



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

August 2, 2023

**REGIONAL MEMORANDUM**

No. 715,s. 2023

**To:** Schools Division Superintendents  
 All Others Concerned

**CALL FOR NOMINATION TO JICA-KCCP-CF ON MATHEMATICS  
 CURRICULUM DEVELOPMENT AT PRIMARY LEVEL**

1. This is in reference to the Memorandum from Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, dated July 26, 2023, informing the field about the above-captioned subject.
2. The following are the details of the course and its scheduled implementation:

| Course Title   | Course Schedule                 | Target Participant  |
|--|---------------------------------|---|
| KCCP CF<br>202209474J003<br>Mathematics<br>Curriculum<br>Development at<br>Primary Level | November 9-<br>December 2, 2023 | Directors or Technical<br>Officials in charge of<br>mathematics curriculum<br>development, mathematics<br>textbooks (or an author), or<br>national assessment |

3. All SDOs are advised to nominate one (1) technical official **subject for Regional Evaluation**. SEPS-HRD shall upload the **complete documentary requirements** of their nominees in this link <https://bit.ly/2023JICAMath> on or before August 3, 2023. Only the nominees endorsed by this Office shall upload their documents in <https://bit.ly/JICAKCCPGRFNovtoDec>.
4. For the full details, please see enclosed Memorandum.
5. Immediate dissemination of this Memorandum is highly desired.

  
**WILFREDO E. CABRAL, CESO III**  
 Regional Director



Misamis St., Bago Bantay, Quezon City

Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: <http://www.depedncr.com.ph>

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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2023-1004**

**FOR :** **GINA O. GONONG**  
*Undersecretary for Curriculum and Teaching*

**Bureau Directors**  
**Regional Directors**  
**Schools Division Superintendent**  
**All Others Concerned**

**FROM :**   
**GLORIA JUMAMIL MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

**SUBJECT :** **CALL FOR NOMINATION TO JICA-KCCP-CF ON MATHEMATICS CURRICULUM DEVELOPMENT AT PRIMARY LEVEL**

**DATE :** **July 26, 2023**

1. The Japan International Cooperation Agency - Knowledge Co-Creation Program Country Focus (JICA-KCCP-CF) announces its regular scholarship offering titled, "Mathematics Curriculum Development at Primary Level."

2. The course details are as follows:

|                            |   |
|----------------------------|---|
| <b>Course Title</b>        | KCCP CF 202209474J003 Mathematics Curriculum Development at Primary Level   |
| <b>Course Schedule</b>     | November 9 - December 2, 2023   |
| <b>Modality</b>            | Face to Face  |
| <b>Target Participants</b> | Directors or technical officials in charge of mathematics curriculum development, mathematics textbooks (or an author), or national assessment. |
| <b>No. of Slots</b>        | 2 Slots for the Philippines   |

3. For selection purposes, NEAP encourages each bureau/office from Central Office and Regional Office to nominate one (1) Director or Technical Official.

4. All nominees must meet the qualifications and submit the documentary requirements as listed in Enclosure 1.

5. JICA Application forms may be downloaded through this link: <https://bit.ly/46Y56Uk>.

6. **The Participant Nomination Form and required documents must be filled out and uploaded in PDF using the official DepEd email account on or before August 4, 2023, through this Google Form <https://bit.ly/JICAKCCPGRFNovtoDec>.**
7. Relative to this, applications may be disqualified due to various reasons such as but not limited to, incomplete requirements, no official endorsement/s, the application being sent directly to through the secretariat's email, the discrepancy in documents, etc.
8. For questions and clarifications, please email the DepEd Scholarship Secretariat at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph).
9. Immediate dissemination of and appropriate action on this memorandum is desired.

Enclosure 1

**ELIGIBILITY AND DOCUMENTARY REQUIREMENTS**

|  |  |
|--|--|
| <b>Name:</b>                           |  |
| <b>Scholarship Program:</b>            |  |
| <b>Sponsoring Agency/Organization:</b> |  |
| <b>Region/SDO:</b>                     |  |
| <b>Work Station:</b>                   |  |

| <b>Remarks<br/>(✓, X,<br/>others)</b> | <b>Eligibility</b>  | <b>Documentary Requirements</b>  |
|---------------------------------------|---|--|
|                                       | a. Must be a Filipino citizen.<br>b. Must be twenty-five (25) – fifty (50) years old ( <i>JICA's requirement</i> );   | Updated Personal Data Sheet  |
|                                       | c. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.<br>d. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.  | Latest rated performance rating with approved IDP                      |
|                                       | e. Must be holding a permanent item.  | Updated Service Record   |
|                                       | f. Must be physically, mentally, and psychologically fit.   | Medical certificate from any government physician as to health status. |
|                                       | g. 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).<br>h. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs). | Updated Personal Data Sheet  |

|  |  |  |
|--|--|--|
|  | <p>i. Must be willing to sign a Scholarship Contract and commit to its provisions.</p> <p>j. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).</p>  | (shall be complied after being officially nominated)   |
|  | <p>k. 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.</p>  | Certificate of no pending administrative/legal charges |
|  | <p>l. Has already finished his/her existing service obligation for a scholarship, if any.</p> <p><i>**in any case that the HRDD has no existing format, please use Enclosure 2 of this memo</i></p> <p>m. Has no pending application for retirement.</p> | Clearance from HRDD/NEAP                               |
|  | <p>n. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.</p> <p>o. Must have a college degree related to the field of study or has sufficient demonstrated ability and experience in the field of study;</p>     |  |

**Essential Qualification set by JICA**

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 Proficiency:** have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
5. **Technical Requirements:**
  - Technology Proficiency (To facilitate report submission and so on...)
    - 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 JICA Knowledge Co-Creation Program (Group and Region Focus) Mathematics Curriculum Development at Primary Level Course No. 202208234J001 12 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.

#### **Recommended Qualification set by JICA**

1. Expectations for the Participants: Those who are capable of using Microsoft Word/ Excel for preparing documents.
2. Age: between the ages of thirty (30) and fifty (50) years.
3. Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. 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.

#### **Other documentary requirements set by JICA**

1. **Application Form:** The Application Form is available at the JICA overseas office  
\* 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:** You should submit it 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, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS) **(optional)**
4. **Inception Report** to be submitted with the application form. Fill in Annex of this General Information.  
\* Please write a inception Report in English

*\*Remarks: The Application Form and ANNEX must be computer-printed, not handwritten.*