop | Video conferencing with MOE HQ, WOG users from other agencies, school officers or external parties containing information that is up to Restricted/Sensitive \(High\) |

| MOE centrally\-managed Zoom | Video conferencing with school officers or external parties containing information that is up to Restricted/Sensitive \(High\) |

| FormSG | Create work\-related forms for surveys |

| Digital Workplace – Download Workpal Mobile App | Book venues in MOE buildings \(e\.g\. meeting rooms\) and to whitelist visitors for entry into MOE buildings |

| ITD Website | Tools on productive |

| ITD Website | telecommuting and how to reset your password |

| RMID website | Reference on data management, data security and sensitivity classification |

| Government Instruction Manual \(IM\) | Information on compliance with the Government's Operating Principles, Rules, and Guidelines on procedures for areas such as Procurement, Financial Control, etc\. |

| PSD Circulars | Circulars issued by PSD |

| MOE Procurement | Information on procurement\-related matters, including procedures and templates in MOE |

| Budget Review Comm​ittee \(BRC\) | Information on BRC such as seeking budget approval |

| MOE Professional Development | Information on professional development opportunities |

|  |  |
| --- | --- |
| **Page/Tool** | **Function** |
| HR & Payroll (HRP) System | [Employee functions: Personal HR and payroll matters such as leave applications, annual declaration, appraisal form, claims and pay etc.](https://admin.hrp.gov.sg/) |
| HR & Payroll (HRP) System | [HR Functions: Work-related HR matters such as checking, updating, processing generating of officers’ (under your charge) CV](https://admin.hrp.gov.sg/) |
| People Finder | [View and search MOE staff directory](http://pfs.moe.gov.sg/pq/homepage.do) |
| People Finder | [List of divisions in MOE](http://intranet.moe.gov.sg/my_moe/abou%20tmoe/Pages/divisions.aspx) |
| [HR Online](http://intranet.moe.gov.sg/hronline/Pa%20ges/Home.aspx) | One-stop access to MOE HR information on a wide range of topics from career planning and development to specific benefits and schemes |
| WOG Skype for Business - Pre-installed on PC/laptop | Video conferencing with MOE HQ officers or WOG users from other agencies containing information that is up to Confidential/ Sensitive (High) |
| SG-Teams – Pre-installed on PC/laptop | Video conferencing with MOE HQ, WOG users from other agencies, school officers or external parties containing information that is up to Restricted/Sensitive (High) |
| [MOE centrally-managed Zoom](http://intranet.moe.gov.sg/itd/Pages/t%20elecommute/hq.aspx#zoom) | Video conferencing with school officers or external parties containing information that is up to Restricted/Sensitive (High) |
| [FormSG](https://form.gov.sg/) | Create work-related forms for surveys |
| [Digital Workplace – Download Workpal Mobile App](https://resource.digitalworkplace.gov.sg/) | Book venues in MOE buildings (e.g. meeting rooms) and to whitelist visitors for entry into MOE buildings |
| ITD Website | [Tools on productive](http://intranet.moe.gov.sg/itd/Pages/telecommute/hq.aspx) |
| ITD Website | [telecommuting and how to reset your password](http://intranet.moe.gov.sg/itd/Pages/telecommute/hq.aspx) |
| [RMID website](https://intranet.moe.gov.sg/RMID/Pag%20es/Data_Management.aspx) | Reference on data management, data security and sensitivity classification |
| [Government Instruction Manual (IM)](https://intranet.mof.gov.sg/portal/IM.aspx) | Information on compliance with the Government's Operating Principles, Rules, and Guidelines on procedures for areas such as Procurement, Financial Control, etc. |
| [PSD Circulars](https://intranet.mof.gov.sg/portal/IM/Circ%20ulars/PSD/Circulars.aspx) | Circulars issued by PSD |
| [MOE Procurement](http://intranet.moe.gov.sg/moeprocurem%20ent/Pages/index.aspx) | Information on procurement-related matters, including procedures and templates in MOE |
| [Budget Review Comm​ittee (BRC)](https://intranet.moe.gov.sg/MOE_Finance/Pages/BRC.aspx) | Information on BRC such as seeking budget approval |
| [MOE Professional Development](https://intranet.moe.gov.sg/academy/Pages/professional-development/eas/starting-off.aspx#psok) | Information on professional development opportunities |

## Useful Contacts

| \*\*Services \*\* | \*\*Location \*\* | \*\*Contact Info \*\* |

|-----------------------------|-----------------------|-----------------------------------------|

| IT Helpdesk Services | Tower Block, Level 5 | 1800 879 6333 |

| IT Helpdesk Services | Tower Block, Level 5 | afm\\_ncs\\_servicedesk@support\.gov\.sg |

| IT Helpdesk Services | Tower Block, Level 5 | For those in BV HQ, dial 6333 |

| Estate Management Services | Tower Block, Level 1 | 6879 7460 / 7461 |

# Staff Well-being

| \*\*Page/\*\* | \*\*Function \*\* | \*\*Link \*\* |

|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

| \#StayStrongTogether Resource Site | Resources to help staff build a strong and connected MOE community\. | http://intranet\.moe\.gov\.sg/orgexc el/MOEexcel/Pages/1MOEHQCo mmunityDuringCovid19\.aspx |

| Our Well Being Intranet | Practical tips on self\-care, managing work from home arrangements and how to conduct virtual meetings effectively, developed by PSD\. | www\.ourwellbeing\.gov\.sg |

| AST Olive | List of Olive events which promote staff well\-being | https://academyofsingaporeteach ers\.moe\.edu\.sg/olive |

| HealthHub | Resources on mental well\-being | https://go\.gov\.sg/healthhub |