



Republic of the Philippines  
Department of Education  
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

14 March 2024

**DIVISION MEMORANDUM**

No. 167 s. 2024

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

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, Schools Governance and Operation Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors/In-Charge of the Districts  
Elementary and Secondary School Heads  
All Others Concerned

1. Attached is the Regional Memorandum 000231 s. 2024, re: "Call for Nomination of the JICA KCCP-GRF for the Scholarship Course on Education Administration for Reducing Disparities in Basic Education".
2. Relative to this, each district is encouraged to nominate at least one qualified applicants for the course.
3. All nominees must meet the necessary qualifications and submit scanned clear PDF copies of the documentary requirements listed in Enclosure 1 of the attached memorandum. These documents should be sent using the official DepEd e-mail account to the SGOD-HRDS through [hrd.ctd@deped.gov.ph](mailto:hrd.ctd@deped.gov.ph) on or before March 18, 2024. For ease of tracking, kindly use the following email subject line format: (JICA KCCP-GRF) Documentary Requirements of (Name of Nominated Scholar).
4. Everyone is nominated, regardless of age, sexual orientation, gender identity, gender expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation, or activity shall be given equal opportunity to attend L & D programs to enhance competencies.



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5. However, nominees may be disqualified due to various reasons, such as but not limited to, incomplete requirements, no official endorsement/s, application sent directly to the DepEd Scholarship Secretariat, and discrepancy in documents among others.

6. For further inquiries, please contact Ms. Carol P. Gil, Senior Education Program Specialist, or Elizabeth S. Urbano, Education Program Specialist II at [hrd.ctd@deped.gov.ph](mailto:hrd.ctd@deped.gov.ph).

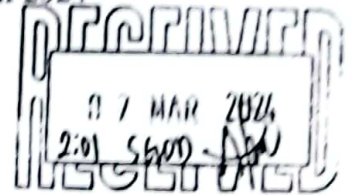
7. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent



05 March 2024

REGIONAL MEMORANDUM  
No. **000252** s. 2024



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

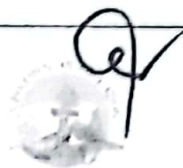
To : Schools Division Superintendents  
Chiefs of the Functional and Support Division, RO V  
All Concerned

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	Course Schedule	Modality	Target Participants	Deadline of Nomination in the Region
KCCP-GRF Number 202311494J00: Education Administration for Reducing Disparities in Basic	June 5-July 6, 2024	Face-to-Face	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	March 18, 2024

2. Each SDO and Functional Divisions at RO V are enjoined to **nominate one (1) qualified participant**. All nominees must meet the qualifications and submit the list of requirements as listed in Enclosure 3.

3. Soft copies of the documents shall be emailed to \_\_\_\_\_ on or before the deadline set for the course. **Late documents shall not be accepted.**



Regional Center Site, Rawis, Legazpi City 4500

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region5@deped.gov.ph

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4. Documents shall be submitted in clear PDF format using the official DepEd email account.
5. Shortlisted nominees shall be notified by the Regional Office through a memorandum.
6. Enclosed are the General Eligibility Requirements/Checklist, Qualification and other Required Documents Set by JICA, and List of Requirements for reference.
7. Immediate dissemination of this Memorandum is desired.

  
**GILBERT T. SADSAD**  
Regional Director

Encls: As stated  
To be indicated in the Perpetual Index  
under the following subjects:  
SCHOLARSHIP  
PROFESSIONAL GROWTH

HRDD/mde  
03/05/24

## ENCLOSURE 1: GENERAL ELIGIBILITY REQUIREMENTS CHECKLIST

Eligibility
a. Must be a Filipino citizen.
b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.
c. Must present his/her Individual Development Plan (IDP).
d. Must be holding a permanent Item.
e. Must be physically, mentally, and, psychologically fit.
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).
g. Must have no current or pending enrollment in other institutions for graduate post-graduate degree programs (for degree programs).
h. Must be willing to sign a Scholarship Contract and commit to its provision ( <i>shall be complied after being officially nominated</i> )
i. Must be willing to prepare share, and implement a scholarship report and work Application Plan (WAP).
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.
k. Has already finished his/her existing service obligation for a scholarship, if any.
l. Has no pending application for retirement.
m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.

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## 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.*

### ENCLOSURE 3: LIST OF REQUIREMENTS

1. Personal Data Sheet (CSC form no. 212, rev. 2017)  
*Note: You may download this form at [https://www.csc.gov.ph/Forms/212.pdf](#)*
2. SEAMEO QITEP Application Form  
*Note: You may download this form at [http://ApplicationForm\\_KGCR\\_GRE](#)*
3. Endorsement from the Immediate Supervisor
4. Nomination Letter from the Immediate Supervisor
5. Endorsement from the Schools Division Office through the Office of the SDS
6. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chief) (For the Regional Office)
7. Rated IPCRF for the past two years with approved IDP
8. Proof of Outstanding Accomplishments (certificate, photo of plaque/medal/trophy, manuscript, etc.) **duly certified true and correct by the applicant's immediate supervisor.**
9. Updated Service Record
10. Certificate of no pending administrative/legal charges
11. Medical certificate from any government physician as to health status
12. Scholarship Clearance  
*Note: You may download these forms at [https://www.csc.gov.ph/Forms/212.pdf](#)*
13. Photocopy of Passport