

| Date

**NAME OF HEAD OF AGENCY**

Position

Name of Agency

Address

Dear Head of Agency:

We are pleased to inform you that **Name of Accepted Nominee, Position, Agency,** has been accepted to the **Title of the Training Program**, which will be held in **Sponsoring Country** from **Duration of the Training Program** under the sponsorship of the **Donor Country/Organization**.

It is recommended that the scholar be issued his travel authority which he needs to present to the Department of Foreign Affairs when he applies for the issuance of his official passport. As a government employee on official travel status, the scholar is required to travel using an official passport.

Further, please ensure that the Scholarship Service Contract (SSC) is executed and enforced by your agency with the scholar. He is also expected upon his return to submit post training report and re-entry plan as to where the knowledge and skills he gained from the training can be applied in your agency.

May we request your office to provide copies of his travel authority, accomplished SSC, post training report, re-entry plan and learning materials to the TESDA Foreign Scholarship and Training Program Unit for monitoring purposes.

Thank you and warm regards.

Sincerely yours,

**SEC. EMMANUEL JOEL J. VILLANUEVA**  
Director General

FOREIGN SCHOLARSHIP TRAINING PROGRAM  
NOMINEE ASSESSMENT SUMMARY

Program/Course:

Name	Agency	Position	Age	Degree/ Education	Related Training Programs	Work Experience	Duties and Responsibilities

TESDA FSTP Screening Committee  
Assessment Sheet

Title of the Course:  
Duration:  
Sponsoring Country/Donor:  
Embassy Deadline:  
Slot:

Basic Course Requirements:

Nominee's Profile						Personal Interview								Grand Total
Name	Current Position/ Designation	Agency	Training Programs (20pts)	Duties & Responsibilities (40 pts)	Total Score (60pts)	Written (10)	Communication Skills (5)	Alertness (5)	Judgment (5)	Self Confidence (5)	Emotional Stability (5)	Appearance (5)	Total Score (30pts)	

Prepared by:

AVENGER T. MARIÑAS  
TESD Specialist II/Desk Officer

ED PILAR G. DE LEON  
OCSA  
Member

ED ERNESTO A. BELTRAN  
IPDU/Special Projects  
Chairperson

ED T. S. SANICO  
OTTI  
Member

Noted by:

MARIA PAZ T. URCIA  
Head, FSTPU

ED IMELDA B. TAGANAS  
QSO  
Member

DIR. JOSEPHINE V. CASUGA  
TDI  
Member

ED MARIVEL C. SACENDONCILLO  
DILG-LGA  
Member

MS. ELENITA V. LAÑA  
Office of the Director General  
Member

AVA HEIDI V. DELA TORRE  
Secretary General, ACE  
Member

DIR. MARIA PAZ T. URCIA  
FSTP Unit  
Member

DFA REPRESENTATIVE

MTCP REPRESENTATIVE

JICA REPRESENTATIVE

FOREIGN SCHOLARSHIP AND TRAINING PROGRAM  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
CHECKLIST OF DOCUMENTARY REQUIREMENTS

ANNEX A – Name of Donor Country/Organization

I. Who are qualified to apply?

✓  
✓  
✓

II. Basic Documentary Requirements -- Nominees must submit the following (together with the documents required by the donor country/organization) on or before the deadline set by TESDA:

A.  
B.  
C.  
D.  
E.  
F.

For more information, you may log-in at [www.tesda.gov.ph/foreign](http://www.tesda.gov.ph/foreign)

Name of Desk Officer  
Position  
Telefax:  
Trunklines:  
Email:

FSTPU Staff Note

Control No. :  
Subject : Acceptance Letter  
Origin of Document : FSTPU  
Action required : Approval/Signature on the Letter of Acceptance  
References : Letter of Acceptance and Nomination Letter

Background:

- Name of Accepted Nominee, Position, Agency, has been accepted to the Title of the Training Program, which will be held in Sponsoring Country from Duration of the Training Program under the sponsorship of the Sponsoring Country/Organization.

Recommendation/s:

- Acceptance Letter for signature of the Secretary.

MARIA PAZ T. URCIA, CESO IV  
Director III, FSTP Unit  
Date

## FSTPU Staff Note

Control No.	:	
Subject	:	Endorsement Letter
Origin of Document	:	FSTPU
Action required	:	Approval/signature on the letter of endorsement
References	:	Nomination Letter

## Background:

- Name of Nominee, Position, Agency, met the requirements and passed the interview process required of nominees to the Title of the Training Program, which will be held in Sponsoring Country from Duration of the Training Program under the sponsorship of the Donor Country/Organization.
- Embassy Deadline
- TESDA as the focal point for short term non degree FSTP needs to endorse them as the country's nominee.

