Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City, 1100
Tel. Nos. 929-6626 to 29; 929-6633 to 35
929-7041 to 43; 929-6252; 929-1669
Website: http://www.denr.gov.ph / E-mail: web@denrgov.ph

MEMORANDUM

FOR :

The Director
Policy and Planning Service

The Bureau Directors
Environmental Management Bureau
Ecosystems Research and Development Bureau

The Regional Executive Directors
DENR Regions 1-13, NCR and CAR

The Regional Directors
EMB Regions 1-13, NCR and CAR

FROM : **The OIC Director**
Human Resource Development Service

SUBJECT : **INVITATION FOR NOMINATION TO THE INDIAN TECHNICAL ECONOMIC COOPERATION TRAINING PROGRAM ON E-WASTE AND ITS VALUE ADDITIONS EMPLOYING RECYCLING TECHNOLOGY**

This pertains to the attached invitation of the Technical Education and Skills Development Authority (TESDA), which was received by this office on 02 November 2022, inviting DENR to attend the Indian Technical Economic Cooperation (ITEC) training program on E-Waste and its Value Additions Employing Recycling Technology on 13-26 February 2023 in India.

The training programme aims to advance better understanding of electronic waste management and recycling technologies for reduced climate impact and achieving sustainable development goals.

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

1. Between the ages of twenty-five (25) to forty-five (45) at the time of application;
2. Have at least five (5) years work experience at the time of application;
3. Proficient in English; and
4. Medically fit to participate in the training course.

The nominees shall submit the following requirements to the HRDS-Training and Development Division (email: hrds-tdd@denr.gov.ph) **not later than 18 November 2022**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how

the training will benefit the nominee and project's relevance to the organization needs, to be endorsed by the Head of Office;

2. Resolution from the HRDC counterpart (Regional/Bureau/Attached Agency) nominating the applicant;
3. Invitation letter disseminated by the DENR/Sponsoring agency;
4. Service Record (at least two (2) years as a permanent employee);
5. Certificate of No Pending Administrative Case;
6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior;
7. Certification from the Director supervising human resources/Assistant Regional Director for Management Services/Assistant Director Regional/Bureau/Attached Agency) stating:

    a) That the applicant has at least a very satisfactory performance rating for two (2) immediate rating periods;
    b) That the applicant has no pending scholarship nomination;
    c) That the applicant has not been a delinquent scholar from a previous scholarship grant; and,
    d) That the applicant has submitted all required reports from previous foreign travels.

8. Updated Personal Data Sheet and attached Work Experience Sheet (with list of in-service trainings and seminars attended) and 2x2 photo (hard and soft copies);
9. Self-certification for official travel history; and,
10. Individual Development Plan (IDP).

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the online course. Participants endorsed by the HRDC shall submit the required documents to TESDA (see attached Annex A). **The deadline for submission of nomination and documentary requirements to TESDA is on 01 December 2022**, with an interview through Google Meet scheduled on 15 December 2022.

Attached are the invitation letter from TESDA and the details of the training program for information and ready reference.

For consideration.

MIRIAM M. MARCELO

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

28 October 2022

SECRETARY MA. ANTONIA YULO-LOYZAGA
Department of Environment and Natural Resources
DENR Building Visayas Avenue
Diliman, Quezon City

Dear **Secretary Loyzaga:**

Greetings from the Technical Education and Skills Development Authority (TESDA)!

The Indian Technical Economic Cooperation (ITEC) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite the Department of Environment and Natural Resources to nominate one (1) candidate for the training program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview via Google Meet At 2:00 pm
E-Waste and its Value Additions Employing Recycling Technology	February 13 to 26, 2023	December 1, 2022	December 15, 2022

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

May we also remind the deadline set for the submission of the required documents. The Foreign Scholarship Training Program Unit (FSTPU) may only endorse to the donor agency the nominees who have complied with the requirements and passed the interview. In case that the DENR cannot endorse a nominee, kindly inform this unit through fstp.unit@tesda.gov.ph.

Further, may we request that all documentary requirements be submitted to the Foreign Scholarship Training Program Unit (FSTPU), 3rd 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.

