

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

August 7, 2023

REGIONAL MEMORANDUM

No. 737, s. 2023


To: Schools Division Superintendents
 All Others Concerned

**CALL FOR NOMINATION TO JICA'S HUMAN RESOURCES DEVELOPMENT
 ADMINISTRATION THROUGH THE PROMOTION OF TECHNICAL AND
 VOCATIONAL EDUCATION AND TRAINING**

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 GRF 202208247J001 Human Resources Development Administration-through the promotion of Technical and Vocational Education and Training	Online Program Period: November 6-9, 2023 Japan Program Period: November 13- December 1, 2023	Officials who have responsibility in HRD, focusing on TVET as a part of the labor market policy

3. All SDOs are advised to nominate one (1) qualified applicant **subject for Regional Evaluation**. SEPS-HRD shall upload the **complete documentary requirements** of their nominees in this link <https://bit.ly/2023JICATVT> on or before August 11, 2023. Only the nominees endorsed by this Office shall upload their documents in <https://bit.ly/JICAGRFFNovtoDec2023>.
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





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1038

TO : **Bureau Directors**
Schools Division Office of La Union, Region I
Schools Division Office of Mandaue, Region VII
Schools Division Office of Pasig, NCR

From : **GLORIA JUMAMIL-MERCADO** *et*
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CALL FOR NOMINATION TO JICA'S Human Resources Development Administration-through the promotion of Technical and Vocational Education and Training**

DATE : **July 26, 2023**

1. The Japan International Cooperation Agency (JICA) announces its Call for Nomination to Human Resources Development Administration-through the promotion of Technical and Vocational Education and Training.
2. The course details are as follows:

Course Code	Course Title	Course Run	No. of Slots	Target Participants	Deadline of Nomination
KCCP GRF Number: 202208247J001	Human Resources Development Administration through the promotion of Technical and Vocational Education and Training	Online Program Period November 06, 2023 – November 09, 2023 Japan Program Period November 13, 2023 – December 01, 2023	1	Officials who have responsibility in HRD, focusing on TVET as a part of the labor market policy.	August 18, 2023

3. For selection purposes, NEAP encourages Bureau Directors and the Schools Division Offices identified by JICA's KCCP-GRF to nominate one (1) qualified applicant for the above-mentioned course:

4. All nominees must meet the qualifications and submit the documentary requirements as listed in **Enclosure 1**.
5. The **Participant Nomination Form and required documents must be filled out and uploaded** on or before the stated deadline through this Google Form <https://bit.ly/JICAGRFNovtoDec2023>. Please use the official DepEd email accounts and submit the documents in PDF. JICA Application forms may be downloaded through this link: <https://bit.ly/3OciVWz>.
6. Applications may be disqualified due to various reasons such as but not limited to incomplete requirements, no official endorsement/s, application was sent directly to through the secretariat's email, discrepancy in documents, etc.
7. TESDA will schedule a final interview for qualified applicants upon the initial screening of NEAP Scholarship Secretariat.
8. For questions and clarifications, please email the DepEd Scholarship Secretariat at scholarships@deped.gov.ph.
9. Immediate dissemination of and appropriate action on this memorandum is desired.

Enclosure 1

ELIGIBILITY AND DOCUMENTARY REQUIREMENTS

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

Remarks (✓, X, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen. 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. 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). h. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	i. Must be willing to sign a Scholarship Contract and commit to its provisions. j. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	(shall be complied after being officially nominated)
	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.	Certificate of no pending administrative/legal charges
	l. Has already finished his/her existing service obligation for a scholarship, if any. <i>**in any case that the HRDD has no existing format, please use Enclosure 2 of this memo</i> m. Has no pending application for retirement.	Clearance from HRDD/NEAP

Room 202, 2nd Building, DepEd Complex, Marikina Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337706, (+632) 86318494, (+632) 86366549
 E-mail Address: hrdd@deped.gov.ph, hrdd@deped.gov.ph

	<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>	
<p>Other qualifications set by JICA</p>		
<ol style="list-style-type: none"> 1. Current Duties: Official of the department in the central government who is presently engaged in HRD administration focusing on TVET, 2. Educational Background: be a graduate of university or equivalent, 3. Language: have a competent command of spoken and written English which is equal to TOEFL 550, TOEFL CBT 213, and TOEIC 730 or higher (This course includes active participation in discussions and Action Plan development, thus requires high competence of English ability.) 4. PC skill: have basic PC skill to use Word, PowerPoint (This course includes activities with PC; making presentation of Job Report, and Action Plan etc.) The participants need to prepare a PC, internet access and study environment to participate in the program smoothly. 6. Age: between the ages of thirty-five (35) and fifty-five (55) years old 		
<p>Other documentary requirements set by JICA</p>		
<ol style="list-style-type: none"> 1. Application Form: Available at the respective country's JICA office (or the Embassy of Japan). * The Application Form should be typewritten in English 2. Photocopy of Passport: Should be submitted with the application form. If not, it is requested that a photocopy of any other official identification be submitted. *Photocopy should include the followings: Name, Date of Birth, Nationality, Sex, Registration Number Expire Date and the picture of a holder. English Score Sheet: to be submitted with the application form if the applicant has any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS). 		