



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

July 3 , 2025

DIVISION MEMORANDUM

NO: 398 s. 2025


**CALL FOR NOMINATION FOR THE ASIAN PRODUCTIVITY ORGANIZATION
WORKSHOP ON ARTIFICIAL INTELLIGENCE MANAGEMENT SYSTEMS**

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates RM 0648 S. 2025 titled "Call for Nomination for the ASIAN Productivity Organization Workshop on Artificial Intelligence Management Systems" (GTA) 2025", the contents of which are self-explanatory.
2. Please see attached Memorandum for more details.
3. For your information.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD
OIC-Asst. Schools Division Superintendent

WDB/JAAL/SGOD/MCC/ict



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0648**, s. 2025

30 JUN 2025

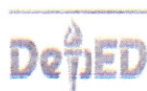
**CALL FOR NOMINATIONS FOR THE ASIAN PRODUCTIVITY ORGANIZATION
WORKSHOP ON ARTIFICIAL INTELLIGENCE MANAGEMENT SYSTEMS**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Attached is DepEd Memorandum DM- OUHROD-2025-1695 from Usec. Wifredo E. Cabral, Undersecretary for Human Resource and Organizational Development dated June 23, 2025 titled **Call for Nominations for the Asian Productivity Organization Workshop on Artificial Intelligence Management Systems**, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Division Scholarship Focal Persons are directed to submit one (1) nominee on or before **July 1, 2025** via this link: <https://bit.ly/3WpGXP>.
3. In selecting the nominee refer to **General Eligibility Requirements/Checklist**.
4. For queries and clarifications, you may contact Dr. Rosa H. Cabotaje, Scholarship Focal Person through this email address, rosa.cabotaje@deped.gov.ph.
5. For immediate and wide dissemination.

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

SECRET



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639773295904 local 700



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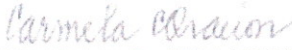
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025- 1695

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


CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : **CALL FOR NOMINATIONS FOR THE ASIAN PRODUCTIVITY ORGANIZATION WORKSHOP ON ARTIFICIAL INTELLIGENCE MANAGEMENT SYSTEMS**

DATE : 23 June 2025

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

Workshop Title	Workshop on AI Management Systems
Schedule	09-12 September 2025
No. of Slots	Two (2)
Modality and Venue	Face-to-face (Ho Chi Minh City, Vietnam)
Target Participants	AI policymakers and regulators as well as industry-specific stakeholders <i>Note: Priority will be given to nominees attending APO projects for the first time.</i>
Deadline	01 July 2025

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) requests each 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 01 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.

Copy furnished:

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



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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.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	
	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).	Updated Personal Data Sheet
	g. Must have no current, or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)





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	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)





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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>	
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)		
APPROVED	Date and Time	





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Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time
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10 June 2025

MARIO M. BERMUDEZ
Officer-in-Charge, Director IV
Human Resource and Organizational Development
Department of Education
Meralco Avenue, Pasig City

Subject: Workshop on AI Management Systems
9-12 September 2025, Ho Chi Minh City, Vietnam

Dear Director Bermudez:

Greetings from the Development Academy of the Philippines!

The Asian Productivity Organization (APO), in cooperation with the Commission for Standards, Metrology and Quality of Vietnam, will be conducting the above-titled workshop. This workshop aims to provide a comprehensive understanding of AI's role in improving efficiency and decision-making; introduce AI components, tools, and workflows; address risks and define treatment; and develop strategies for scaling, evaluating, and planning AI implementation aligned with organizational goals.

Target participants include AI policymakers and regulators, and industry-specific stakeholders. Priority in selection will be given to candidates attending APO projects for the first time. The APO may not select those who have participated in its projects within the last two years.

The Academy, as the National Productivity Organization, would like to invite DEPED to nominate **up to two (2) qualified candidates** from within the Department and its attached agencies. The closing date for nomination is on **4 July 2025**, to allow sufficient time for preliminary screening and transmission to the APO. The APO Secretariat in Tokyo, Japan, will do the final selection of participants.

For accepted candidates, the APO will bear the cost of roundtrip international airfare using the most direct route, hotel accommodation and per diem allowance for the official duration of the project. **The participants will shoulder the cost of passport fees, travel insurance, airport taxes, and cancellation charges due to last minute withdrawal after being accepted by APO.**

Attached for your reference are the **Project Notification, Endorsement Template and Citizen's Charter**. We would appreciate receiving your nominations on or before the above-cited deadline.

For any inquiries or concerns, your office may reach **MJ Del Mundo** of the APO/DAP Secretariat via email at apodapsec-gse1@dap.edu.ph cc: delmundom@dap.edu.ph or through telephone numbers (02) 8631-2126, (02) 8631-0921 to 30 local 110.

