



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

October 04, 2016

CUSTOMS TRAINING CIRCULAR
NO. CTC - 11 - 2016

To : All Customs Officials and Employees
Subject : ASEAN Border Leadership Exchange Programme

- 1.0 This is to inform that this Bureau is being invited by the Singapore Cooperation Programme (SCP) in coordination with the Foreign Scholarship and Training Program (FSTP), Technical Education and Skills Development Authority (TESDA) to nominate one (1) candidate to the upcoming **ASEAN Border Leadership Exchange Programme** to be held on January 16-20, 2017 in Singapore.
- 2.0 The objective of this program is to enhance among ASEAN leaders and customs matters and to strive for greater cooperation in the governance of border and security control.
- 3.0 In view thereof, we would like to request nominees from your group/port to attend this course by accomplishing the nomination form, duly endorsed by the respective head of the group/ports concerned.

Qualification	Requirements
<ul style="list-style-type: none">• 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	<p><u>Basic Documentary Requirements:</u></p> <ol style="list-style-type: none">A. Nomination Letter signed by the Department Secretary or Head of AgencyB. 1 original & 2 certified copies of PERSONAL Data Sheet (updated with seminars)C. 1 original & 2 certified copies of Statement of <u>PRESENT</u> Actual Duties ResponsibilitiesD. 1 original & 2 certified copies of Certification from Head/Manager of the HRMD (Please see attached CERTIFICATION Format)

<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> E. 4 sets SCP Application forms with passport-size photos F. 3 copies of Valid Passport (Personalia Pahina only) G. 1 original copy of Nominee Assessment (Please see attached format)
---	--

- 4.0 Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.
- 5.0 Accomplished documentary requirements shall be submitted on or before **October 10, 2016, Monday** to the Interim Training and Development Division, 4th Floor, Port of Manila Building. The training staff will be coordinating with your office on this matter.
- 6.0 Thank you.

By Authority of the Deputy Commissioner,
Internal Administration Group:



LILIBETH C. BONIFACIO
Supervising Administrative Officer
Interim Training & Development Division



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ISO 9001 : 2008 CERTIFIED

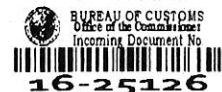
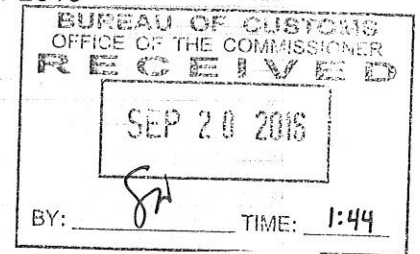
Tatak ng Integridad, Serbisyong Dekalidad, Kaagapay sa Pag-unlad



15 September 2016

MR. NICANOR E. FAELDON

Commissioner
Bureau of Customs
OCOM Building
South Harbor, Gate 3
Port Area, Manila



Dear **Commissioner Faeldon**:

The Singapore Cooperation Programme (SCP) 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 following:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview
ASEAN Border Leadership Exchange Programme	January 16 – 20 2017	October 26, 2016	November 3, 2016 (starts at 9:00 am)

In nominating your candidates, please consider the concerns specified under Item I of Annex A indicating the Government of the Philippines and the donor requirements relative to the program.

Further, please observe the deadline set for the submission of the required documents mentioned under Item II of Annex A. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

Please submit all documentary requirements to the Foreign Scholarship Training Program (FSTP) Unit, TDI Building, TESDA Complex, East Service Road, South Superhighway, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 8179095 or 09178060759.

Thank you for responding to our invitation.

Very truly yours,


PILAR G. DE LEON
Director IV, AS
Chief of Services for Administration

ANNEX A (SINGAPORE) – 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

- Nominating Agency/Institute
 - Shoulders the expenses incurred by the nominee in the course of his/her application. This covers the cost of medical examination, travel and expenses incurred in the submission of documents and interview. The application fees for passport and related expenses are also covered once the nominee is accepted to the course.
 - Salary of the scholar to be paid for the duration of the training
- Donor Country/Organization
 - Generally, in most courses, SCP shoulders the scholar's airfare, accommodation, allowance. However, there are also courses wherein nominating agencies are required to shoulder the airfare.

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:

GUILING A. MAMONDIONG

Director General/Secretary
Technical Education and Skills Development Authority
East Service Road, South Superhighway, Taguig City

Attention: Foreign Scholarship & Training Program Unit
TDI Building, TESDA Complex

- B. **1 original & 2 certified copies of Personal Data Sheet** 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 signed by the immediate supervisor
- D. **1 original & 2 certified copies of Certification from the Head/Manager of the Human Resource Department** (Please see attached **CERTIFICATION format**)
- E. **4 sets SCP Application Form** with passport-size photos
- Handwritten application forms will not be accepted
 - All copies must bear original photos
 - Use A4 bond paper
- The applications forms may be downloaded at:
www.scp.gov.sg/content/scp/courses_offered_applicationprocedure/application_procedure.html
- F. **3 copies of Valid Passport** (Personalia Pahina only)
- G. **1 original copy of Nominee Assessment** (Please see attached format)

