



Republic of the Philippines  
**Department of Education**  
 REGION I



REGIONAL MEMORANDUM  
 No. 772, s. 2023

AUG 09 2023

**CALL FOR NOMINATIONS FOR THE JICA-KCCP-CF ON MATHEMATICS CURRICULUM DEVELOPMENT AT PRIMARY LEVEL**

To: Schools Division Superintendents

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. 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/46Y56Uk>.

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 **August 15, 2023** via <https://tinyurl.com/JICA2023Nominees>.

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 1006

Encl.: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SCHOLARSHIPS CURRICULUM  
 HRDD/vrdg/RM\_JICA KCCP-GRF  
 August 7, 2023



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

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 (✓, ✗, 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.	(shall be complied after being officially nominated)

	j. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	
	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
	n. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.  o. Must have a college degree related to the field of study or has sufficient demonstrated ability and experience in the field of study;	
<b>Essential Qualification set by JICA</b>		
<ol style="list-style-type: none"> <li><b>Current Duties:</b> be a person who is in charge of contents, planning and implementation of in service teacher training of primary education (ex; Administrative officers (chief guidance officers, etc.), teacher trainers, principals, vice-principals, inspectors, supervisors, subject leader and directors)</li> <li><b>Experience in the relevant field:</b> have at least 5 years of teaching experience in respective country.</li> <li><b>Educational Background:</b> be a university graduate.</li> <li><b>Language Proficiency:</b> 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).</li> <li><b>Health:</b> 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.</li> </ol>		
<b>Recommended Qualification set by JICA</b>		
<ol style="list-style-type: none"> <li>Expectations for the Participants: Those who are capable of using Microsoft Word/ Excel for preparing documents.</li> <li>Age: between the ages of thirty (30) and fifty (50) years.</li> </ol>		

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.*