



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, Quezon City  
Tel Nos. 929-6626 to 29; 929-6633 to 35  
926-7041 to 43; 929-6252; 929-1669  
Website: <http://www.denr.gov.ph> / E-mail: [web@denrgov.ph](mailto:web@denrgov.ph)

**MEMORANDUM**

NOV 08 2021

**TO :** All Regional Executive Directors  
**The Director**  
Biodiversity Management Bureau

**FROM :** The Assistant Secretary  
Administration and Human Resources

**SUBJECT :** **INVITATION FOR THE TRAINING PROGRAM ON SUSTAINABLE COASTAL PROTECTION MEASURES AT ISLAND COUNTRIES ON JANUARY 25 TO FEBRUARY 10, 2022**

This pertains to the invitation of Japan International Cooperation Agency (JICA), in coordination with the Technical Education and Skills Development Authority (TESDA), to nominate one (1) candidate to the **JICA Training Program on Sustainable Coastal Protection Measures at Island Countries on January 25- February 10, 2022 (online)**.

The program aims to deepen understanding the significance of coastal protection based on coastal engineering and pragmatic practices in Okinawa for central/local governments and to acquire the capacity for planning, designing and implementing coastal protection including structural (mainly focus on beach nourishment) and nonstructural measures through learning good cases and failures in Japan.

In this connection, please nominate one (1) candidate with the following qualifications:

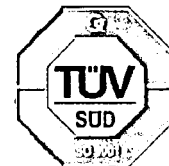
1. at least two (2) years holding plantilla position at the time of application;
2. obtained performance ratings of at least Very Satisfactory for the last two (2) consecutive rating period;
3. more than three (3) years of experience in the field as director / deputy director in charge of coastal protection who has expertise of coastal engineering;
4. ages between thirty (30) and fifty (50) years old;
5. good command of spoken and written English; and
6. be in good health, both physically and mentally.

The nominee shall submit the following requirements to HRDS-Training and Development Division **not later than November 08, 2021:**

1. Nomination letter/Memorandum addressed to the Director of Human Resource Development Service by the Head of Office;
2. Signed Human Resource Development Committee (HRDC) resolution, if applicable;
3. Individual Development Plan (IDP);



Republic of the Philippines  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
ISO 9001: 2015 Certified



28 October 2021

**SECRETARY ROY A. CIMATU**

Department of Environment & Natural Resources  
DENR Building  
Visayas Avenue  
Diliman, Quezon City

Dear **Secretary Cimatu**:

The Japan International Cooperation Agency (JICA) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite your department/agency/organization to nominate one (1) candidate for the online training program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview via Google Meet
Sustainable Coastal Protection Measures at Island Countries	January 25 to February 10, 2022	November 29, 2021	December 09, 2021

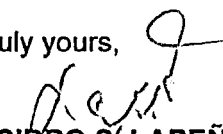
In nominating your candidate, please consider the concerns specified in Annex A indicating the Government of the Philippines and the donor requirements and the terms relative to the program as specified in the Executive Summary.

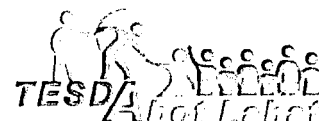
Please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

All documentary requirements shall be submitted to the Foreign Scholarship Training Program (FSTP) Unit, 3<sup>rd</sup> Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 88179095, in case if no interested applicants, please submit a letter that the agency will not send any participant to the program, via email [fstp.unit@tesda.gov.ph](mailto:fstp.unit@tesda.gov.ph).

Thank you for responding to our invitation.

Very truly yours,

  
**SEC. ISIDRO S. LAPENA, PhD., CSEE**  
Director General



NOTE: This course will be conducted jointly JFY2020 course and JFY2021 course because JFY2020 course was postponed due to the influence of COVID-19.