Very truly yours,

DIR. JULIET D. OROZCO
Vice-Chairperson, NSC, National Human Resource Development Committee
TESDA

EXECUTIVE SUMMARY

Title of the Program

- E-Waste and its Value Additions Employing Recycling Technology

DURATION

- February 13 to 26, 2022 (face-to-face)

Sponsoring Country/Organization

- Indian Technical and Economic Cooperation

Slot/s Allocated

- One (1)

Date of Submission of Documents

- December 1, 2022

Date of Interview via Google Meet

- December 15, 2022

Pre-determined Agency/Organization

- DENR, DOST, DOH

ELIGBLE / TARGET ORGANIZATION

Objective of the Program

- The objective of the program is to offer advance training programme for e-waste management and recycling technology to the delegates

Nominee Qualifications

- Mid to senior level professionals involved in e-waste management
- Applicants must be between 25-45 years of age, preferably with at least 5 years of total work experience.
- Medically fit to travel and study abroad.
- Proficient in English Language.

Details of Training Program

Annexure-I

Name of the proposed Training Program : E-waste & its value additions employing recycling technology

Batch size : Intake per batch minimum 15 & maximum 25 participants

Duration of the program : 02 weeks

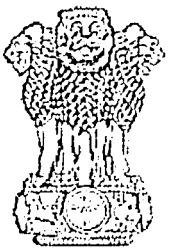
E- Waste & Recycling (Course content)

S.No.	Content
1	**Introduction of Electronic waste (E-waste):** Introduction to E-waste, Constituents of E-waste, Classification of E-waste, Environmental effect of E-waste – consumption, Effect & Control Measures, Global Strategy for environmentally sound management of e-waste-Strategies Adopted in develop & developing countries, Domestic E-waste storage, collection, transfer system, processing and disposal, Basel convention.
2	**Source of E-waste Generationand its impact:** Availability and Socio-Economic Characteristics, Hazardous substances present in E-waste, Characteristics of Hazardous substances in E-waste, Environmental Impact of first, second and third generation E-waste.
3	**Legislation for Management of E-waste:** E-waste Management and handling rules, Major sections of hazardous waste (Management, Handling and Transboundary Movement) Rules, Hazardous waste (Management and handling) rules 2016 & 2018 with amendments,The Directive on waste electrical and electronic equipment (WEEE Directive) and the Directive on the restriction of the use of certain hazardous substances in electrical and electronic equipment (RoHS Directive), EU Regulation 2019/290. National and Social Policies/ Laws/ Regulations/ Institutional Roles in developed& developing Countries.
4	**Recycling of E-waste :** Sustainable waste management practices, 4R principle for e-waste management. Physico-mechanical methods of treating E-waste. Thermo-chemical methods (Pyrolysis, gasification and incineration) of treating E-waste. E-waste processing and disposal, Technologies for recovery of resources from E-waste.
5	**Recycling of plastics from E-waste:** Plastics in E-waste, Life cycle analysis of E-waste plastics, Identification and segregation of plastics, E-waste re-processing techniques such as collection, sorting, grinding, density separation technique, washing and drying process, micro-pulverizing, stripping, electrostatic separator, hammering, cyclone

	separator for grinded plastic waste, Value addition of plastics and metal waste. Case studies on recycling approach of E-waste in different countries.
6	**Advanced characterization study for plastics from E-waste:** Advance characterization technique such as Thermal (DSC, TGA, DMA analysis), Morphological (SEM, AFM analysis), Mechanical test (Tensile, impact test etc.).
7	**Study tour to Certified E-waste recycler.**

Proposal

Imparting Short-Term Training to Foreign participants under ITEC Programme



Ministry of External Affairs (MEA),
Govt. of India, New Delhi

Central Institute of Petrochemicals Engineering &Technology
(CIPET)
(Department of Chemicals and Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
Head Office,
Guindy, Chennai – 600 032
Tel: 91-44-22254780 / 22254519
e-Mail: cipethovtc@cipet.gov.in; *Website*: www.cipet.gov.in

CAMPUSES

From our first location in Chennai, we now have 37 locations and 5 more are in the process of Establishment. Every campus offers state-of-art facilities, turning out alumni with an innovative mind set and an entrepreneurial spirit. Our campuses are workshops for inventing the future, where students work with award winning faculty and experts to translate learning and research into action.

