



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 18 2025

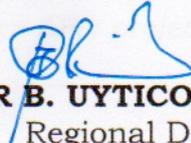
REGIONAL MEMORANDUM

No. 168 s. 2025

CALL FOR NOMINATIONS FOR THE ASIAN PRODUCTIVITY ORGANIZATION WORKSHOP ON PROMOTING PRODUCTIVITY THROUGH DIGITALIZATION

To: OIC-Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

1. Attached is DM-OUHROD-2025-1772 from the Office of the Undersecretary for Human Resource and Organizational Development dated July 3, 2025 titled **Call for Nominations for the Asian Productivity Organization Workshop on Promoting Productivity through Digitalization**.
2. Attention is particularly invited to paragraphs 1, 2, 4, 6, and 9 of the said Memorandum.
3. Immediate dissemination of and compliance with this Memorandum are Desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

AWARDS

RECOGNITION

REQUIREMENTS

035/NES/RM_CALL FOR NOMINATIONS FOR THE ASIAN PRODUCTIVITY ORGANIZATION WORKSHOP ON PROMOTING PRODUCTIVITY THROUGH DIGITALIZATION/July 18, 2025



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://depednir.net>

CLIENT SATISFACTION FORM

Please help us in improving our service by answering our feedback form:

<https://tinyurl.com/NEAPCSSurvey>

Your response will be truly appreciated.

Thank you!



On Mon, Jul 14, 2025 at 5:57 PM National Educators Academy of the Philippines Office of the Director <neap.od@deped.gov.ph> wrote:

Dear all,

Warm greetings from the National Educators Academy of the Philippines!

1. The Asian Productivity Organization (APO), through the Development Academy of the Philippines, announces its **Call for Nominations** for the **Workshop on Promoting Productivity through Digitalization**, with details as follows:

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) requests each

Workshop Title	Workshop on Promoting Productivity through Digitalization
Schedule	06-09 October 2025
No. of Slots	Two (2)
Modality and Venue	Face-to-face (Pakistan)
Target Participants	DepEd officials involved in productivity and digital policy or trainers engaged in digital adoption and organizational transformation efforts <i>Note: Priority will be given to nominees who have not participated in any APO projects in the last two (2) years.</i>
Deadline	18 July 2025

Central Office Bureau/Service and Regional Office to **nominate at least two (2) qualified participants.**

3. All nominees must meet the qualifications and submit the abovementioned documentary requirements as well as those specified in the *Checklist of General Eligibility Requirements (Enclosure 1)*. The *Scholarship Clearance (Enclosure 2)* must also be submitted.

4. The **required documents must be accomplished and uploaded (in PDF form) on or before 18 July 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/yBpZabAmQf>. Kindly use official DepEd email accounts in submitting the requirements.

5. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, sending of

application directly to the Secretariat's email, discrepancies in documents, etc.

6. **The APO shall cover the costs of roundtrip international airfare using the most direct route, hotel accommodation, and per diem allowance for the official duration of the workshop.** On the other hand, **the successful participants are to shoulder other expenses** such as passport fees, travel insurance, airport taxes, and any cancellation charges incurred due to last-minute withdrawal after acceptance.

7. The participants are advised to bring their own laptops, extension cords, casual/comfortable attire for daily physical activities, and any necessary medication/s for the whole duration of the workshop.

8. Enclosed are relevant documents on the said APO Workshop, for more details.

9. Should you have further questions or concerns, please coordinate with the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and/or landline (02) 8715-9919.

10. For dissemination and appropriate action.

Respectfully,



Office of the Director
National Educators Academy of the Philippines
Tel. No. (02) 8638-8638
Website: www.deped.gov.ph/national-educators-academy-of-the-philippines/
Department of Education
DepEd Complex, Meralco Avenue, Pasig City
www.deped.gov.ph

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2025-1772

FOR : **Undersecretaries**
Assistant Secretaries
Bureau/Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM :  **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **CALL FOR NOMINATIONS FOR THE ASIAN PRODUCTIVITY ORGANIZATION WORKSHOP ON PROMOTING PRODUCTIVITY THROUGH DIGITALIZATION**

DATE : 03 July 2025

1. The Asian Productivity Organization (APO), through the Development Academy of the Philippines, announces its **Call for Nominations** for the **Workshop on Promoting Productivity through Digitalization**, with details as follows:

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8. Enclosed are relevant documents on the said APO Workshop, for more details.
9. Should you have further questions or concerns, please coordinate with the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and/or landline (02) 8715-9919.
10. For dissemination and appropriate action.

