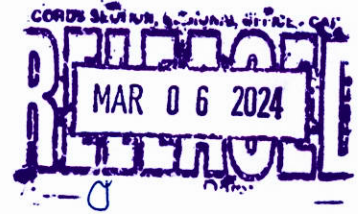




Republic of the Philippines
Department of Education
CARAGA REGION



March 5, 2024

REGIONAL MEMORANDUM

No. 0104, s. 2024

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
This Region

CALL FOR NOMINATION OF THE JICA KCCP-GRF FOR THE SCHOLARSHIP
COURSE ON EDUCATION ADMINISTRATION FOR REDUCING
DISPARITIES IN BASIC EDUCATION

1. Attached is DM-OUHROD-2024-0342 pertaining to the above-mentioned subject.
2. For selection purposes, qualified applicants from the Regional and Schools Division Offices shall submit the documentary requirements merged in one portable document format via email **caraga@depd.gov.ph** on or before **March 11, 2024**.
3. Immediate dissemination of and appropriate action on this Memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer -in-Charge
Office of the Regional Director

Encl/s.: As stated
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES LEARNING AND DEVELOPMENT SCHOLARSHIP

HRDD/mrre
03/05/2024



2024-03-03756

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2024-0342

FOR : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
School Heads
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 THE
SCHOLARSHIP COURSE ON EDUCATION ADMINISTRATION
FOR REDUCING DISPARITIES IN BASIC EDUCATION**

DATE : 29 February 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 training scholarship offering titled **Education Administration for Reducing Disparities in Basic Education**, with course details as follows:

Course Code and Title	KCCP-GRF Number 202311494J00: Education Administration for Reducing Disparities in Basic Education
Course Schedule	05 June – 06 July 2024
No. of Slots	1
Modality	Face-to-Face
Target Participants	Personnel responsible for planning and management of basic education services in central and local governments, which aim to reduce domestic disparities for those in the socially vulnerable sector and in rural areas
Deadline of Submission	22 March 2024

2. 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 one (1) qualified participant**. 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.
3. The **Participant Nomination Form and required documents must be accomplished and uploaded (in PDF form) on or before 22 March 2024**, through the Microsoft Office Form which can be accessed through the link <http://tinyurl.com/4hcdpp2p>. Kindly use official DepEd email accounts in submitting the requirements.
4. 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.
5. For further information or any concerns, please contact the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph and or landline (02) 8715-9919.
6. 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]



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.	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

	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

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.*

SCHOLARSHIP CLEARANCE

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

VIII. Reason/s for Non-Completion (must be supported by attachments)	☐ Resignation ☐ Transfer ☐ Retirement ☐ 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)	☐ Resignation ☐ Transfer ☐ Retirement ☐ Others <i>Explain further.</i>	
I hereby attest that the information in this form and the supporting documents attached hereto are true and correct		

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