

MAN METUA



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V(Bicol)  
**SCHOOLS DIVISION OF CATANDUANES**  
Virac, Catanduanes

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LEASED

DepEd, Division of Catanduanes  
RECORDS SECTION  
Date JUL 25 2018  
Time: 10:52 AM  
Initial/Signature: [Signature]

Division Memorandum  
No. 131, s. 2018

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors and Staff, CID and SGOD  
Elementary and Secondary School Heads  
All Others Concerned

FROM : <sup>by case</sup> SOCORRO M. DELA ROSA, CESO VI  
Schools Division Superintendent <sub>pw</sub> ✓

SUBJECT : **Dissemination of DepEd Memorandum, DM CI-2018-00228, re.: Nomination of Participants for a Training Course on "Industrial Technology Education"**

DATE : July 24, 2018

1. For information and guidance of all concerned, this Office hereby disseminates the herein DepEd Memorandum, DM-CI-2018-00228, Re: "Nomination of Participants for a Training Course on Industrial Technology Education".
2. Any interested applicant is advised to submit letter of intent.
3. Should there be queries, please visit SGOD HRD Office.

Enclosure: As stated. To be posted in the SDO Catanduanes website



Republic of the Philippines  
**Department of Education**

DepEd Complex, Meralco Avenue, Pasig City, Philippines  
Direct Line: (632) 633-7202/687-4146 Fax: (632) 631-5057




2018/07/10

*Undersecretary for Curriculum and Instruction*

MEMORANDUM  
DM-CI-2018-00128

Scholarship Advisory No. 16, s.2018

TO : Regional Directors  
Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools

FROM :  JOHN ARNOLD S. SIENA  
Director IV, National Educators Academy of the Philippines  
OIC - Office of the Undersecretary for Curriculum and Instruction

SUBJECT : NOMINATION OF PARTICIPANTS FOR A TRAINING  
COURSE ON "INDUSTRIAL TECHNOLOGY EDUCATION"

DATE : 10 July 2018

The Japan International Cooperation Agency (JICA) in coordination with TESDA is pleased to invite one (1) candidate for the following:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview
Industrial Technology Education	October 11- November 23, 2018	August 1, 2018	August 9, 2018 (starts at 9:00 A.M.)

In nominating your candidate, please consider the concerns specified under Item I of Annex A that indicates the Government of the Philippines and the donor requirements and the terms relative to the program.

Further, please observe the deadline set for the submission of the required documents mentioned under Item II of Annex B. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

All other required documents must be submitted via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) on or before 1 August 2018.

The application form and other information on the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) and/or thru the Foreign Scholarship Training Program (FSTP) Unit, TDI Building, TESDA Complex, East Service Road, South Superhighway, Taguig City with these telephone nos. 817-9095 or 0917-8060759.

Immediate dissemination of and appropriate action for this memorandum is desired.

- Annex A: List of Requirements*
- 3: Japan-Japan International Cooperation Agency (JICA)*
- C: Certification from the Agency/Department*
- D: Foreign Scholarship and Training Program Nominee Sheet*
- E: Copy of the Executive Summary*

*Milambiling/PDD/11 July 2018*

## LIST OF REQUIREMENTS

### A. Qualifications

- a. Filipino citizen
- b. Must have rendered at least two (2) years of service in the government (DepEd) at the time of nomination
- c. Must hold a permanent appointment at the organization nominating him/her
- d. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive period preceding the nomination
- e. Must have no pending administrative and/or criminal case
- f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- g. Must have no pending nomination for scholarship in another program/course
- h. Must have already rendered the required service obligation for a scholarship previously enjoyed
- i. Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- j. Must have a good command of the English language (spoken and written)
- k. Physically and medically fit to travel
- l. Must have above average ICT skills
- m. Not an expectant mother

### B. Documentary

- a. Endorsement from RO and SDO
- b. Detailed and updated Curriculum Vitae
- c. Letter of Application addressed to the donor organization
- d. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
- e. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- f. Personal Data Sheet
- g. Service record
- h. Performance rating for two (2) consecutive rating periods immediately preceding the nomination
- i. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution but not the same institution where the applicant is presently employed
- j. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- k. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer
- l. Photocopy of Valid Passport (2 copies)
- m. Fully accomplished *Essay Questionnaire*
- n. Signed *Scholarship Contract*



**FOREIGN SCHOLARSHIP & TRAINING PROGRAM  
TECHNICAL EDUCATION & SKILLS DEVELOPMENT AUTHORITY**

**ANNEX A (JAPAN) – Japan International Cooperation Agency (JICA)**

**I. Who are qualified to apply?**

- ✓ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization and private enterprise
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- ✓ Must be physically fit to travel and undergo overseas training