# Knowledge Co-Creation Program (Group & Region Focus)

## GENERAL INFORMATION ON

### Sustainable Coastal Protection Measures at Island Countries (Online & On Demand)

課題別研修「島嶼国における持続性の高い海岸保全対策」(遠隔)

**JFY 2020/2021**

NO. 201902310 / 202003287

ID. 201902310-J001 / 202003287

Online Program Period : From January 25<sup>th</sup> to February 10<sup>th</sup>, 2022

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

#### 'JICA Knowledge Co-Creation Program (KCCP)' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

# I. Concept

## Background

Disaster risk at coastal areas is increasing due to worldwide climate change, especially for countries that have low elevated land and limited land area such as small island countries. The vital commercial and national assets, essential infrastructure, and populations of most island countries lie in the coastal zone. Therefore Coastal protection is a critical issue for such countries in terms of disaster risk reduction and land conservation.

Beach nourishment is one of the engineering methods for coastal protection that have been widely developed in recent years. One of the strong advantages of the beach nourishment is that it can improve beach use and environment, unlike in case of hard structures such as seawall or rock revetment. The beach nourishment, however, has rarely been applied in the island countries and most protection works have been done by hard structures that frequently caused additional coastal erosion.

Japan is promoting various countermeasures on coastal protection including both structural and nonstructural measures, and in particular Okinawa Prefecture has similar condition to island countries so that there are many good lessons in consideration with coastal protection in island countries

## For what?

This program is aimed to deepen understanding the significance of coastal protection based on coastal engineering and pragmatic practices in Okinawa for central/local governments and to acquire the capacity for planning, designing and implementing coastal protection including structural (mainly focus on beach nourishment) and nonstructural measures through learning good cases and failures in Japan.

## For whom?

This program is designed for central/local governmental officers who are in charge of coastal protection or have expertise of coastal engineering with practical experiences in the relevant field.

## How?

Participants shall have opportunities to learn concept and practical knowledge on coastal protection including structural and nonstructural measures through lectures, demonstration and exercises in the context of disaster risk reduction and management through internet (video image and LIVE session).

In the end of program, they will formulate an action plan describing how to apply knowledge and techniques learnt in Japan and promote coastal protection in each country. This program will deal with not only good-practice but also cases of failure Japan has experienced so that they can gain more practical lessons.

# II. Description

## 1. Title (J-No.): Sustainable Coastal Protection Measures at Island Countries

(201902310 -J001 / 202003287-J001)

2. **Course Period:** From January 25th to February 10th, 2022  
On Line and On Demand

3. **Target Regions or Countries**

J- No.	Country	Slot
<b>201902310 -J001</b> (for JFY2020 course)	Philippines	1
	Maldives	1
	Marshall Islands	1
	Papua New Guinea	1
	Antigua and Barbuda	1
<b>202003287-J001</b> (for JFY2021 course)	Indonesia	1
	Maldives	1
	Marshall Islands	1
	Tuvalu	1
	Samoa	1

4. **Eligible / Target Organization**

Central / local government in charge of coastal protection or having expertise of coastal engineering with practical experiences.

5. **Course Capacity (Upper limit of Participants):** 10 participants

6. **Language to be used in this program:** English

7. **Course Objective:**

Participants will understand the significance of the concept of coastal protection combined both structural and nonstructural measures through learning not only good-practice but also cases of failure on coastal protection in Japan, and how to apply those knowledge and technique in participant countries.

8. **Overall Goal**

Technical capacity for planning, designing and implementing coastal protection is enhanced in island countries.

9. **Expected Module Output and Contents:**

Modules	Examples of Subjects/Agendas	Methodology
1) Sharing and discussing current situation in participating countries	<ul style="list-style-type: none"><li>Inception report presentation</li></ul>	Discussion Presentation