Copy furnished:

**OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS
OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS SERVICE**



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

Remarks (✓, X, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years. c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	d. Must be holding a permanent item.	Updated Service Record
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree). g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)
	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges



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SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
VI. Scholarship Duration		
VII. Status	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)
VIII. Reason/s for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	



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IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
<i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i>		
_____ Name and Signature of the Scholar		_____ Date and Time
<i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>		
_____ Name and Signature of the Recommending Authority (SDO - HRDD)		_____ Date and Time
APPROVED		
_____ Name and Signature of the Recommending Authority (RO-HRDD)		_____ Date and Time



PROJECT NOTIFICATION

Reference No.: 634

Date of Issue	17 June 2025
Project Code	25-IP-25-GE-WSP-A
Title	Workshop on Promoting Productivity through Digitalization
Timing	6 October 2025–9 October 2025
Hosting Country(ies)	Pakistan
Venue City(ies)	Islamabad
Modality	Face-to-face
Implementing Organization(s)	National Productivity Organization, Pakistan
Participating Country(ies)	All Member Countries
Overseas Participants	19
Local Participants	6
Closing Date	6 August 2025
Remarks	Not Applicable

Objectives	Introduce the concept and significance of digitalization in enhancing productivity; show how digital tools and technologies, including AI, can be leveraged to improve productivity and efficiency within organizations; and share best practices for planning and implementing digital initiatives.
Rationale	While digitalization offers many advantages, it also poses challenges, including disparities in cybersecurity and environmental sustainability. In addressing these challenges, governments must develop supportive infrastructure, promote education reform, and establish regulatory frameworks. This workshop will discuss the impact of digitalization on productivity.
Background	<p>By streamlining operations, enabling data-driven decisions, and fostering innovation, digital tools directly enhance efficiency and output. According to the UNCTAD E-commerce and Digital Economy Programme: Year in Review 2023, digitalization plays a critical role in economic inclusion and competitiveness, particularly in developing countries. The OECD Digital Economy Outlook 2024 highlights how smart transformation has become essential for productivity gains across industries. However, many organizations are still struggling to unlock these benefits due to capability gaps and lack of strategic alignment.</p> <p>In 2025, the APO decided to promote AI to raise productivity. This workshop will equip participants with practical knowledge and tools, including AI, to plan, implement, and sustain digital transformation initiatives leading to tangible productivity improvements.</p>
Topics	Introduction to digitalization and productivity; Policies and strategies for digital transformation and organizational change; Emerging digital technologies, AI, and their impact; and Case studies and best practices of digital transformation in various sectors.
Outcome	Participants will gain practical skills to plan and implement digital transformation initiatives, understand key technologies and frameworks, and be equipped to foster a productivity-focused digital culture in their organizations.
Qualifications	Government officials involved in productivity and digital policy, consultants or trainers from NPOs, enterprise leaders, and representatives of business associations engaged in digital adoption and organizational transformation efforts.

Please refer to the implementation procedures circulated with this document for further details.



Dr. Indra Pradana Singawinata
Secretary-General

1. ABOUT THE APO SCHOLARSHIP TRAINING PROGRAM

Description

Multi-country projects are designed to provide practical training, share best practices and innovations, and promote knowledge management. They cover the industry, service, agriculture and public sectors. These projects are implemented in coordination with APO member countries. The Asian Productivity Organization Secretariat (APO Tokyo) issues a project notification (PN) for each project covering all relevant details, including qualifications of participants.