**II. Documentary Requirements – Nominees must submit TWO (2) SETS of the following on or before the deadline set by TESDA:**

- A. Nomination Letter indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

GUILING A. MAMONDIONG  
Director General/Secretary  
Technical Education and Skills Development Authority  
TESDA Complex, East Service Road  
South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit  
TDI Building, TESDA Complex

- B. Certification from the Head/Manager of the Human Resource Department  
(Please see attached CERTIFICATION format)
- C. Personal Data Sheet to include list of training programs and seminars attended
- D. Statement of PRESENT Actual Duties and Responsibilities (including past involvement) RELEVANT to the course/program signed by the immediate superior
- E. Medical Certificate indicating that the nominee is FIT TO TRAVEL AND UNDERGO FOREIGN TRAINING IN JAPAN  
(must be strictly followed)
- F. JICA Application Form with Japanese visa size photos on white background  
(Handwritten application forms will not be accepted; please use A4 paper)
- G. Reports required by the Course  
(Please refer to the EXECUTIVE SUMMARY for the required reports)
- H. Photocopies of Passport (official or personal / old or new)
- I. Nominee Data Sheet (please see attached format)

NOTE: A copy of the JICA Knowledge Co-Creation Program General Information (GI) is provided together with the Invitation Letter. The General Information provides the course coverage and other details including formats of required reports. It is expected that nominees have read and understood the terms of awards prior to the dates for submission of documents and the interview session.

The nominees MUST BE PROVIDED with copies of the JICA GENERAL INFORMATION (for format of reports), ANNEX A (for the requirements) and EXECUTIVE SUMMARY (for the required reports) to avoid delay in the processing of documents.

The NEW JICA Application Forms may be downloaded at:  
[www.jica.go.jp/philippine/english/activities/activity02\\_03\\_01.html](http://www.jica.go.jp/philippine/english/activities/activity02_03_01.html)  
Guidelines of Application Form for the JICA Knowledge Co-Creation Program (WORD/265KB)

JEAN L. ALVERO  
Sr. Technical Staff  
Telefax: 8179095  
Office Cellphone: 09178060759  
Email: [tesda.fstp.unit@gmail.com](mailto:tesda.fstp.unit@gmail.com)

(Letterhead of the Agency/Department)

## CERTIFICATION

Mr. / Ms. \_\_\_\_\_ herein referred to as the Applicant  
and Mr. / Ms. \_\_\_\_\_ referred hereto as the Personnel  
Manager certify that:

The Department of \_\_\_\_\_ thru its Scholarship Committee  
endorses the nomination of Mr. / Ms. \_\_\_\_\_  
to the \_\_\_\_\_ scheduled from  
\_\_\_\_\_ to \_\_\_\_\_ and sponsored by the  
\_\_\_\_\_.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant has rendered the required service obligation for a scholarship previously  
enjoyed;

The applicant's PES ratings for the two immediate rating periods were at least Very  
Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete  
the course and not be allowed to cancel or terminate the scholarship/training without  
justifiable reason and without giving prior notice to and getting the approval from the  
donor institution, TESDA and this agency.

This certification is issued as part of the requirements for application to short-term, non  
degree courses under the Foreign Scholarship Training Program.

Done this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
HR/Personnel Manager



## EXECUTIVE SUMMARY

TITLE OF THE PROGRAM	:	Industrial Technology Education
DURATION	:	October 11 – November 23, 2018
COUNTRY	:	Japan
NO. OF SLOTS	:	1
PRE-DETERMINED AGENCIES :		Technical Education & Skills Development Authority (TESDA) Department of Education (DepEd) DOST – Industrial Technology Development Institute (ITDI)

### TARGET PROFILE OF PARTICIPANTS:

- Personnel engaged in industrial technology education field
- Have more than five (5) years practical experience in the field of Making Things
- University graduates or equivalent
- Have competent command of spoken and written English
- In good mental and physical health
- Between 25 to 45 years old

### PROGRAM OBJECTIVES:

- Clarify current domestic educational system, contents, methods and evaluation of these issues
- Explain current school education, industrial technology, industrial technology education, teacher training and selection of teaching materials in Japan
- Explain the linkage between education and economic development through the Japanese case
- Make an action plan to improve teacher training curriculum and textbooks for industrial technology education

**NOTE: This training program is not designed for acquisition of technical skills and there is no hands-on technical training**

### PROGRAM ARRANGEMENTS:

- Round trip ticket
- Travel insurance from arrival to departure in Japan
- Accommodations for the participants
- Allowances for accommodation, meals, living expenses, outfit, shipping and study tours
- Free medical care for participants who become ill after arrival in Japan
- Expenses for program implementation including materials
- A pre-departure orientation will be held at the respective country's JICA office  
(All JICA trainees are automatically members of JAAP and required to pay the corresponding registration/membership fee of P500.00 during PDOS. An annual association fee of P200.00 will also be paid)