INFRASTRUCTURE

All the CIPET centres are equipped with state-of-the-art with excellent facilities in the areas of Design, CAD/CAM/CAE, Tooling &Mould Manufacturing, Plastics Processing, Testing and Quality Assurance with plan fund support from Government of India. In-line with the ever changing & challenging needs of the plastic industries, we continuously upgrade and modernize machinery, equipment and technology.

NATIONAL AND GLOBAL RECOGNITION

CIPET have gained global recognition for the research in the niche areas of Polymer Science & Technology and high quality education & skill development in the field of plastics. CIPET also plays a pivotal role in generating employment opportunities especially for unemployed and underemployed youth and promoting entrepreneurs though various skill development training programs.

CIPET believes strongly in sustainability and enriching institute-industry interface in accordance with the environment policies of the country while still being fit-for-purpose. Our sustained effort in creating awareness on environmental issues towards plastics and plastics waste management has been very well acknowledged by the industry.

INDUSTRY ALLIANCES

CIPET has an enviable interface with its business and industry partners. We provide technical / consultancy services in design, tooling, plastics processing & testing for the benefit of plastics & allied industry. We have been in the forefront of strengthening technological capabilities and have been constantly building capacities and leveraging

our expertise, calibre and skill sets to meet the emerging and evolving needs of the industry.

Over the span of 50 years, CIPET has been recognized by a large number of industry for the Technology Support Services in the areas of design, tooling, plastics processing and testing and quality assurance. This includes governmental agencies as well as public and private sector industries, both in India and abroad.

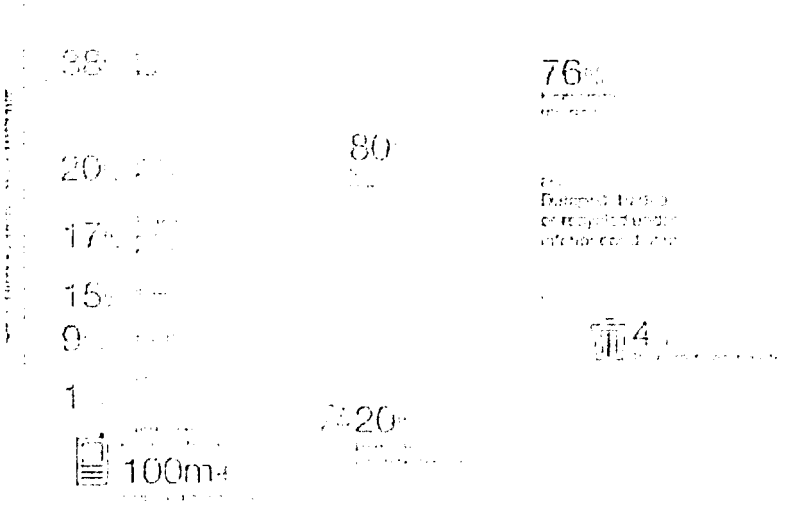
OVERVIEW OF THE PROPOSED TRAINING PROGRAMME:

1. GLOBAL SCENARIO AND CONCERN ON E-WASTE MANAGEMENT:

Modernization and advent of innovative electrical and electronic items has led to the rapid rise in E-waste generation. Increasing levels of electronic waste, and its improper and unsafe treatment and disposal through open burning or in dumpsites, pose significant risks to the environment and human health. Current trends suggest that the amount of E-waste generated will increase substantially over the next decades, thus better understanding and correct track of these developments are needed. Generation of E-waste Has Grown to 44.7 Million Metric Tonnes Annually – Equivalent to Almost 4,500 Eiffel Towers. The amount of e-waste is expected to increase to 52.2 million metric tonnes, or 6.8 kg/inh, by 2021.

By harvesting this valuable resource, we will generate substantially less CO_2 emissions as compared to mining the earth's crust with energy saving. However, majority of E-waste often incinerated or dumped in landfill. Many thousands of tonnes also find their way around the world to be pulled apart by hand or burned by the world's poorest workers. Further, recycling of E-waste without adopting scientific methodology poses serious health issues since it contains hazardous components, including contaminating air, water, and soil, and putting people's health at risk. Improper dismantling processes with lack of knowledge create additional threats to people and the planet.

