### [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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, via Virtual Session, 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 [*agency/company/organization/institution]*;
4. We shall allow and encourage them to avail of other opportunities to share their learning with others outside our [*agency/company/organization/institution]* 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 [*agency/company/organization/institution]* and our country will be greatly increased by our efforts to share with others our sincere commitment to be of better service to our *[people/customers/clients/stakeholders/members]*.

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.