**ASPIRE 5.0**

Administrative Staff Program towards Institutional Resiliency and Excellence:

An Online Training Program on Performance Efficiency and Excellence

**Letter of Commitment**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the UP Diliman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ appreciates and understands the importance and clear objectives of the ASPIRE 5.0 in helping the University attain exemplary institutional efficiency and excellence.

Unit/Office

Position

Name

If selected, I will:

1. comply and accomplish all the requirements (e.g., full attendance, on-time submission of assignments, active participation) set by the program leading to the awarding of Certificate of Completion,
2. ensure that I have access to the infrastructure support that will be needed for this online training (e.g., fast and reliable internet connectivity, desktop/laptop, etc.)
3. accomplish the Masaklaw na Panukat ng Loob (Mapa ng Loob), a comprehensive instrument to measure one’s personality,
4. attend the Closing and Graduation Ceremony, and
5. attend and participate to the benchmarking activities and/or Philippine Quality Award related courses (if selected and recommended).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name of Applicant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**ASPIRE 5.0**

Administrative Staff Program towards Institutional Resiliency and Excellence:

An Online Training Program on Performance Efficiency and Excellence

**Letter of Endorsement and**

**Certificate of Availability/Access to Online Infrastructure Support**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the UP Diliman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recommends the application of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the ASPIRE 5.0.

Name of Applicant

Unit/Office

Position

Name

This endorsement also shows my appreciation and understanding of the importance and clear objectives of the ASPIRE 5.0 in helping the University attain exemplary institutional efficiency and excellence that in the case Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be selected, I promise to render my full support in order for him/her to:

Name of Applicant

1. comply and accomplish all the requirements (e.g., full attendance, on-time submission of assignments, active participation) set by the program leading to the awarding of Certificate of Completion,
2. ensure that he/she has access to the infrastructure support that will be needed for this online training (e.g., fast and reliable internet connectivity, desktop/laptop, etc.) by allowing him/her to use office equipment and tools when applicable and needed,
3. accomplish the Masaklaw na Panukat ng Loob (Mapa ng Loob), a comprehensive instrument to measure one’s personality,
4. attend the Closing and Graduation Ceremony, and
5. attend and participate to the benchmarking activities and/or Philippine Quality Award related courses (if selected and recommended).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Signature over Printed Name

Name of Applicant of Applicant’s Supervisor/Head

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date