

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

May 8, 2024

REGIONAL MEMORANDUM

No. 508, s. 2024

To: Schools Division Superintendents
 All Others Concerned

CALL FOR NOMINATION OF THE JICA KCCP-GRF FOR JFY 2024

1. This is in reference to the Memorandum from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, dated April 26, 2024, informing the field about the above-captioned subject.
2. The following are the details of the courses and its scheduled implementation:

Course Title	Course Date	Target Participants
Capacity Development for the Education Policy Formulation and Analysis for Learning Improvement	TBA	<ul style="list-style-type: none"> • Officers who have been working in the field of education policy making, planning, or project management • Researchers specializing in themes around educational policy making • Personnel who oversee monitoring, research, or analysis of education policies
Human Resource 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, and with experience as policy maker on human resource development
Mathematics Curriculum Development at Primary Level	TBA	<ul style="list-style-type: none"> • Directors or technical officials in charge of mathematics curriculum development or national assessment • Authors of math textbooks who have at least 5 years on math education,



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		or at least 1 year at the present position
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3. All SDOs are advised to nominate one (1) qualified applicant per course **subject for Regional Evaluation**. SEPS-HRD shall upload the **complete documentary requirements** of their nominees in this link <https://tinyurl.com/2024JICAJFY> on or before May 17, 2024. **Only the nominees endorsed by this Office** shall upload their documents in <https://forms.office.com/r/iHi41ANaFT>.
4. For the full details, please see enclosed Memorandum.
5. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV




Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-081

FOR : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development

SUBJECT : **CALL FOR NOMINATION OF THE JICA KCCP-GRF FOR JFY 2024**

DATE : 26 April 2024

1. The Japan International Cooperation Agency (JICA) Knowledge Co-Creation Program – Group and Region Focus (KCCP-GRF) announces its Call for Nomination for the three (3) regular course offerings for Japan Fiscal Year 2024, with details 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	07 June 2024
Human Resources Development Administration	TBA	-At least Director-General or Director of a department in the	1	Face-to-face	07 June 2024



(through the promotion of Technical and Vocational Education and Training)		central government presently engaged in occupational skill development administration, and with experience as a policy maker on human resource development			
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	07 June 2024

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Central Office Bureau/Service/Office and Regional Office to nominate at least two (2) qualified participants. All nominees must meet the qualifications and submit the documentary requirements listed in *Enclosures 1 and 2*. The *Scholarship Clearance (Enclosure 3)* should also be submitted.
3. The Participant Nomination Form and required documents must be accomplished and uploaded (in PDF form) on or before 07 June 2024, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/IH141ANAFT>. Kindly use official DepEd email accounts in submitting the requirements.
4. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, sending of application directly to the Secretariat's email, discrepancies in documents, etc.
5. For further information or any concerns, please contact the NEAP Scholarship Secretariat through email scholarships@deped.gov.ph and or landline (02) 8715-9919.
6. Immediate dissemination of and appropriate action on this Memorandum are requested.

Enclosures:

- Enclosure 1 - Checklist of General Eligibility Requirements
 Enclosure 2 - Qualifications and Other Required Documents by JICA
 Enclosure 3 - Scholarship Clearance

[NEAPScholarshipSecretariat/Bedana]



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

[Enclosure 1]

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 the 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. i. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	(shall be complied after being officially nominated)
	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 l. Has no pending application for retirement.	Clearance from HRDD/NEAP
	m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.	

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

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.*

SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
VI. Scholarship Duration		
VII. Status	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)

VIII. Reason/s for Non-Completion (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>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (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

This is to certify that the information in this form and the supporting documents attached hereto are true and correct

 Name and Signature of the Recommending Authority
 (SDO - HRDD)

 Date and Time

APPROVED

Name and Signature of the Recommending Authority
(RO-HRDD)

Date and Time