Project Types

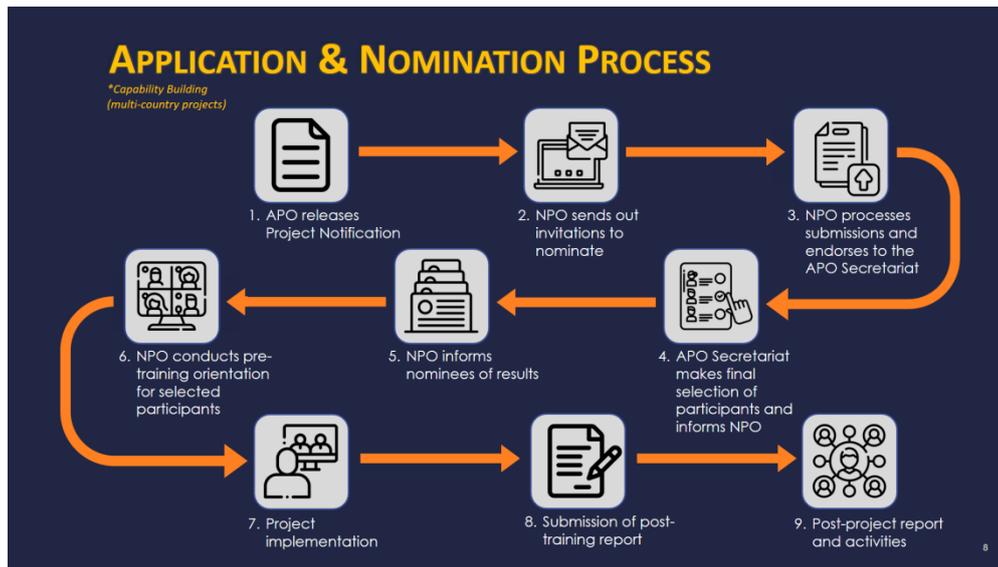
- **Conferences:** Share or disseminate new knowledge, best practices, and research findings.
- **Observational Study Missions:** Provide learning opportunities based on direct observations of applications of best practices, innovations, and advanced technologies.
- **Workshops:** Discuss, share knowledge on, and explore emerging topics related to productivity tools, techniques, methodologies, and issues for making relevant recommendations and/or developing action plans.
- **Training Courses:** Offer information and practical skills based on an established body of knowledge following a structured curriculum to improve competency and performance.

Participants

Participants in APO activities represent diverse groups of productivity stakeholders in member economies. They are expected to create multiplier effects by disseminating their newly acquired knowledge and understanding to others in their home countries. Potential participants to multi-country projects are nominated by National Productivity Organizations or NPOs. APO Tokyo does the final screening and selection of participants.

Nomination/Application Process

As the country's NPO, the DAP coordinates the projects of the APO, through its APO/DAP Secretariat (APO/DAP Sec). APO/DAP Sec accepts scholarship training nominations/applications for multi-country projects under the APO Scholarship Training Program. APO/DAP Sec does the initial screening and endorsement of qualified candidates to APO. Successful applicants are notified by the APO/DAP Sec to make the necessary preparations for their participation in the training, such country paper preparation, and other requirements (e.g. travel order, visa, travel insurance, etc.). All successful applicants must attend the Pre-Training Orientation that will be conducted by the APO/DAP Sec.



Process Overview

2. FACE-TO-FACE MODE OF IMPLEMENTATION

- a. All sessions are conducted face-to-face (in-person).
- b. The duration of each day's sessions is eight hours.
- c. The detailed program and list of resource persons will be provided at least one month prior to the program with announcement of names of the selected participants, followed by information on the logistical arrangements.
- d. Participants are required to attend all sessions. Thus full participation is a prerequisite for receiving the APO certificate of attendance.

3. ELIGIBILITY AND QUALIFICATIONS FOR APO SCHOLARSHIP

Eligibility

- a. Must be a Filipino citizen.
- b. Must have relevant work experiences.
- c. No record of misconduct in a similar activity.
- d. No pending administrative case or criminal charges pending trial.
- e. No pending application for an APO scholarship.
- f. Cleared of obligation from previous APO project scholarship or research (submitted post-training requirements).

Qualifications

All applicants must meet the specific requirements as stated in the Qualification of Participants in the Project Notification (copy may be secured from the APO/DAP Sec through email at apodapsec-gse1@dap.edu.ph).

Other requirements for F2F participants

Those who participate in APO projects are expected to represent their respective

organizations, and the country before a group of other nationalities. In this regard, a nominee who possesses more advanced level of ability and competency would be the ideal candidate. APO grantees will be required to submit a report on the knowledge and learning they gained from the project, and sign a return service voluntary commitment (RSVC) form, within one month after their attendance. The report template and RSVC form will be provided to the participants upon acceptance to the project.

Repeat Participants (who attended previous APO projects and are applying for another)

In the online application form (APO portal), candidates are required to provide details of follow-up actions taken after attending a previous APO project(s), and outcomes (benefits) of those activities. Candidates are also required to state in the APO portal whether they submitted a report on their follow-up actions.

Availability of valid passport

Nominees/applicants for face-to-face trainings that will be conducted abroad are expected to have a passport valid for at least six (6) months from the date of travel; an e-copy of this will be requested by APO Tokyo if they are selected. Nominees/applicants are advised to secure a valid passport as early as possible.