**NOTE: Accepted participants are required to submit the Country/Job/Inception Reports**



# Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

INDUSTRIAL TECHNOLOGY EDUCATION

課題別研修「産業技術教育」

JFY 2018

NO. J1804403 / ID. 1884363

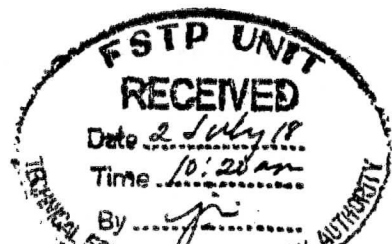
Phase in Japan: From October 11, 2018 to November 23, 2018

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

'JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet on February 2015, it is clearly pointed out that "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

1/22



## **I. Concept**

### **Background**

In Japan, industrial technology is indispensable for production of high quality goods. In comparison with developing countries, technology education at schools in Japan, where fundamental capabilities in manufacturing and production are fostered, is found to play an important role in developing human resources as well as the use of highly developed manufacturing and production equipment.

For the sake of promoting and developing industrial technology in developing countries, it is useful for the leaders of such countries to learn of the curriculum and methods of Japanese technology education and to utilize them in their own countries.

### **For what?**

This program aims to contribute to the development of human resources in the field of industrial technology education in developing countries by providing information on Japanese activities and systems for the promotion and enhancement of industrial technology education.

### **For whom?**

This program is offered to officials who are engaged in policy making for industrial technology education in the educational administration of central or local government.

### **How?**

Participants shall have opportunities to get an overview of technology education in Japan, to study the curriculum and methods in six areas (metalworking, wood working, machining, electricity, information and cultivation) of Japanese technology education and to experience Japanese industrial technology through lectures, observations and discussions. Participants will also formulate an action plan describing what they will do after going back to home countries, putting the knowledge and ideas acquired and discussed in Japan among others into their on-going activities.

## II. Description

1. Title (J-No.): Industrial Technology Education (J1804403)
2. Course Period in JAPAN  
October 11 to November 23, 2018
3. Target Regions or Countries  
Argentina, Cambodia, Cote d'Ivoire, Eswatini, Ethiopia, Gabon, Georgia, Kiribati, Malaysia, Mozambique, Myanmar, Nigeria, Palestine, Philippines, Turkey, Uzbekistan
4. Eligible / Target Organization  
This program is designed for offices/divisions/departments in charge of policy making for industrial technology education in the educational administration of central or local government.
5. Course Capacity (Upper limit of Participants)  
18 participants
6. Language to be used in this program: English
7. Course Objective:  
Participants formulate action plans with a focus on teacher training curriculum and textbooks for industrial technology education and the basic direction of their action plans is organized in their participating organizations.  
Note: This program is not designed for acquisition of technical skills, and there is no hands-on technical training.
8. Overall Goal  
The participating organizations formulate action plans regarding teacher training curriculum and textbooks for industrial technology education, and propose the plan to authority concerned.

**9. Expected Module Output and Contents:**

This program consists of the following components. Details on each component are given below:

**(1) Preliminary Phase in a participant's home country**  
 (September 11 to October 10, 2018)  
*Participating organizations make required preparation for the Program in the respective country.*

Expected Module Output	Activities
<p><b>[Module1]</b>                      To clarify current domestic educational system, contents, methods, and the evaluation of these issues through discussion</p>	<p>Formulation and submission of Inception Report</p>

**(2) Core Phase in Japan**  
 (October 11 to November 23, 2018)  
*Participants dispatched by the organizations attend the Program implemented in Japan.*

Expected Module Output	Subjects/Agendas	Methodology
<p><b>[Module2]</b>                      To explain current school education, industrial technology, industrial technology education, teacher training, and selection of teaching materials in Japan</p>	<p>(1) Education and Industrial Technology                      &gt; School Education                      &gt; Japanese Industry                      &gt; Science and Technology Society</p>	<p>Lecture</p>
	<p>(2) Industrial Technology Education                      &gt; Management of Teacher Training Institutions                      &gt; Technology Education                      &gt; Management of Industrial Education                      &gt; Teaching Materials                      &gt; Management of Industrial High School and Technical Junior College</p>	<p>Lecture                      Observation</p>
	<p>(3) Teacher Training and Teaching Materials                      &gt; Teacher Training System                      &gt; Selection of Teaching Materials                      &gt; Technology Education (Metalworking, Woodworking, Electricity, Machines, Cultivation, Information Technology)</p>	<p>Lecture</p>

