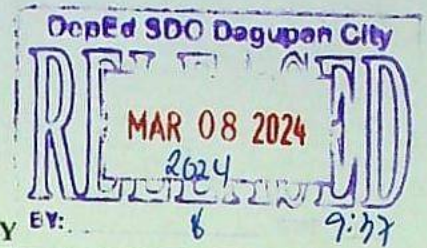




Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**  
No. 100, s. 2024

**TO:** Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
School Heads/School Leaders  
Other concerns

**FROM:** The Schools Division Superintendent

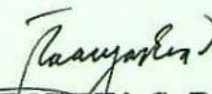
**DATE:** March 7, 2024

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

Attached is Regional Memorandum No. 0247, s. 2024 titled *Call for Nomination for the JICA KCCP-GRP Scholarship Course on Education Administration for Reducing Disparities in Basic Education*, encouraging all schools to submit their nomination on or before **March 14, 2024**.

Interested qualified applicants shall coordinate with HRD at the SGOD office. Kindly refer to the attached RM for scholarship details.

For wide dissemination and guidance.

  
**DR. ROWENA C. BANZON, CESO V**  
Schools Division Superintendent

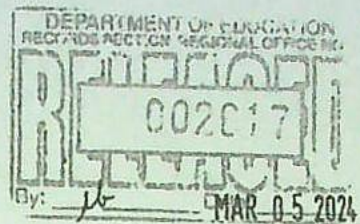
Reference: RM No. 0247, s. 2024  
Encl.: as stated  
To be indicated in the Perpetual Index  
under the following subjects:  
#HRD #L&D #SCHOLARSHIP  
HRDS/is/DM\_JICASCHOLARSHIP  
March 7, 2024



Address: DepEd SDO, Burgos St., Dagupan City  
Telephone No.: (075)615-2645/(075)615-2641  
Email Address: dagupan.city@deped.gov.ph



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



REGIONAL MEMORANDUM

No. 0247 s. 2024

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

To: Schools Division Superintendents

1. The Japan International Cooperation Agency (JICA) Knowledge Co-Creation Program - Group and Region Focus (KCCP-GRF) announces its training scholarship offering titled "Education Administration for Reducing Disparities in Basic Education".

2. The course details are as follows:

<b>Course Code and Title</b>	KCCP-GRF Number 202311494J00: Education Administration for Reducing Disparities in Basic Education
<b>Course Schedule</b>	June 5-July 6, 2024
<b>No. of Slots</b>	1
<b>Modality</b>	Face to Face
<b>Target Participants</b>	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.
<b>Deadline of Submission</b>	March 18, 2024

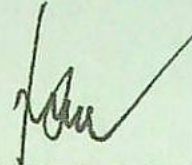
3. Schools Division Offices (SDOs) are encouraged to nominate one qualified applicant. Nominees must meet the qualifications and submit documentary requirements listed in Enclosures 1 and 2.

4. Nominees shall complete the screening form and other required documents and upload them via this link: <https://tinyurl.com/JICAReducingDisparities2024> on or before the deadline.

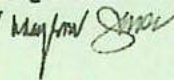
5. Applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, application sent directly to the secretariat's email, and discrepancies in documents among others.

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.



**TOLENTINO G. AQUINO**

Director IV 

Reference: DM-OUHROD-2024-0342

Encl: As stated

To be indicated in the Perpetual Index  
Under the following subjects:

SCHOLARSHIPS

BASIC EDUCATION



DepEd RO1



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HRDD240202

HRDD/vrdg/RM\_JICA Reducing Disparities 2024  
March 4, 2024

RM\_ Call for Nomination for the JICA KCCP-GRF Scholarship Course on Education Administration for  
Reducing Disparities in Basic Education



Republika ng Pilipinas

# 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.  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



	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.*

**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?	