GLOBAL FLOWS



Thus a better understanding on E-waste, it's directive and waste utilization with update technology will contribute towards the achievement of Sustainable Development and cleaner environment.

Further, according to the reports by ASSOCHAM India is the 5th largest producer of E-waste around the globe generating 2 Million Tonnes of electronic waste every year and imports another 50,000 tonnes into the country. Out of this mammoth e-waste pile, only 19,000 tonnes are recycled. India has an increasing demand of the electronic appliances and this shall escalate further increase in the quantum of E-waste generated by 2022.

2. IMPORTANCE OF IMMEDIATE ATTENTION FOR RECYCLING OF E-WASTE:

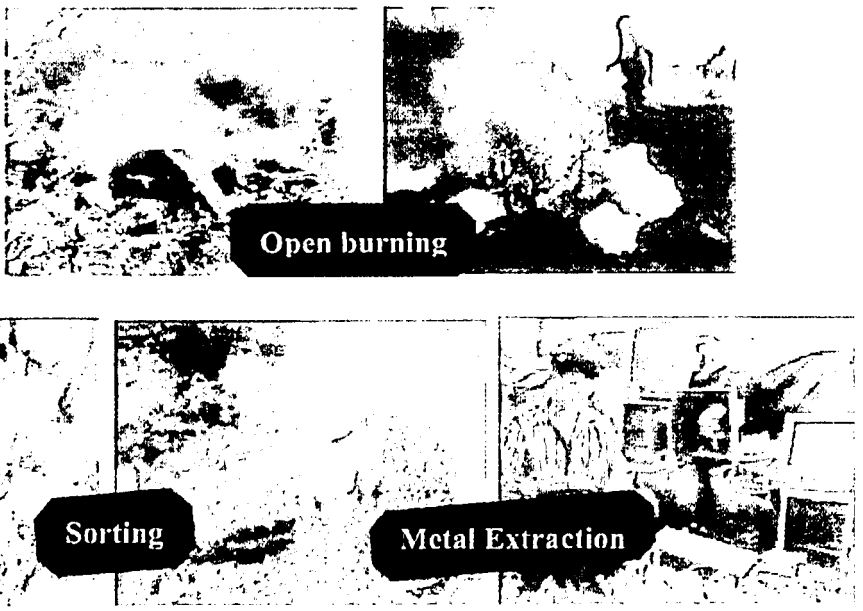
E-waste typically contains complex combinations of plastics and metals & other components down to microscopic levels. The wastes are broken down not just for recycling but for recovery of precious materials. The rapidly growing E-waste can be utilized as source of recyclable and recoverable materials with enormous employment opportunities through developed technology. During the recycling of WEEE, recovery of major plastics and metal is required for safe and sustainable recycling opportunities but availability of such facilities are quite limited. Thus, considering these facts, it is

important to reuse and recover these precious materials from environmental and economic perspective.

Further, the informal recyclers are not serious about the environmental guidelines and use hazardous methods of e-waste disposal like open burning for the recovery of targeted metals. Neither sophisticated machinery nor equipments are used for extraction of different materials, nor personal protection is given due importance. The entire work is being done by bare hands, hammers and screwdrivers, which can lead to exposure to toxic elements and gases. Waste components which does not have any resale or reuse value are openly burnt or disposed-off in open yards. Pollution problems associated with such backyard smelting using crude processes are resulting in fugitive emissions and slag containing heavy metals are of health concern. They use strong acids to retrieve precious metals such as gold. Working in poorly ventilated enclosed areas without masks and lack of technical expertise results in exposure to dangerous and poisonous chemicals, leads to serious health concerns.

