### [Date]

# A. TRISTAN R. SURATOS

APO Liaison Officer for the Philippines

Development Academy of the Philippines

DAP Building, San Miguel Avenue,

Ortigas Center, Pasig City

Dear **Mr. Suratos**:

In response to your invitation to nominate participant(s) to the APO project entitled \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be implemented on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in \_\_\_\_\_\_\_\_\_\_\_\_\_\_, we are nominating the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position/**  **Designation** | **Sex\*** | **Unit/**  **Department** | **Active E-mail Address 1** | **Active E-mail**  **Address 2** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |

*Name and contact details of assigned coordinator (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

We hereby support the Development Academy of the Philippines (DAP) and the Asian Productivity Organization (APO) in their efforts to encourage and upgrade our country’s endeavors to bring about the *Productivity Movement*. For all of our *officials/consultants/employees/members* who would be recipients of this APO grant, we make the following commitments:

1. Within a month upon completion, we will see to it that they submit to us a report containing their significant learning from the APO grant and how they plan to apply this learning to their work, and provide your office, DAP, a copy of these reports;
2. Ensure that they shall keep with the necessary standards of the grant or accomplishment as required by DAP and APO and that they shall faithfully comply with all the terms and conditions to be given by DAP prior to attendance;
3. We shall create opportunities for them to share their learning within our organization;
4. We shall allow and encourage them to avail of other opportunities to share their learning with others outside our organization especially through echo sessions or similar forums organized and/or endorsed by the Development Academy of the Philippines;

We realize that the continuing progress of our organization and our country will be greatly increased by our efforts to share with others our sincere commitment to be of better service to our stakeholders.

Thank You.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Endorsing Officer]

[Position/Designation]

***Data privacy notice:*** By submitting this document, we understand that the DAP, in compliance with RA 10173 (Data Privacy Act of 2012), shall use the information provided only for purposes of registration, coordination, and monitoring of APO scholarship application requirements. Any personal data will be shared according to existing government laws on data protection and privacy.

“We are committed to equality of opportunity to all applicants, and we encourage the nomination of individuals regardless of

age, sex, gender, sexual orientation, ethnicity, disability, or religion.”

TRAINING NEEDS AND ENDORSEMENT BY ORGANIZATION

(To be completed by the nominee and Head of Organization/HR Director/authorized official)

# A. Eligibility:

A.1. Must be a Filipino citizen

A.2. Must have relevant work experiences

A.3. No record of misconduct in a similar activity

A.4. No pending administrative case or criminal charges pending trial

A.5. No pending application for an APO scholarship

A.6. Cleared of obligation from previous APO scholarship or research (submitted post-training requirements)

# B. Justification for selection/nomination:

1. What is the project’s relevance to the organization needs? (please state briefly)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. How will this training/grant benefit the nominee? (please state briefly)

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# C. Certification and endorsement by the Head of Organization, HR Director or authorized official, and the nominee:

We confirm that the statements in this form are true and accurate.

We certify that we nominate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be a participant of the APO project entitled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We understand that the organization and/or participant, will be responsible for compensating APO or DAP, any costs that will be incurred by the organizers such as air ticket and hotel cancellation fees/charges, if said participant fails to show up for the program (no-show), withdraws from participation on the last minute for whatsoever reason, or is disqualified and asked to return to the country for unruly behavior in the host country or project venue.

We understand that the nominee, once accepted, will be required to submit the following post-training requirements to APO/DAP Secretariat within one month after attendance: 1) Executive Summary/Travel Report; 2) Return Service Voluntary Commitment (RSVC); and 3) Copy of country paper or presentation, and action plan if applicable. We understand that non-compliance will mean disqualification in future APO application per item A.6 of this form.

**Certified by: / date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endorser’s Signature over printed name Nominee’s Signature over printed name

Position/Designation Position/Designation

Name of Organization Name of Organization