<p>2) Understanding Structural of various types of the beach and protection measures for each beaches</p>	<ul style="list-style-type: none"> <li>▪ Introduction of case of coastal protection in Japan</li> <li>▪ Coastal engineering</li> <li>▪ Several types of coastal protection measures for hard and soft structures</li> <li>▪ Mechanism of Japanese sandy coast</li> </ul>	<p>Lecture and Inspection (video)</p>
<p>3) Understanding disaster risk reduction and coast conservation system in Japan</p>	<ul style="list-style-type: none"> <li>▪ Regional disaster prevention in Japan</li> <li>▪ good-practice and failure on coastal protection in Japan</li> </ul>	<p>Lecture</p>
<p>4) Understanding the projects for coastal protection in Japan</p>	<ul style="list-style-type: none"> <li>▪ Projects for coastal protection in Japan</li> </ul>	<p>Lecture</p>
<p>5) Formulating an action plan for promoting coastal protection in each country</p>	<ul style="list-style-type: none"> <li>▪ Discussion with beach management bodies to learn method and structure of implementation</li> <li>▪ Action plan preparation session</li> <li>▪ Action plan presentation</li> </ul>	<p>Discussion Exercise Presentation</p>

### **III. Conditions and Procedures for Application**

#### **1. Expectations from the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) Participating organizations are requested to allow the participants to participate in this online program for two to three hours a day for the program period without disturbing by daily work.

#### **2. Nominee Qualifications:**

Applying Organizations are expected to select nominees who meet the following qualifications.

##### **(1) Essential Qualifications**

- 1) Current Duties: director / deputy director in charge of coastal protection who has expertise of coastal engineering
- 2) Experience in the relevant field: have more than three (3) years in the field of above mentioned 1).
- 3) Educational Background: be university graduates or equivalent.
- 4) Language: have a good command of English enough to give an oral presentation and write a report in English.
- 5) PC with the Internet access and web camera: Possess a PC with the Internet access to YouTube, Google Classroom, and Zoom. Also, with a web camera for the online live sessions.
- 6) Health: must be in good health, physically and mentally, to participate in the Program.

##### **(2) Recommendable Qualifications**

- 1) Those who have been devoting and who will continue to devote themselves to the activities of the JICA project concerned are highly welcome to this training program.
- 2) Those who are tasked with formulating the relevant measures for planning and promoting in this field, in the organizations/associations mentioned above.
- 3) Age: between the ages of thirty (30) and fifty (50) years
- 4) Other: PC usage skills.

### 3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the JICA office (Or the Embassy of Japan).
- (2) **Photocopy of passport:** to be submitted with the application form, if you do not possess your passport, you are requested to fill in the followings on the Application Form correctly: Name, Date of birth, Nationality, Sex.
- (3) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)
- (4) **Country and Job Report:** Applicants are requested to prepare Country & Job Report (See VI. Annex) and submit together with the Application Form. **Country & Job Report will be used for screening purpose.**

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Job Report / formulation of Coastal Protection plan. (electronic data are recommended)

- Governmental organization chart
- Coastal Protection plan or related papers, regulations, ordinances, etc
- General information
  - Composition of population (Aging stratum, the number of tribe), Geographical condition, Industrial structure, Data of economic index (GDP, Finances, Main import and export products), Education, Maintenance condition of water waterworks and sewerage, Condition of facility for wastes
- Important related organization for implementing coastal protection administration (Other ministries, local government NGOs, etc)
- Previous and ongoing projects on coastal protection in each country

**Applicants are strongly requested to typewrite the Application Form and Country & Job Report. There are many applicants disqualified from the selection because of the illegible letter in those documents.**

**The Application Form without Country & Job Report shall be regarded as disqualification.**

### 4. Procedures for Application and Selection :

#### (1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (Or the Embassy of Japan).** After receiving applications, the JICA office (or the Embassy of Japan) will send them to the **JICA Center in JAPAN by December 26<sup>th</sup>, 2021.**

#### (2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the respective country's JICA office (or Japanese Embassy) shall conduct screenings, and send the documents to the JICA Center in charge in Japan, which organizes this project. Selection shall be made by the JICA Center in consultation with the organizations concerned in Japan based on submitted documents according to



qualifications. The organization with intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

**(3) Notice of Acceptance:**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than January 10<sup>th</sup> 2022.**

**5. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) to observe the rules and regulations of the program implementing partners to provide the program or establishments.