Honeylet T. Espino
Desk Officer
Telefax: 8179095
Office Cellphone. 09178060759
Email: tesda.fstp.unit@gmail.com

(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

EXECUTIVE SUMMARY

TITLE OF THE PROGRAM	:	ASEAN Border Leadership Exchange Programme
DURATION	:	January 16 – 20, 2017
SPONSOR	:	Singapore Cooperation Programme (SCP)
VENUE	:	Singapore

TARGET PROFILE OF PARTICIPANTS:

- Nominated by their respective governments
- Customs and Immigration Senior Personnel of at least Deputy Director level and above or equivalent
- Must possess a valid passport
- Proficient in spoken and written English
- In good health and medically fit to attend the course

PROGRAM OBJECTIVES:

- To enhance relations among ASEAN leaders in immigration and customs matters
- To strive for greater cooperation in the governance of border and security control

PROGRAM ARRANGEMENTS:

- Roundtrip economy airfare
- A daily training allowance of One Hundred Twenty Singapore Dollars (S\$120) from first day to last day of the course to cover meals and daily expenses (Complimentary breakfast is provided in the hotel from the first day to one day after the course)
- Transportation to course venue and site visits
- Medical Insurance for participants to cover accident and hospitalization during their stay in Singapore in accordance with the policy of a local insurance company
- Accommodation for the entire duration of the course

NOTE:

- Participants are to bear personal miscellaneous expenses incurred prior to receiving the allowance
- Any expenses for out-patient medical/dental treatment will be borne by the participants
- As the Group Medical Insurance Coverage is limited, participants may wish to consider making their own arrangements to obtain adequate medical insurance coverage in Singapore

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

RECENT
PASSPORT-
SIZE
PHOTOGRAPH
HERE

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

Programme: Singapore Cooperation Programme - ASEAN Training Award

Course Title: ASEAN Border Leadership Exchange Programme

Course Dates: 16 to 20 January 2017

PART ONE: APPLICANT DETAILS (TO BE COMPLETED BY APPLICANT)

Applicant's Particulars

Title	Dr/Mr/Mrs/Ms/Others (please circle accordingly)		
Family Name			
Given Name			
Gender		Date of Birth (dd/mm/yy)	
Nationality		Representing Government of	
Passport Number		Passport Expiry Date (dd/mm/yy)	
Religion		Dietary Restrictions (if any)	

Contact Details

Country/Territory		State/Province		City/Town		
Office Address					Postal Code	
	Country Code	Area Code	Number	Personal Email		
Telephone No.						
Mobile			Other Email			
Fax No.						

Person to be notified in case of emergency

Name		Relationship			
Address		Telephone No.	Country Code	Area Code	Number
		Email			

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

Employment History

Organisation	Department	Designation	Nature of Job	From (dd/mm/yy)	To (dd/mm/yy)
					PRESENT

Educational Qualifications

Educational Qualification Attained	Educational Institution	From (dd/mm/yy)	To (dd/mm/yy)

Professional Qualifications

Description of Qualification	Date Attained

Previous Attendance

Have you attended any courses sponsored under the Singapore Cooperation Programme previously? If yes, please state the name and date of course(s).	Yes/No

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.

PART TWO: DECLARATION (TO BE COMPLETED BY APPLICANT)

I, _____ of _____
Name of applicant Representing Country/Territory

Declare that:

- (a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- (b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Singapore;
- (c) **I am proficient in spoken and written English.** (The course will be conducted in English. All participants are expected to have a good working knowledge of the English language.); and
- (d) I will be personally liable for **all** medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.

(IMPORTANT NOTE: All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance, which does **not** cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore.)

- (e) *(For pregnant applicants)* I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Singapore:

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

Date

Signature of applicant

SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

PART THREE: TO BE COMPLETED BY DIRECT SUPERVISOR

I nominate (Dr/Mr/Mrs/Ms*) _____ holding Passport No. _____ for the training course.

_____	_____	_____
Name and Designation	Email Address	
_____	_____	_____
Name of Organisation	Country code Area code	Office tel no.
_____	_____	_____
Signature	Country code Area code	Office fax no.

Please describe why the applicant has been nominated for this course:

Please describe what skills / knowledge you would like the applicant to gain from this course:

PART FOUR: ENDORSEMENT (TO BE COMPLETED BY NATIONAL FOCAL POINT FOR TECHNICAL ASSISTANCE / MINISTRY OF FOREIGN AFFAIRS OF NOMINATING GOVERNMENT)

By signing below, I confirm that I endorse the above nominee and that I believe all the statements in this form to be correct.

PILAR G. DE LEON

Name

(Ministry's Official Stamp)

**Director IV, AS
Chief of Services for Administration**

Designation

Technical Education & Skills Development Authority

Name of Organisation

063 02 8179095

Country code Area code Office tel no.

063 02 8179095

Country code Area code Office fax no.

Signature

tesda.fstp.unit@gmail.com

Email Address

NOTE: This application form should be duly completed and endorsed by the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country/territory. Forms which are incomplete or not endorsed will not be accepted.