4. FEES (PARTICIPATING COUNTRY EXPENSE or PCE)

- a. PCEs will apply to selected participants from **large, profit-making organizations (non-SMEs)** in training courses and observational study missions.
- b. The PCE rate is fixed at USD200.00 per participant.
- c. The APO Tokyo will notify NPOs concerned before issuing Letters of Acceptance to participants.
- d. PCE is paid directly to APO Tokyo via Bank Transfer.
- e. **Participants from government organizations, SMEs, NGOs, and Industry Associations are exempted from the PCE.**

5. NOMINATION/APPLICATION PROCESS

Five (5) major stages of nomination/application process

1. Initial Document Screening (check for completeness of basic information provided).
2. Technical Deliberation of the NPO Screening Committee.
3. Endorsement of Final Candidates to APO Tokyo.
4. Deliberation by the Participant Selection Committee of APO Tokyo.
5. Notification of accepted screening results.

Submission of nominations/applications

- a. Organizations nominating participants (public or private sector):
 - Electronic copy of the Endorsement Template signed by its authorized signatory, as follows:

Type of organization/agency	Signatory
Government Agency, State University/College, Private Company, SME, Cooperative, Industry Association, NGO	Head of the agency/organization or its authorized official
Local Government Unit	Executive Director of Local Government Academy (DILG-LGA)
DTI-endorsed SME	BSMED Director or EMB Director

Organizations may nominate up to two (2) participants for training courses, workshops and multi-country study missions, and up to three (3) participants for conferences. Nominees may be listed in order of preference.

- b. Self-nominated applicants (e.g. private practitioners, professionals, independent consultants and researchers, SME business owners):
- Electronic copy of the signed Letter of Intent

Note: All nominations/applications must be submitted to APO/DAP Sec through email at apodapsec-gse1@dap.edu.ph.

Deadline for nominations/applications

Interested parties are requested to adhere to the nomination deadline provided by DAP in the invitation letter or published online. The APO Tokyo does not consider late nominations due to considerable difficulties to the implementing organization in its preparatory work for the project. For organizations where nominations are required to be approved by higher government authorities and require a longer time, coordinators are urged to send the names and email addresses of nominees on or before the deadline, indicating that official approval will follow.

Verification of nomination/application documents

Submitted nomination/application documents (Endorsement Form or Letter of Intent) will be checked immediately upon receipt by the APO/DAP Sec. The nominee/applicant will be registered as an APO scholarship training applicant and will receive an email acknowledgement and feedback from APO/DAP Sec.

Note: Previous APO grantees (former participants) are expected to have submitted their post-training requirements from past projects attended before reapplying. If not, they are encouraged to comply prior to submitting a new application.

Link to online APO application form (APO portal)

Registered APO scholarship training applicants will receive an email with the link to the online application form (APO portal) together with instructions and next steps. Applicants are advised to check their email inbox (or SPAM folder)

regularly. If they did not receive an email, they may contact the APO/DAP Sec to follow up. The applicant must sign in the APO portal, fill out the form, and submit electronically. Filling out the online application will take approximately 5 to 10 minutes to complete.

Note: Previous APO scholarship training applicants and grantees will be asked by the APO portal to provide a Key. The Key may be requested from APO Tokyo by sending an email to sfsupport@apo-tokyo.org.

Review of application, pre-screening and endorsement to APO

APO/DAP Sec will review the submitted online application form for completeness. Applicants will receive an acknowledgement email and feedback, if any.

Upon reaching the deadline, all complete applications received are processed for Technical Deliberation by the NPO Screening Committee, and then endorsed to APO Tokyo for final deliberation. Under normal circumstances, the result of the screening is released by APO Tokyo at least four (4) weeks prior to the project implementation (for face-to-face projects).

Notification of screening result

The APO Tokyo shall inform DAP of the successful candidates through issuance of Letter of Acceptance. All APO scholarship training applicants (accepted and not accepted) will receive the formal notice from DAP via email. The endorsing agency/organization will be copy-furnished in email.

Airline ticket booking and flight confirmation

Accepted participants will receive an email from the APO-accredited travel agency Southeast Travel Corporation, and will be instructed to send a scanned copy of their valid passport for the booking of their airline ticket. They will receive a copy of their tentative flight itinerary which they will use to apply for travel authority (for government agencies) and visa application (if applicable). The air ticket will only be issued and released to the participant upon payment of Philippine Travel Tax and Travel Insurance to Southeast Travel Corporation. A copy of the visa will also be requested by Southeast Travel Corporation if applicable.