Very truly yours,

A. TRISTAN R. SURATOS
APO Liaison Officer for the Philippines



PROJECT NOTIFICATION

Reference No. : 562

Date of Issue	29 May 2025
Project Code	25-IP-30-GE-WSP-A
Title	Workshop on AI Management Systems
Timing	9 September 2025–12 September 2025
Hosting Country(ies)	Vietnam
Venue City(ies)	Ho Chi Minh City
Modality	Face-to-face
Implementing Organization(s)	Commission for Standards, Metrology and Quality, Vietnam
Participating Country(ies)	All Member Countries
Overseas Participants	19
Local Participants	6
Closing Date	15 July 2025
Remarks	Not Applicable

Objectives	Provide a comprehensive understanding of AI's role in improving efficiency and decision-making; introduce AI components, tools, and workflows; address risks and define treatment; and develop strategies for scaling, evaluating, and planning AI implementation aligned with organizational goals.
Rationale	The APO focuses on inclusive, innovation-led growth, while the ISO provides a structured AI management system to ensure accountability and risk mitigation. Integrating both can enhance AI-driven productivity and sustainable development. The APO Vision 2025 and ISO/IEC 42001:2023 align in leveraging AI for productivity, innovation, and sustainability. Both emphasize responsible AI adoption, regulatory compliance, continuous monitoring, and ethical considerations.
Background	Integrating AI into productivity strategies addresses inefficiencies, manages risks primarily in compliance and security, and streamlines adoption by optimizing resources and standardizing workflows. This boosts innovation, operational efficiency, and alignment with goals, driving sustainable growth. In developing countries, AI bridges infrastructure, education, and healthcare gaps, enhancing productivity and economic growth. The AI Management System (AIMS) is an international standard specifying the requirements to develop, provide, and utilize responsible AI systems. AIMS drives innovation while addressing risks and societal challenges tied to AI adoption. Influenced by organizational objectives, structure, processes, and stakeholder expectations, it balances governance with innovation. Integrated with existing systems, it manages risks, trustworthiness (security, safety, fairness, transparency), and third-party relationships. Regular reviews ensure alignment with evolving AI uses and goals (ISO/IEC 42001, 2023).
Topics	AI and its role in management; Key components of AI systems; AI tools and technologies; AI for automation; AI in decision-making; Building AI-powered processes; Managing risks and defining mitigation processes; Making AI work long term; Measuring AI success; and Planning AI for organizations.
Outcome	Participants understand AI's role in enhancing efficiency and decision-making, as well as the key components, tools, and importance of data; and can create AI workflows, manage risks, and develop strategies for scaling, evaluating, and planning AI implementation.
Qualifications	Industry professionals, academics, researchers, AI policymakers and regulators, industry-specific stakeholders, AI vendors and consultants, and nonprofit and advocacy groups.

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



Dr. Indra Pradana Singawinata
Secretary-General

Development Academy of the Philippines

PRIMER FOR APO SCHOLARSHIP (Face-to-Face)

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

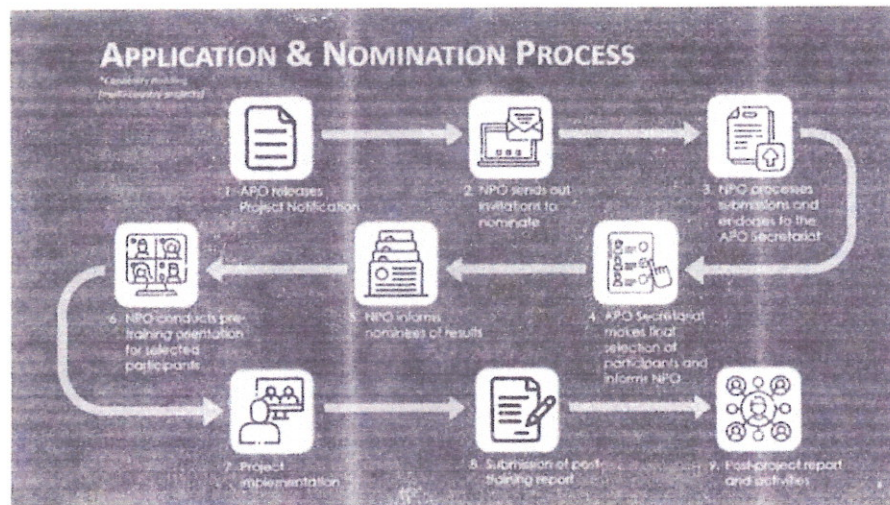
- **Conferences:** Share or disseminate new knowledge, best practices, and research findings.
- **Observational Study Missions:** Provide learning opportunities based on direct observations of applications of best practices, innovations, and advanced technologies.
- **Workshops:** Discuss, share knowledge 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 as 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-gsel@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_gsel@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/DAF 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 on-site session, replication, 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 =====