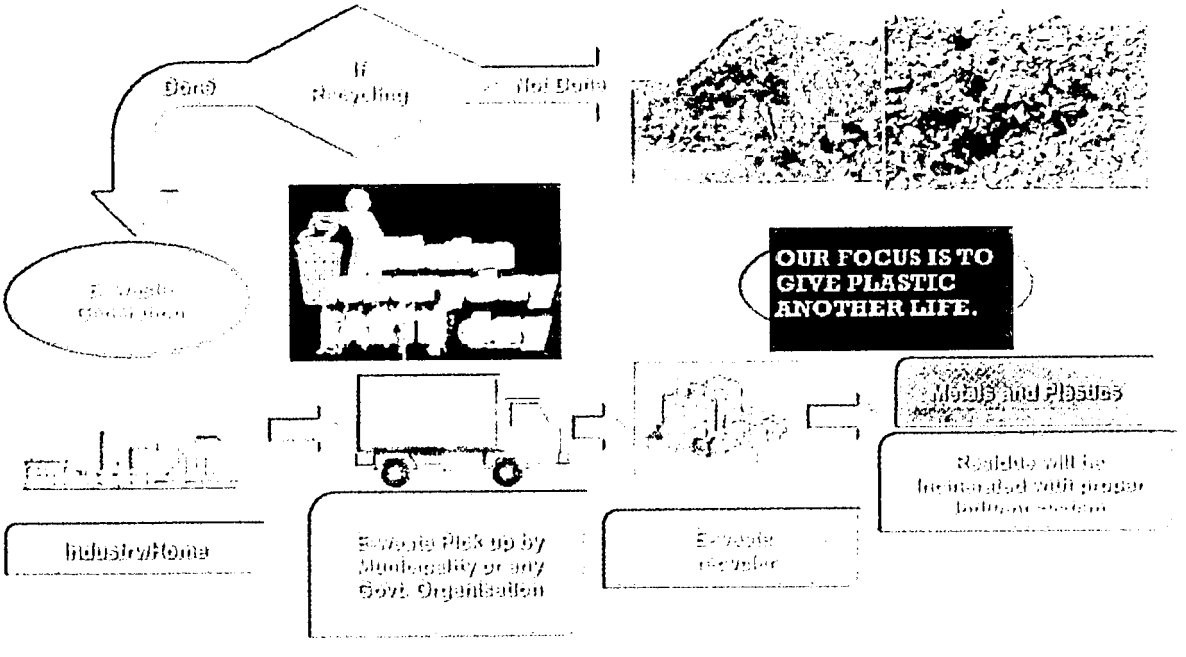
E-waste handling practices

- ***Informal method:*** The informal sector recycles about 90-95% of the E-waste in India. The informal sector mainly consists of the urban slums wherein, unskilled labours use primitive techniques to perform the recycling processes. The E waste recycling processes in these sectors are not governed by any strict health and environmental regulations. The employees are involved in recycling processes without any safety precautions like gloves or masks. As a consequence, the workers are projected to harmful and toxic gases, which can cause health hazards like respiratory problems, skin ailments and cancer. Generally, the precious components are recycled for metal recovery, while, the non-recoverable items are disposed of into landfills during the informal recycling process. The metal recovery efficiency is around 28- 30 % whereas, the efficiency of gold extraction is around 99.9%. In India, the E-waste trade chain constitute of aggregators who buy scrap from households followed by segregators who manually dismantle the components and thereafter sell-off to recyclers who further process the waste for metal extraction.



Waste handling practices in informal sectors

- ***Formal method:*** The formal/organized methods of E-waste recycling in India commenced from 2009 and deals with only 10 % of the total recycling process. Unlike the informal sector, the formal sector uses legal and environmentally sound techniques for recycling of E-waste. However, the major problem faced by the organized sector is the lack of disposal mechanisms and proper segregation of E-waste.

