

FOREIGN SCHOLARSHIP AND TRAINING PROGRAM  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

**ANNEX A – Singapore Cooperation Programme (SCP)**

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

- ✓ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization and private enterprise
- ✓ 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:**

Please see the Executive Summary for the Program provided.

**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:

**SEC. EMMANUEL JOEL J. VILLANUEVA**

Director General

Technical Education and Skills Development Authority

East Service Road, South Superhighway, Taguig City

ATTENTION: Foreign Scholarship and Training Program Unit

- B. **Personal Data Sheet** to include list of training programs and seminars attended - 1 original, 2 certified copies
- C. **Statement of Actual Duties and Responsibilities** *RELEVANT* to the course (**Present and Past involvement**) and signed by the immediate supervisor – 1 original, 2 certified copies
- D. **Certification from the HRD/Personnel Head/Manager** attesting the following: - 1 original, 2 certified copies (Pls. see the attached form provided)
- That the nominee has **No Pending Administrative and/or Criminal Case.**
  - That the nominee has **No Pending Scholarship Nomination.**
  - The nominee's **Performance Ratings** for two consecutive semesters immediately preceding the nomination were at least Very Satisfactory
  - That the nominee has already rendered the required service obligation for a scholarship previously enjoyed, if any
  - That the nominee is physically and mentally fit to travel and attend foreign training
  - That the nominee will not withdraw for the course once accepted
- E. **SCP Application Form** with passport-size photos – 4 sets
- Application forms should be printed or typed, and in **BLACK** ink.
  - All copies must bear original photos.
- F. **Copies of Valid Passport** (Personalia Pahina only) – 3 copies

**Note:** Please use A4 Bond Paper for the Application Form.

**HONEYLET R. TUGADE**

Desk Officer

Telefax: 817-9095

Mobile: 0917-8060759

Email: [tesda.fstp.unit@gmail.com](mailto:tesda.fstp.unit@gmail.com)

(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 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 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