



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 492, s. 2024

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

To: Schools Division Superintendents

1. The Japan International Cooperation Agency (JICA) Knowledge Co-Creation Program – Group and Region Focus (KCCP-GRF) announces its three (3) regular course offerings for Japan Fiscal Year 2024.
2. The details of the courses are 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 | May 31, 2024 |
| Human Resources 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 administration, and with experience as a policy maker on human resource development | 1 | Face to Face | May 31, 2024 |



Flores St., Catbangan, City of San Fernando, La Union

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DepEd Region I



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|-----------------------------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------|--------------|
| 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 | May 31, 2024 |
|-----------------------------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------|--------------|

3. Schools Division Offices (SDOs) are encouraged to nominate one qualified applicant for each course. Nominees must meet the qualifications and submit documentary requirements listed in Enclosures 1 and 2. The Scholarship Clearance (Enclosure 3) should also be submitted.
4. Nominees shall complete the screening form and other required documents and upload them via this link: <https://tinyurl.com/JICAKCCP-GRF2024> on or before the deadline.
5. 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, and discrepancies in documents among others.
6. For queries or concerns, please contact the Human Resource Development Division (HRDD) through (072) 682-23-24.
7. For wide dissemination and immediate action.

For the Regional Director:

RHODA T. RAZON
Director III

Reference: DM-OUHROD-2024-0791
Encl: As stated
To be indicated in the Perpetual Index
Under the following subjects:

MATHEMATICS

PROGRAMS

SCHOLARSHIPS

HRDD/vrdg/RM_JICAJFY2024
April 30, 2024



DepEd RO1



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HRDD240501

COURSE TITLE

Application of (NAME of NOMINEE)

Region: _____

Submitted on (DATE and TIME)

| | |
|---------------------------------------------------------------------------------------------------------------------|--|
| 1. Email Addresses: | |
| 2. Training Course: | |
| 3. Contact Numbers: | |
| 4. Designation/Position: | |
| 5. Workstation: (School/Office Unit) | |
| 6. School Division Office: | |
| 7. Religion: | |
| 8. Age: | |
| 9. Number of years in DepEd: | |
| 10. Work experience/s related to Leadership: (indicate the highlights and duration.) | |
| 11. Outstanding accomplishments: (Max of 5) | |
| 12. Educational attainment (indicate school, program, specialization, and title of Thesis/Dissertation, if any.) | |
| 13. What were the challenges you experienced as a teacher? What did you learn from them? | |
| 14. What initiatives do you plan to implement so your school will benefit from this program? | |
| 15. How did you hear about this scholarship opportunity? | |



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. c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office. | Latest rated performance rating with approved IDP |
| | 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 |



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
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 Email Address: usec.hrod@deped.gov.ph
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| | | |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| | 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



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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.*



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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 |
| <i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i> | |
| | |
| 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



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