## IV. Administrative Arrangements

### 1. Organizer:

(1) **Name:** JICA Okinawa Center (JICA Okinawa)

(2) **Contact:** Ms. MATSUBARA Maho (Training Program Division)  
[oictp@jica.go.jp](mailto:oictp@jica.go.jp)

### 2. Implementing Partner:

Nippon Koei Co., Ltd.

## V. Other Information

### 1. For your Information

Information of Okinawa is available at following URLs.

- (1) Homepage of Urasoe city (where JICA Okinawa is located):

[http://www.city.urasoe.lg.jp/index\\_english.html](http://www.city.urasoe.lg.jp/index_english.html)

Basic information of Urasoe city is covered in English.

- (2) HP of Okinawa Prefecture:

<https://www.pref.okinawa.jp/site/chijiko/kohokoryu/foreign/english/index.html>

Basic information of Okinawa prefecture is covered (Urasoe city is one of the municipalities of Okinawa prefecture) in English.

- (3) HP of Okinawa Convention & Visitors Bureau:

<https://www.visitokinawa.jp/>

- (4) YouTube of "Knowledge Co-Creation Program and life in Japan"

(English ver.)

<https://www.youtube.com/watch?v=SLurfKugrEw>

- (5) The YouTube channel of JICA Okinawa:

<https://www.youtube.com/user/jicaokinawa>

- (6) The Facebook page of JICA Okinawa:

<https://www.facebook.com/jicaokinawaaic/>

- (7) "Introduction of JICA Centers in Japan"

JICA Okinawa

<https://www.jica.go.jp/okinawa/english/office/index.html>

## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e., expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Okinawa**

**Address: 1143-1 Aza-Maeda, Urasoe-Shi, Okinawa, 901-2552, Japan**

**TEL: +81-98-876-6000 FAX: +81-98-876-6014**

## VI. ANNEX:

### COUNTRY & JOB REPORT

Following is the forms of Country & Job Report. Nominees are kindly requested to formulate a Report based on it. Electric forms of the Report is available at JICA office or the Embassy of Japan in your country.

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Country & Job Report / action plan presentation. (electronic data are recommended)

- Governmental organization chart
- Coastal prevention plan or related papers, policies, regulations, ordinances, etc
- Authorized system related to coastal prevention sector
- General information

Composition of population (Aging stratum, the number of tribe), Geographical condition, Industrial structure, Data of economic index (GDP, Per Capita GDP, Government Finances, Main import and export goods and services), Education, Maintenance condition of water waterworks and sewerage, Condition of facility for wastes

- Important related organization for implementing coastal prevention administration (Other ministries, local government NGOs, etc)
- Previous and ongoing projects on coastal protection in each country

<b>1-1. Full Name</b>	[Family]	[First] [Middle]
<b>1-2. Country</b>		
<b>1-3. Education &amp; Job record</b> (Please state the university or college and department which you have graduated, as well as organizations you have worked for before present organization)	Period	University & Degree / Organization & Job Title
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	--	
	--	

**2-1. General Statistics on your country**

(Ex.)

- Area, population, GDP/person
- The number of people engaging in relevant fields(especiallycoastal engineering)
- Number of hotels
- Number of world heritages
- Annual visitor arrivals and average length of stay
- Number of tour-guides  
etc.