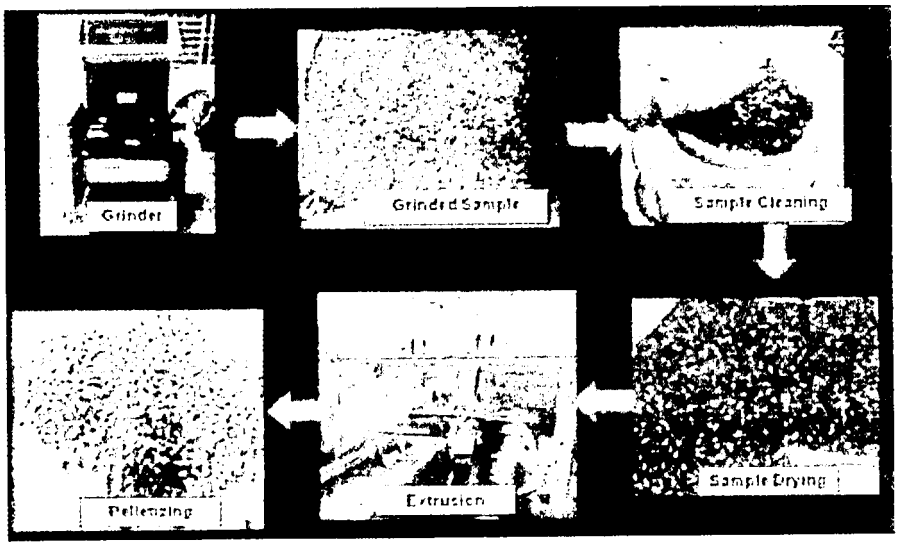


Waste handling practices in formal sectors

3. EXPERTISE AND CAPABILITY OF SARP IN SETTING UP OF E-WASTE RECYCLING UNIT:

R&D wings of CIPET has already undertaken various projects sponsored by Government funding agencies of India, wherein the proof-of-concept regarding utilization of the plastics generated from WEEE to value added products have been established and validated.

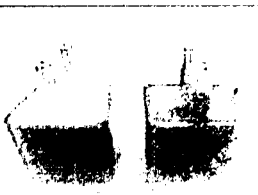
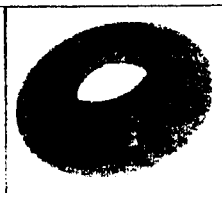
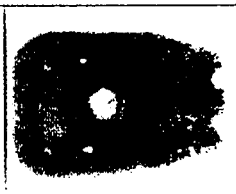
Various grades and formulations were developed utilizing plastics parts collected from E-Waste like, High Impact grade, improved Flow Grade, FR grade and improved Impact with Better flow grade, which have been validated for many high end applications.



Process adopted for recycling of plastics from WEEE

Several prototypes have been developed using conventional moulding techniques and the products displayed better repeatability and dimensional stability meeting the requisite properties in accordance with IS 14772 & IS 14434 (2000), suitable for electrical and other high end applications.

The Cost-Economic Analysis also indicates the developed formulation results in cost reduction to the tune of 60-70% as compared to virgin material. The life cycle analysis of the products also been carried out to see it feasibility for further use and was found that the material can be recycled further up to five times without compromising its performance characteristics. The results show that the developed formulation is stable to nearly

		
Bottom part of Grinder	Armrest	Adaptor component
		
Automotive Blower	Bore well cap	Electronic Meter Cover

Glimpse of various products developed by the laboratory from E-waste

4. CIPET CENTRE PROPOSED TO CONDUCT ITEC PROGRAMME

CIPET : School for Advanced Research in Polymers (SARP) - APDDRL - Bengaluru
7P,Hi-Tech Defence and Aerospace Park (IT Sector),
Jalahobli, Bengaluru North, Near Shell R&D Centre,
Devanahalli, Bengaluru - 562 149
Phone No.: +91-80-28366454
Mobile No.: +91-9840376907
Email: apddrl@cipet.gov.in

Reason for selecting Bengaluru

Bengaluru being the state capital of Karnataka and it hub of India is the 3rd largest producer of e-waste preceded by Mumbai and Delhi, produces an estimated 2,00,000 tonnes of e-waste annually. But 90% of this goes to landfills or scrap dealers who then sell it to illegal recyclers. After end-of-life, these components are discarded and burnt in open atmosphere leading to environmental effects and huge loss of natural resources.

- Female participants are advised to abstain from joining training Courses if they are in family way prior to their departure for India.

For further information, participants were requested to visit the website of "The Indian Technical and Economic Cooperation (ITEC) Programme" Ministry of External Affairs Govt. of India.

सत्यमेव जयते
Embassy of India
Manila

ITEC

Azadi Ka Amrit Mahotsav

ABOUT ITEC

Indian Technical and Economic Cooperation, commonly known as ITEC, is a flagship program of the Government of India instituted in 1964. For over 5 decades, ITEC has been offering demand driven and response oriented training courses to professionals from around 160 partner countries across the globe, including the Philippines.