Confirmation of attendance and Pre-Training Orientation

Accepted participants will be requested by APO Tokyo to confirm their attendance to the APO scholarship training by sending a copy of their valid passport, Visa, and filled out flight information sheet. Participants must also confirm and attend the Pre-Training Orientation scheduled by the APO/DAP Sec. Link to the online briefing are sent to participants along with the copy of the Letter of Acceptance.

6. FINANCIAL ARRANGEMENTS AND REQUIREMENTS (IF ACCEPTED)

To be shouldered by APO:

- a. **Airfare:** Round-trip discounted economy-class, from one day before and one day after the project. To be booked by the APO-accredited travel agency Southeast Travel Corporation. Does not apply to participants from large profit-making organizations or non-SMEs.
- b. **Hotel accommodation (single occupancy):** From one day before and one day after the project. To be booked by the host country or NPO. All participants must stay at the designated hotel.
- c. **Per Diem Allowance:** Provided in the local currency of the host country, at a standard fixed rate of USD35.00 per day as determined by APO Tokyo. No other allowances (such as for books, clothing, or excess baggage) will be paid. The per diem allowances are provided for the project period, starting from one day before commencement to the final day of the project. No additional allowances will be paid for early arrival or late departure.

To be shouldered by participants or participant's organizations:

- d. **Passport:** Must be valid at least 6 months from the date of travel. Must have sufficient number of unused pages. Government or regular passport can be used. Participants are responsible for applying for their own passport.
- e. **Visa:** Participants must ensure that the visa is specifically for the purpose of attending the APO project, valid for the entire duration of the project, and is not a tourist visa. Failure to obtain the correct visa may result in denial of entry. In that unfortunate event, the participant must bear the cancellation charges incurred. Participants are responsible for applying for their own Visa.
- f. **Health Certificates:** Hard copies of COVID-19 vaccination and booster records must be ready if requested by authorities.
- g. **Travel insurance:** Must have adequate coverage not less than a minimum coverage value of USD10,000.00 to cover accident, illness, hospitalization, death, and specific expenses related to COVID-19 such as medical treatment, extension of stay due to quarantine, emergency evacuation and repatriation expenses, flight rescheduling/cancellation, travel curtailment, if applicable. Quarantine allowance benefits should be included.
- h. Participants are required to submit copies of insurance certificates to the APO Tokyo prior to departure. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- i. **COVID-19 PCR Testing:** If required by the host country, participants should undergo PCR testing and obtain negative certificate before departure for the project venue. Similar arrangement may apply for participants to return to their home country.
- j. **Airfare for participants from large profit-making organizations (non-SMEs):** Round-trip international airfare between the international airport nearest to the participants' place of work and project venue. Does not apply to participants from government, SMEs, NGOs.

- k. **Philippine Travel Tax:** Participants may secure this from the APO-accredited travel agency Southeast Travel Corporation. Qualified government employees/officials may seek exception from TIEZA.
- l. **Handling fee for change of flight booking:** Participants will be charged the handling fee if a confirmed flight booking is changed and air ticket has been issued.
- m. **Cost of meal and transportation at the day of arrival:** Participants must pay for their meals and transportation (if airport meeting service is not provided) since the Per Diem Allowance is given during registration on day 1.

Incidental expenses to be shouldered by sponsored participants:

- n. Cancellation Charges for airfare and hotel accommodations arising from participant withdrawal or no-show after letters of acceptance have been issued by the APO and airline/hotel booking has been purchased.
- o. Any expenses incurred for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period because of early arrival or late departure, for example, due to either limited available flights or any other reason.
- p. Hotel incidental expenses such as phone calls, consuming mini-bar items, laundry and other services.
- q. Additional expenses, such as food and beverages other than those arranged by the host NPO, souvenirs, and memorabilia, will be on participant's own accounts.
- r. Expenses for insuring laptop computers and other related consumables and valuables are at participants' own expense.

7. IMPLEMENTATION POLICIES

Selection

Nomination does not guarantee selection and acceptance by APO Tokyo. Selection is at the discretion of the Participant Selection Committee of APO Tokyo. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experiences. Non selection therefore does not mean that the candidates concerned are not competent, but sometimes because they are overqualified.

Attendance

- Selected participants, especially first time APO participants, are required to attend the Pre-Training Orientation Session to be scheduled by the APO/DAP Sec. They will be provided the list of post-training requirements, and briefing materials during the orientation.