**2-2. Outlines of the present situation of coastal prevention in your country**

**2-3. Major problems and caused consequences that your country currently faces in coastal protection**

**3-1. Description of your organization**

**(1) Roles and responsibilities of your organization**

**(2) Organization Chart**

*Referring to the example, draw the chart of your*

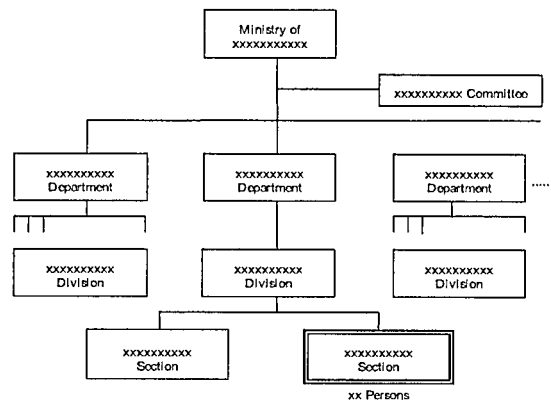
<p><b>(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)</b></p>	
<p><b>(6) Results (or expected effects) emerged through countermeasures in (5)</b></p>	
<p><b>3-2-2. Previous Job</b>  (Please describe your <u>previous coastal prevention related job</u> if any. If you have never changed, or your previous job was not related to coastal protection at all, you can skip these items.)</p>	
<p><b>(1) Position</b></p>	
<p><b>(2) Main actual activities and their objectives</b></p>	
<p><b>(3) Related person or organization activities in (2)</b></p>	
<p><b>(4) Constraint / disincentive in performing of your job</b></p>	
<p><b>(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)</b></p>	
<p><b>(6) Results (or expected effects) emerged through countermeasures in (5)</b></p>	



Organization Chart

~~organization and indicate your department / division/section with double line.~~

(If it is difficult to incorporate into this form, you can attach Organization Chart separately.)



**(3) Problems and caused consequences that your organization currently faces**

**(4) Description of related authorities with your organization (rolls, responsibilities and demarcations)**

**3-2. Description of your job in your organization**

**3-2-1. Present Job**

<b>(1) Position</b>	
<b>(2) Main actual activities and their objectives</b>	
<b>(3) Related person or organization activities in (2)</b>	
<b>(4) Constraint / disincentive in performing of your job</b>	

**FOREIGN SCHOLARSHIP & TRAINING PROGRAM  
TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY**

**ANNEX A (JAPAN) – Japan International Cooperation Agency (JICA)**

**I. Who are qualified to apply?**

- ✓ Officers and employees nominated by the head of department/agency, institution or university
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- ✓ Must be physically fit to travel and undergo overseas training
- ✓ Must possess a valid passport

**II. Documentary Requirements – Nominees must submit ONE SET of the following on or before the deadline set by TESDA:**

**A. Nomination Letter** indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

**SEC. ISIDRO S. LAPEÑA, PhD., CSEE**

Director General

Technical Education and Skills Development Authority  
TESDA Complex, East Service Road  
South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. Certification from the Head/Manager of the Human Resource Department**  
(Please see attached **CERTIFICATION format**)
- C. Nominee Data Sheet** (please see attached format)
- D. Personal Data Sheet** to include list of training programs and seminars attended
- E. Statement of PRESENT Actual Duties and Responsibilities** (including past involvement) **RELEVANT** to the course/program signed by the immediate superior
- F. JICA Application Form with Japanese visa size photos on white background**  
(Handwritten application forms will not be accepted; please use A4 paper)
- G. Photocopies of Passport / COMPANY ID**
- H. DIPLOMA/TRANSCRIPT OF RECORD**

**NOTE:** A copy of the **JICA Knowledge Co-Creation Program General Information (GI)** is provided together with the Invitation Letter. The **General Information** provides the course coverage and other details including formats of required reports. It is expected that nominees have read and understood the terms of awards prior to the dates for submission of documents and the interview session.

**IAN NOMIO**  
Desk Officer  
Telefax: 88179095  
Email: [fstp.unit@tesda.gov.ph](mailto:fstp.unit@tesda.gov.ph)

(Letterhead of the Agency/Department)

## CERTIFICATION

Mr. / Ms. \_\_\_\_\_ herein referred to as the Applicant  
and Mr. / Ms. \_\_\_\_\_ referred hereto as the Personnel  
Manager certify that:

The Department of \_\_\_\_\_ thru its Scholarship Committee  
endorses the nomination of Mr. / Ms. \_\_\_\_\_  
to the \_\_\_\_\_ scheduled from  
\_\_\_\_\_ to \_\_\_\_\_ and sponsored by the  
\_\_\_\_\_.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship previously  
enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very  
Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete  
the course and not be allowed to cancel or terminate the scholarship/training without  
justifiable reason and without giving prior notice to and getting the approval from the  
donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term, non  
degree courses under the Foreign Scholarship Training Program.

Done this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
HR/Personnel Manager