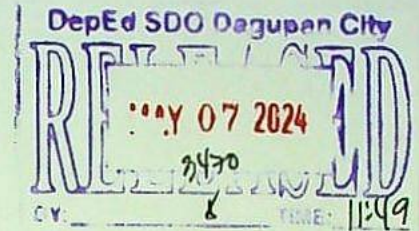




Republic of the Philippines
Department of Education
 REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division
 Superintendent

April 30, 2024

DIVISION MEMORANDUM

No. 193 s. 2024

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

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. In reference to Regional Memorandum no. 492, s. 2024 titled *Submission of Application for the Development Academy of the Philippines-Public Management Development Program-Middle Managers Class Batch 34 (MMC 34)*, the Japan International Cooperation Agency (JICA) Knowledge Co-Creation Program-Group and Region Focus (KCCP-GRF) announces three (3) regular course offerings for Japan Fiscal Year 2024.

2. 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	1	Face to face	May 31, 2024



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



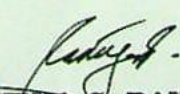
Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

**Office of the Schools Division
Superintendent**

		-Personnel who oversee monitoring, research, or analysis of education policies			
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	to May 31, 2024
Mathematics Curriculum Development at Primary Level	TBA	-Directors or technical officials in charge of Math curriculum development or national assessment	1	Face to face	to May 31, 2024

- Interested applicants must meet the qualifications listed in Enclosure 1. In addition, applicants must submit documentary requirements (Enclosure 2) and Scholarship Clearance (Enclosure 3) to the HRD Unit.
- Immediate dissemination of this Memorandum is desired.

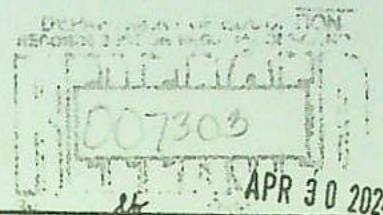

ROWENA S. BANZON EdD, CESO V
Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
Telephone: (075) 653-4101
Website: depeddagupan.com
email: dagupan.city@deped.gov.ph



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



Mathematics Curriculum Development at Primary Level	TBA	-Directors or technical officials in charge of Math curriculum development or national assessment	1	Face to Face	to May 31, 2024
		-Authors of Math textbooks who have at least 5 years on Math education, or at least 1 year at the present position			

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: _____ 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:

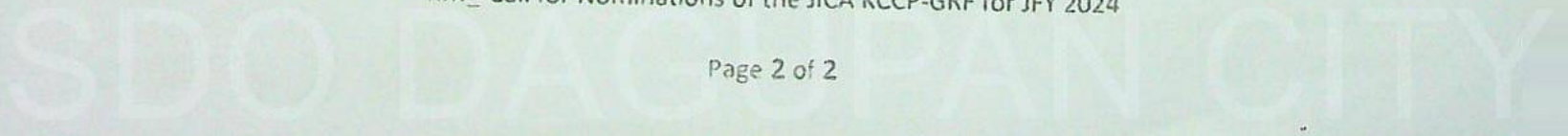
RHODA T. RAZON
Director III

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_JICA/JFY2024
April 30, 2024



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.	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



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
 Telephone Nos.: 9633-7206
 Email Address: usec.hrod@deped.gov.ph
 Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 7



	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.*



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
 Telephone Nos.: 8637-7206
 Email Address: usec.hrod@deped.gov.ph
 Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	4 of 7



SCHOOL BAGUFA ONLY

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

SDO DAGUPAN CITY

APPROVED

Name and Signature of the Recommending Authority
(RO-HRDD)

Date and Time



Address: Room 102 Rizal Bldg., DepEd Complex, Meralco Ave., Pasig City, Metro Manila
Telephone Nos.: 8637-7206
Email Address: usec.hrod@deped.gov.ph
Website: <https://www.deped.gov.ph>

Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	7 of 7



SDO DAVAO DEL NORTE