- If a selected participant becomes unable to attend the APO scholarship training, they should inform APO Tokyo, the host NPO, and APO/DAP Sec immediately through email and provide the reason for withdrawal. A formal communication (letter) signed by the participant and noted by the endorsing agency/organization will be requested by APO Tokyo later.
- Participants are required to be punctual at all times and attend all training days and workshop sessions.
- Participants are not allowed to engage in any private business activities during the entire duration of the project.
- Participants must inform and follow the guidance of the APO officer and host NPO staff if symptoms of infectious disease are experienced.
- Participants are not allowed to bring family members or friends to join during the period of the official program.
- Participants are not allowed to change flight schedule without the permission of APO Tokyo.

Post-training requirements

- APO grantees are required to submit the following post-training requirements within one (1) month after attending:
 1. Executive Summary/Report (DAP template);
 2. Return Service Voluntary Commitment (RSVC) form (DAP template);
 3. Copy of the country paper or presentation, and action plan (if applicable);
- The APO Tokyo may require grantees to submit progress reports of action plans, 3–6 months after the project.

8. EXPECTATIONS

From Nominating agencies/organizations

- Nominate 2–3 candidates in order of preference, using the prescribed Endorsement Template.
- Ensure that the Endorsement Template is signed by Head of the Agency/Organization or its authorized official.
- Submit the Endorsement Template to the APO/DAP Sec on or before the deadline specified in the invitation. Nominations directed to APO Tokyo will not be honored.
- Send an advanced copy of the Endorsement Template if there will be delays in securing the signed copies.
- Allow the grantee to take full advantage of the opportunity to acquire knowledge and/or skill for the benefit of improved productivity, by not giving them any other work assignment during the project.
- Assist the APO/DAP Sec in following up post-project requirements submission by the grantees.
- Support the grantee in implementing 'multiplier' activities such as conduct of echo session, publication, implementation of productivity project, etc., in their respective offices/units, and/or outside the organization.
- Help the APO/DAP Sec in following up grantees of post-training requirements

after one (1) month of non-submission.

From Applicants

- Ensure that all required fields in the online application form (APO portal) are filled out.
- Sign in, fill out and submit the application online on or before the deadline specified in the email notice.

From APO/DAP Sec

- Pre-screen all complete applications in accordance to the Eligibility and Qualifications for APO Scholarship.
- Endorse to APO Tokyo all shortlisted applications on or before the deadline specified in the Project Notification.
- Notify the applicants of the screening results through issuance of Letter, copy-furnishing the nominating agency/organization.
- Schedule and invite accepted participants to the Pre-Training Orientation Session. The schedule will be indicated in the DAP letter.
- Provide a list of post-training requirements to attending participants during the orientation session.
- Remind the grantees of their obligation to submit post-training requirements immediately after the project. Follow up again after one (1) month of non-submission.

From APO Tokyo

- Complete the selection of candidates and announce to NPOs the result at least four (4) weeks prior to the start of the sessions, if possible.
- Provide accepted participants the detailed program and list of resource persons, at least one (1) month prior to the program with announcement of the names of the selected participants and followed by information on the logistical arrangements.
- Monitor the attendance of participants.
- Issue APO Certificates to successful participants.

From Selected participants and grantees

- Avoid last minute cancellation or no-show since this will greatly affect the chances of being accepted again in future APO scholarship nominations.
- Attend the Pre-Training Orientation Session especially if a first time APO participant.
- Attend all training days, conference and workshop sessions because full participation is a prerequisite for receiving the APO Certificate.
- Follow all instructions, health protocols, and standard operating procedures (SOPs) of the host country or NPO.
- Follow the instructions of moderators/presenters in asking questions, joining discussions, and answering questions.
- Wear appropriate business attire during the sessions.
- Submit post-training requirements within one (1) month after the project.
- Submit progress reports of action plans if required by APO when applying for

Certification.

- Implement 'multiplier' activities as part of the commitment of an APO grantee.

9. LINK TO FORMS, TEMPLATES, GUIDELINES

<https://tinyurl.com/2udwsmxc>

Contents:

1. Primer for APO Scholarship Training Program (F2F);
2. Endorsement Template 2025 F2F;
3. Letter of Intent Template (for self-endorsed applicants only);
4. Post-training Requirements:
 - a. Executive Summary Outline for Grantees;
 - b. Return Service Voluntary Commitment (RSVC) sample;
5. 2025 Citizens' Charter:
 - a. External clients;
 - b. Internal clients;

===== nothing follows =====