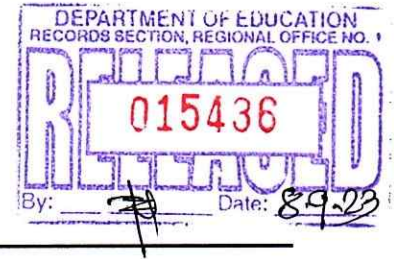




Republic of the Philippines  
**Department of Education**

REGION I



REGIONAL MEMORANDUM  
No. 769, s. 2023

AUG 09 2023

**CALL FOR NOMINATIONS FOR JICA's HUMAN RESOURCES DEVELOPMENT  
ADMINISTRATION THROUGH THE PROMOTION OF TECHNICAL AND  
VOCATIONAL EDUCATION AND TRAINING**

To: Schools Division Superintendents

1. The Japan International Cooperation Agency (JICA) calls for nominations for the 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 Submission
KCCP GRF Number 202208247J001	Human Resources Development Administration through the Promotion of Technical and Vocational Education and Training	<b>Online Program Period</b>  November 6- 9, 2023  <b>Japan Program Period</b>  November 13, 2023- December 1, 2023	1	Officials who have responsibility in HRD, focusing on TVET as part of the labor market policy.	August 15, 2023

3. Each Schools Division Office is requested to nominate one (1) qualified applicant. All nominees must meet the qualifications and submit the documentary requirements listed in Enclosure 1. JICA Application Forms may be downloaded through the link <https://bit.ly/3OciVWz>.
4. The Participant Nomination Form and required documents must be filled out and uploaded in PDF using the official DepEd email account on or before the stated deadline via <https://tinyurl.com/JICA2023Nominees>.



Address: Flores St., Catbangan, City of San Fernando, La Union  
Telephone Nos.: (072) 607-8137/682-2324  
Email Address: region1@deped.gov.ph  
Website: www.depedro1.com

5. For queries and other concerns, please contact the Human Resource Development Division (HRDD) through (072) 682-23-24 or e-mail at [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph).

6. For wide dissemination and immediate action.

For the Regional Director:

**RHODA T. RAZON**  
Director III

Reference: DM-OUHROD-2023 1038

Encl.: As stated

To be indicated in the Perpetual Index  
Under the following subjects:

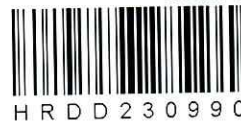
TECHNICAL                  VOCATIONAL

HRDD/vrdg/RM\_JICAHRDAdmin

August 7, 2023



DepEd RO1



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HRDD230990

**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 (√, X, others)</b>	<b>Eligibility</b>	<b>Documentary Requirements</b>
	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

	<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><b>Other qualifications set by JICA</b></p>		
<ol style="list-style-type: none"> <li>1. <b>Current Duties:</b> Official of the department in the central government who is presently engaged in HRD administration focusing on TVET,</li> <li>2. <b>Educational Background:</b> be a graduate of university or equivalent,</li> <li>3. <b>Language:</b> 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.)</li> <li>4. <b>PC skill:</b> 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.</li> <li>6. <b>Age:</b> between the ages of thirty-five (35) and fifty-five (55) years old</li> </ol>		
<p><b>Other documentary requirements set by JICA</b></p>		
<ol style="list-style-type: none"> <li>1. <b>Application Form:</b> Available at the respective country's JICA office (or the Embassy of Japan). * The Application Form should be typewritten in English</li> <li>2. <b>Photocopy of Passport:</b> 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. <b>English Score Sheet:</b> to be submitted with the application form if the applicant has any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).</li> </ol>		