## Recommendation/s:

- Endorsement Letter for signature of the Secretary.

MARIA PAZ T. URCIA, CESO IV  
 Director, FSTP Unit  
 Date

Date

**NAME OF DIRECTOR**

Director  
Foreign Service Institute  
Department of Foreign Affairs  
Roxas Boulevard  
Pasay City

Dear Director:

We are pleased to endorse the nomination of **Name of Nominee, Position, Agency, to the Title of the Training Program** which will be held in **Sponsoring Country from Duration of the Training Program** under the sponsorship of the **Donor Country/Organization**.

Copies of the duly accomplished application forms, results of medical and physical examinations and other pertinent papers of the abovementioned nominee have already been forwarded to the Embassy of India.

Thank you for your favorable consideration and usual immediate action.

Sincerely yours,

**SEC. EMMANUEL JOEL J. VILLANUEVA**  
Director General

Date

**DONOR COUNTRY/ORGANIZATION REPRESENTATIVE**

Position

Name of Donor Country/Organization

Address

Dear:

We are pleased to endorse the nomination of **Name of Nominee, Position, Agency, to the Title of the Training Program** which will be held in **Sponsoring Country** from **Duration of the Training Program** under the sponsorship of the **Donor Country/Organization**.

Attached are the copies of the duly accomplished application forms, results of medical and physical examinations and other pertinent papers of the abovementioned nominee.

Thank you for your favorable consideration and usual immediate action.

Sincerely yours,

**SEC. EMMANUEL JOEL J. VILLANUEVA**  
Director General

Name :

Date:

Position / Agency :

Nominated to (Course Title):

Please answer each of the following questions (in Essay, NOT in outline form) following in not more than 100 words.

1. Share something about yourself, your work, etc. What is that you wish people to remember you by.
2. Based on your initial information on the course and aside from usual re-echoing at work expected after the training, what concrete plan/s do you have in mind on how you can make use of the learning you will gain from the course?
3. Life is making choices. Name at least two things you are proud of and which you can consider as right choices you have made in your life. Why?
4. Every once in a while opportunities to achieve big successes present themselves to us. Given a chance for big successes cite at least two opportunities which presented themselves. Explain why.

Name :

Date:

Position / Agency :

Nominated to (Course Title):

Please answer each of the following questions (in Essay, NOT in outline form) following in not more than 100 words.

1. Share something about yourself, your work, etc. What is that you wish people to remember you by.
2. Based on your initial information on the course and aside from usual re-echoing at work expected after the training, what concrete plan/s do you have in mind on how you can make use of the learning you will gain from the course?
3. Employee engagement has been an important component of an organization's success. How does your organization/ agency ensure that employees are highly engaged?
4. Please give your reaction to the following statement : Filipinos are happier in their jobs, and find enough time for their family.

FOREIGN SCHOLARSHIP AND TRAINING PROGRAM UNIT  
CUSTOMER FEEDBACK AND SURVEY FORM

Date \_\_\_\_\_

We need your feedback for the continuous enhancement and improvement of our services.

Purpose of visit

☐ Inquire on FSTP Programs and Requirements

☐ Submission of Documentary Requirements

☐ Scheduled Interview

☐ Others, Please specify \_\_\_\_\_

Please rate the following statements by putting a check [✓] made in the appropriate box using the rating scale below.

All answers below will be treated with confidentiality.

5 -- Excellent

2 -- Fair / Satisfactory

4 -- Very Good / Very Adequate

1 -- Inadequate / poor

3 -- Good / Adequate

A. Information on Courses / Training Program (5) (4) (3) (2) (1)

Clarify and sufficiency of information ☐ ☐ ☐ ☐ ☐

Why? (optional) \_\_\_\_\_

B. Courtesy and Readiness

Staff was courteous and friendly ☐ ☐ ☐ ☐ ☐ ☐

Accommodating and helpful ☐ ☐ ☐ ☐ ☐ ☐

C. Timeless and Relevant Information

Timely and accurate Information was provided ☐ ☐ ☐ ☐ ☐ ☐

Prompt response was given ☐ ☐ ☐ ☐ ☐ ☐

Overall experience was positive ☐ ☐ ☐ ☐ ☐ ☐

II. Others

1. How did you know about FSTP?

Friend/Relative [ ] website [ ] Tesda Office [ ]

2. Please Indicate the name / s of staff you like to comment of complain of and state the reason / s: \_\_\_\_\_

3. Comments and Suggestions \_\_\_\_\_  
\_\_\_\_\_