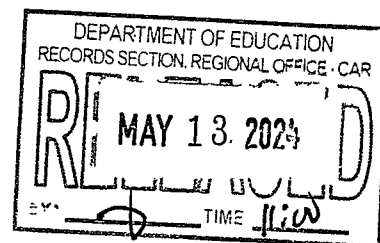




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



May 10, 2024

**REGIONAL MEMORANDUM**

No. **275-2024**

**CALL FOR NOMINATION TO JICA-KCCP GRF FOR JAPAN FISCAL YEAR 2024**

To: Assistant Regional Director  
 Schools Division Superintendents  
 All Other Concerned

1. Pursuant to DM-OUHROD-2023-0791, this office through the Human Resource Development Division (HRDD), calls for submission of nominees to the Japan International Cooperation Agency – Knowledge Co-Creation Program Group and Region Focus (JICA-KCCP GRF) for three (3) regular course offerings for Japan Fiscal Year (JFY) 2024.

2. The course details are as follows:

Course Title	Date	Target Participants	No. of Slots	Modality	Deadline
Capacity Development for the Education Policy Formulation and Analysis for Learning Improvement	TBA	-Officers who have been working in the field of education policymaking, planning, or project management -Researchers specializing in themes around educational policymaking -Personnel who oversee monitoring, research, or analysis of education policies	1	Face-to-face	May 24, 2024
Human Resources Development Administration (through the promotion of Technical and Vocational Education and Training)	TBA	-At least Director-General or Director of a department in the central government presently engaged in occupational skill development administration, and with experience as a policy maker on human resource development	1	Face-to-face	May 24, 2024



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Mathematics Curriculum Development at Primary Level	TBA	-Directors or technical officials in charge of math curriculum development or national assessment -Authors of math textbooks who have at least 5 years on math education, or at least 1 year at the present position	1	Face-to-face	May 24, 2024
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3. Each SDO shall nominate one (1) nominee after the evaluation and screening by the SDO Professional Development Committee (PDC) based on Enclosure 1 and 2. The Scholarship Clearance (Enclosure 3) should also be submitted.

4. In view of one slot provided for the region, the Regional PDC shall screen nominees based on Enclosure 1 - 3.

5. The General Eligibility Requirements/Checklist, Scholarship Clearance and required documents must be filled out and uploaded in PDF using the official DepEd email account on or before **May 24, 2024** through email address at [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).

6. Applications may be disqualified due to various reasons such as but not limited to incomplete requirements, no official endorsement/s, application being sent directly through the secretariat's email, discrepancy in documents, etc.

7. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or Elvernice S. Fanged, Scholarship Focal Person through email address at [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).

8. Immediate and widest dissemination of this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV/ Regional Director

HRDD-NEAPCAR/RCA/est/KCCPGRFJFY



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(Enclosure 1 to RM No. **275.2024**)

**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 Office.	
	d. Must be holding a permanent item.	Updated Service Record
	e. Must be physically, mentally, and psychologically fit.	Medical Certificate from any government physician as to health status.
	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)
	i. Must be willing to prepare, share and implement a Scholarship Report and Work Application Plan (WAP).	
	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.
	k. Has already finished his/her existing service obligation for a scholarship, if any.  **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo	Clearance from HRDD/NEAP (Enclosure 3)
	l. Has no pending application for retirement.	
	m. Must be able to render his/her service obligation vis-a-vis duration of the scholarship.	
	n. Valid Passport for travel purposes	Minimum of 6 months validity from the return date



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(Enclosure 2 to RM No. **275.2024**)

**QUALIFICATION AND OTHER REQUIRED DOCUMENT SET BY JICA**

**A. Essential Qualification**

1. **Current Duties:** be engaged as a central/local educational administrative official responsible for basic education.
2. **Experience in the relevant field:** have at least 5 years of working experience in the field of education.
3. **Educational Background:** be a university graduate or equivalent.
4. **Language:** have a competent command of spoken and written English, since this training includes active participation in discussions among participants. (\*Please attach an official certificate for English ability such as IELTS, TOEFL, TOEIC, if possible)
5. **Technical Requirements:**
  - Basic computer skills such as, sending/receiving email with attachments, using a web browser, creating presentation by utilizing Microsoft Word, Excel and PPT.
  - Web Conferences (Zoom), Cloud Storage (GIGAPOD), and YouTube. The ability to be self-directed in learning new technology skills are required.
6. **Health:** must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

**B. Recommended Qualification**

1. **Gender Equality and Women's Empowerment:** JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.
2. **Difficulties/Disabilities:** The participation of person with difficulties/disabilities is welcomed. Reasonable accommodation for persons with difficulties/disabilities will be made. Please write your situation in the Questionnaire on medical status restriction of the Application form. (Japan ratified the Convention on the Rights of Persons with Disabilities in January 2014 and JICA has observed it.)

**C. Other Required Documents**



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1. **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan) \* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.
2. **Photocopy of Passport (to be submitted with the application form):** If you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it. \*The following information should be included in the photocopy: Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
3. **English Score Sheet (to be submitted with the application form):** Submit if the nominees have any official English examination scores. (e.g., TOEFLiBT, TOEIC, IELTS)
4. **Organization chart: (to be submitted with the application form):** Submit the chart of your organization indicating your department, division, section and your position with double line or highlight.

*\*Remarks: The Application Form and related documents (1) ~ (4) must be computer-printed, not handwritten.*



**Republic of the Philippines**  
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Cordillera Administrative Region

(Enclosure 3 to RM No. **275-2024**)

**SCHOLARSHIP CLEARANCE**

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b>	<b>Title of the Program</b>
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)
<b>VIII. Reason/s for Non-Completion</b> (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>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (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)		_____ Date and Time
<b>APPROVED</b>		
_____ Name and Signature of the Recommending Authority (RO-HRDD)		_____ Date and Time



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