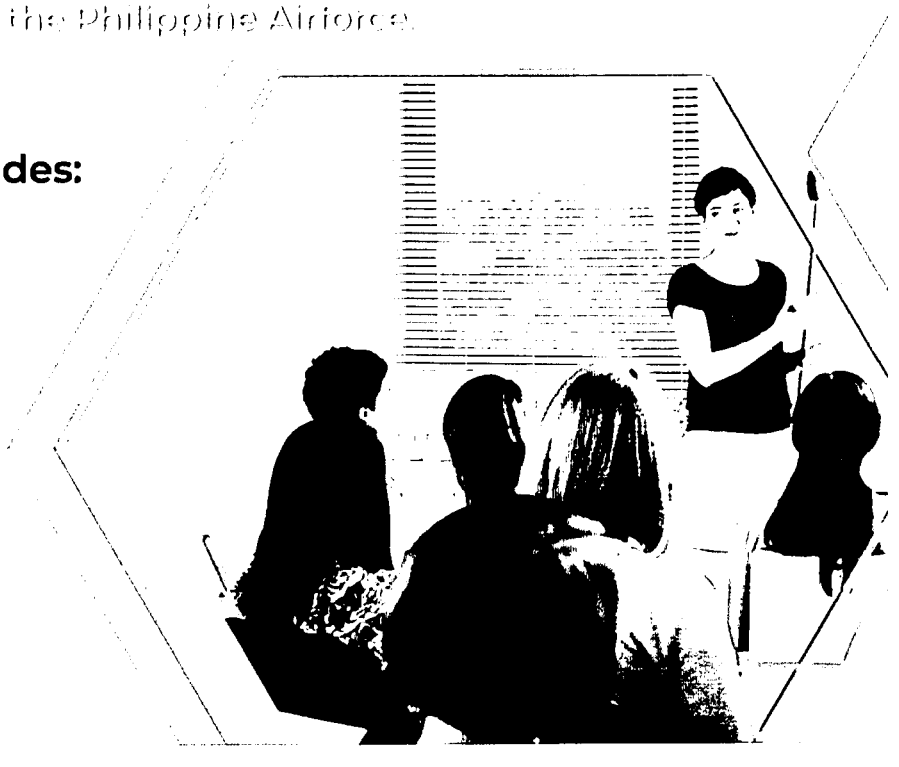
ITEC offers a vast array of capacity building programs including Defense, Artificial Intelligence, Cyber Technologies, Engineering and Technology, Agriculture, Health and Yoga, and Government Function, among others. These courses, offered annually by premier Indian institutions, aim to provide participants with advanced global professional skills and training that will be beneficial for their career growth and that of their organization.

Among the several ITEC modalities, (1) e ITEC, (2) ITEC Regular, and (3) ITEC Defense are the most utilized in the Philippines.

e ITEC is a virtual training program that was especially utilized during the pandemic and is still being offered to partner countries. ITEC Regular provides a more hands on training to participants who are required to go to India to attend the course. Meanwhile, ITEC Defense is offered to the three branches of the Armed Forces of the Philippines namely, the Philippine Army, the Philippine Navy, and the Philippine Airforce.

ITEC Scholarship (Regular and Defense) includes:

- Visa
- Round trip air tickets
- Course fee
- Accommodation
- Living Allowance
- Book Allowance
- Study Tour



WHO CAN APPLY

Interested applicants must meet the following eligibility criteria:

- 25 to 45 years old upon application
- With at least 5 years of total work experience
- Proficient with the English Language
- Medically fit to travel and study abroad

HOW TO APPLY

Step-by-step flow of registration

1. Start registration by accessing this link: **https://itecgoi.in/stream_list**
2. Search for the course you wish to apply to and click "apply".
3. Applicants will be redirected to a page that will ask them to choose their nationality, select "Philippines".
4. As they are applying through the Embassy of India in Manila (Indian Mission), they need not tick any box on the said page, nor choose a Secretariat. Click "Proceed".
5. Fill out all details required. All applicants are also requested not to leave out their personal mobile numbers and home addresses when filling out the form, this will help us connect with them faster should there be an update regarding their applications. Details of former employment/s should also be indicated as this would help us in reviewing their applications.
6. Once all details have been filled out, applicants will be required to create their password, provide certification that all details to be submitted are true and correct, and will be given a unique CAPTCHA that they have to enter to submit their details.
7. Upon successful submission of details and creation of an account, the applicant will receive an email from donotreply@itecgoi.in to activate their account. Follow the link indicated in the email and log in using their registered email address and password.
8. They will then be directed to their profile where they can access their application form. Applicants are requested to print their application forms, affix their signature on the form, and send them to **pic1.manila@mea.gov.in** for review and processing. It is highly suggested that application forms are downloaded immediately after the registration to avoid technical issues in the future.

