



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

**DM-OUHROD-2023-1035**

TO : **Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Central Office Division Chiefs**

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

SUBJECT : **CALL FOR NOMINATION TO JICA KCCP GRF EDUCATION  
ADMINISTRATION FOR REDUCING DISPARITIES IN BASIC  
EDUCATION**

DATE : **August 01, 2023**

1. The Japan International Cooperation Agency (JICA) Knowledge Co-Creation Program-Group and Region Focus (KCCP GRF) announces its Call for Nomination to Education Administration for Reducing Disparities in Basic Education.
2. The course details are as follows:

Course Code	Course Title	Course Run	No. of Slots	Target Participants
KCCP GRF Number : 202208241 J001	Education Administration for Reducing Disparities in Basic Education	<b>Japan Program Period</b> November 15, 2023 – December 16, 2023	1	Central or local government officers who are responsible for planning and management which addresses reducing domestic disparities for rural areas and the socially vulnerable.

3. For selection purposes, NEAP encourages each bureau of service from the Central Office to nominate either one of the following:
  - Chief Education Program Specialist / Project Development Officer V
  - Supervising Education Program Specialist / Project Development Officer IV
  - Senior Education Program Specialist
4. All nominees must meet the qualifications and submit the documentary requirements as listed in **Enclosure 1**.



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4. All nominees must meet the qualifications and submit the documentary requirements as listed in **Enclosure 1**.

5. JICA Application forms may be downloaded through this link: <https://bit.ly/3PWKJCM>.
6. 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 7, 2023, through this Google Form <https://bit.ly/JICAGRFFNovtoDec>.
7. Relative to this, applications may be disqualified due to various reasons such as but not limited to incomplete requirements, no official endorsement/s, the application being sent directly to through the secretariat's email, the discrepancy in documents, etc.
8. Furthermore, TESDA will schedule a final interview for qualified applicants upon the initial screening of the NEAP Scholarship Secretariat.
9. For questions and clarifications, please email the DepEd Scholarship Secretariat at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph).
10. Immediate dissemination of and appropriate action on this memorandum is desired.

**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 ( <b><i>JICA's requirement</i></b> );	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 with 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. <b><i>**In any case that the HRDD has no existing format, please use Enclosure 2 of this memo</i></b>	Clearance from HRDD/NEAP

	m. Has no pending application for retirement.	
	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;	

### Essential Qualification set by JICA

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 TOEFL, TOEIC, if possible)
5. **Technical Requirements:**  
Technology Proficiency (To facilitate report submission and so on...)
  - Basic computer skills such as sending/receiving emails with attachments, using a web browser, and creating presentations 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 is 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 the following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

### Recommended Qualification set by JICA

1. Gender Equality and Women's Empowerment: JICA seeks more female applicants the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment and providing equal opportunities for all applicants regardless of their sexual orientation or gender identity.
2. Difficulties/Disabilities: The participation of persons with difficulties/disabilities is welcomed. Reasonable accommodation for persons with difficulties/disabilities will be made. Please write your situation in the Questionnaire on the 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.)

### Other documentary requirements set by JICA

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 the necessary assistance 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. **Basic education information table:** to be submitted with the Application Form.  
Formulate the report in accordance with 'ANNEX' of this General Information.

*\*Remarks: The Application Form and ANNEX must be computer-printed, not handwritten.*