



Principal
SMJK Perempuan Cina,
Penang.

23 March 2015

Dear Madam,

NCOs' In-house Training (IHT)

With reference to the subject above, 8th Penang Company would like to invite the selected Members to attend the training at the headquarter of 8th Penang Company.

2. The objective of our IHT are:

- To equip our NCOs with adequate skills or knowledge which comply to EPCOM's culture and programs.
- To create a common NCO standards among EPCOM platoons.
- As a part of assessment for NCOs promotion.
- To enable NCOs to understand/evaluate their strengths throughout the trainings.

3. This training is only opened to the NCOs and the participants of BNTS. Everyone who wants to be promoted to become a Lance Corporal has to go through Potential NCOs' IHT. For those, who want to continue to be promoted to become Corporal or Sergeant, are to attend IHT also.

4. IHT is held on every Saturday, 2.30pm-5.30pm. Please refer to the schedule for the courses. For the security and safety, 8th Penang Company is always dedicated to observe the reasonable standard of safety procedures, as we want to create a safe, trustable and healthy environment for the growth of the younger generation.

5. We hope that PCGHS will allow the NCOs and potential NCO to attend this training. Currently, PCGHS BB has seven NCOs and nine Potential NCOs (attended BNTS). When the leaders are strengthened, we believe PCGHS BB (Girls Wing) is going to be stronger. May you consider to allow the selected Members to attend this training. Hope to hear from you soon.

6. If you need further clarification, please do not hesitate to contact Mr. Chuah Chia Choon (PCGHS Officer-in-Charge), 0164178622 or Mr. Teh Gim Beng (8th Penang Company Captain), 0164225767.

Thank you.

Regards,

Mr. Teh Gim Beng
Captain