Important Notes:

- Do not click the button that says "Revoke/Modify" as this would revoke their application which cannot be undone.
- In the event that an applicant accidentally revoked his/her application, or is unable to log in, he/she is requested to repeat the application process using a different email ID.

REQUIREMENTS

e-ITEC

1. Duly filled and signed application form
2. Endorsement letter from TESDA and/or Employer

ITEC Regular

1. Duly filled and signed application form
2. Endorsement letter from TESDA and/or Employer, including part II of the application form
3. Certificate of English Proficiency (may be issued by the applicant's Human Resource Division)
4. Scanned copy of diploma/Certificate of Degree
5. Duly filled and signed Personal Data Sheet
6. Medical Certificate
7. Vaccination Card/Certificate
8. Scanned copy of passport
9. Duly filled and signed visa application form

ITEC Defense

1. Recommendation Letter from Training Branch
2. Statement of Information
3. Medical Certificate
4. Travel Authority
5. Travel Tax Exemption Certificate
6. Scanned copy of passport
7. Vaccination Card/Certificate
8. Duly filled and signed visa application form

IMPORTANT NOTE

Only applications whose complete requirements were submitted via email will be processed. Documents must be sent to pic1.manila@mea.gov.in. Should the applicant be accepted to the course, he/she will be requested to physically submit original documents at the Embassy's office located at 27th Floor One World Place, 32nd Street, Bonifacio Global City, Taguig 1634, Metro Manila.

Scan to know more:

FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ANNEX A (India) – Indian Technical Economic Cooperation (ITEC)

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

- ✔ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization
- ✔ 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

II. **Terms and Coverage**

- • Nominating Agency/Institute
- - Shoulders the expenses incurred by the nominee during his/her application. This covers the cost of medical examination, travel and expenses incurred in the submission of documents and interview. Once accepted these will include fees for passport and visa, if applicable.
- - Salary of the scholar to be paid for the duration of the training
- • Donor Country/Organization
- - Generally, in most courses, TICA shoulders the scholar's airfare, accommodation, allowance.

III. **Basic Documentary Requirements** – **Nominees must submit 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:

DANILO P. CRUZ
Director General
Technical Education and Skills Development Authority
TESDA Complex, East Service Road
South Superhighway, Taguig City

ATTENTION: **Foreign Scholarship and Training Program Unit**
TDI Building, TESDA Complex

B. **1 original & 2 certified copies** of **UPDATED Personal Data Sheets** to include list of training programs and seminars attended

C. **1 original & 2 certified copies of Statement of PRESENT Actual Duties and Responsibilities RELEVANT to the course/program** signed by the immediate supervisor

D. **1 original Certification from the Head/Manager of the Human Resource Department**
(Please see attached **CERTIFICATION format**)

E. **3 copies of Valid Passport** (Personalia Pahina only)

F. **Nominee Assessment Form** (Please see attached Nominee Assessment Format)

G. **Accomplished APPLICATION FORM from ITEC**

NOTE: **Kindly visit:** ITEC :Indian Technical and Economic Cooperation (itecgoi.in) to register to the course applied.

Ann Mari Nicole T. Campos
Desk Officer
Telefax: **8179095**
Email: **fstp.unit@tesda.gov.ph**

FOREIGN SCHOLARSHIP TRAINING PROGRAM
NOMINEE ASSESSMENT SUMMARY

Program:

Last Name	First Name	Middle Initial	Office	Position	Birthdate (mm-dd-yyyy)	Educational Attainment	Contact Number/s	Email Address

Work Experience	Duties and Responsibilities	Related Training Programs

(Letter Head 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 rendered the required service obligation for a scholarship previously enjoyed;

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

The applicant is physically and mentally fit to attend the online training; 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 his 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