



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM

No. **0403**, s. 2024

**7 MAY 2024**

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

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/ District In-Charge  
Elementary & Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 0390, s. 2024 Re: **“Call for Nomination of the JICA KCCP-GRF for JFY 2024”**, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Interested applicants are directed to upload the accomplished nomination form and required documents at **<https://forms.office.com/r/iHi41ANAFT>** on or before May 30, 2024.
3. In adherence with the Civil Service Commission’s mandate on **Equal Opportunity Principle (EOP)**, all interested personnel may inquire/ contact Ms. Iryll of the Human Resource Development Section (HRDS) through (035) 422-8511.
4. For immediate and wide dissemination.

By the Authority of the Schools Division Superintendent:

**LANI B. YURONG**  
Administrative Officer V  
Office In-Charge

**5/7/2024**

NCO/EQA-RVAV/SGOD/RBP/irsm  
May 6, 2024

*[Handwritten signature]*



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Republic of the Philippines  
**Department of Education**  
 REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**


No. **390**, s. 2024

02 MAY 2024

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

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 All Others Concerned

- Attached is DepEd Memorandum DM- OUHROD - 2024 - 0791 from Usec. Wifredo E. Cabral, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development dated April 26, 2024 titled **Call for Nomination of the JICA KCCP-GRF for JFY 2024**, contents of which are self-explanatory, for the information and guidance of all concerned.
- The accomplished participant's nomination form and other required documents must be submitted on or before June 7, 2024 through this link: <https://forms.office.com/r/iHi41ANaFT>.
- For queries and clarifications, you may contact Dr. Rosa H. Cabotaje, Scholarship Focal Person through this email address, [rosa.cabotaje@deped.gov.ph](mailto:rosa.cabotaje@deped.gov.ph).
- For immediate and wide dissemination.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
 Director IV  
 Regional Director

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Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
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DepEd Tayo Region VII



[region7.deped.gov.ph](http://region7.deped.gov.ph)




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## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-0991**

**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



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(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

- 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.
- 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/iHi41ANaFT>. Kindly use official DepEd email accounts in submitting the requirements.
- 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.
- For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and or landline (02) 8715-9919.
- 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]



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# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

[Enclosure 1]

## GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

<b>Name:</b>	
<b>Scholarship Program:</b>	
<b>Sponsoring Agency/Organization:</b>	
<b>Region/SDO:</b>	
<b>Work Station:</b>	

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



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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**

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



<b>VIII. Reason/s for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b>  <i>Explain further:</i>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b>  <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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