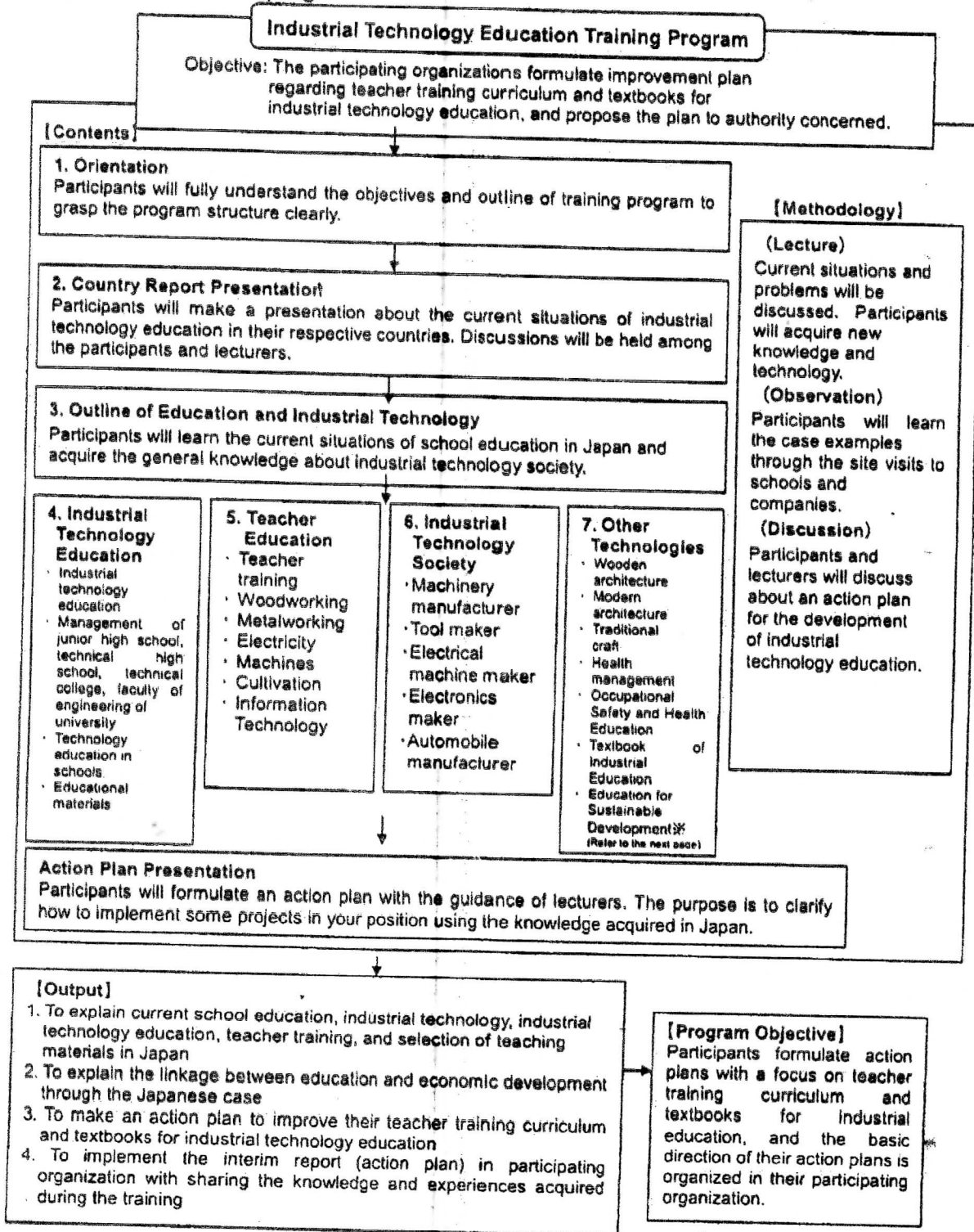


<p><b>[Module3]</b> To explain the linkage between education and economic development through the Japanese case.</p>	<p>Industrial Technology Society : Visits to various companies          &gt; Machinery Manufacturer          &gt; Electrical Machine Manufacturer          &gt; Electronics Manufacturer          &gt; Automobile Manufacturer</p>	<p>Observation</p>
<p><b>[Module4]</b> To make an action plan to improve teacher training curriculum and textbooks for industrial technology education</p>	<p>(1) Action Plan guidance (2) Presentation of Action Plan</p>	<p>Lecture Discussion Presentation</p>

<p><b>(3) Finalization Phase in a participant's home country</b>  <i>Participating organizations produce final outputs by making use of results brought back by participants. This phase marks the end of the Program.</i></p>	
<p>Expected Module Output</p>	<p>Activities</p>
<p>To implement an action plan</p>	<p>Application and implementation of the action plan back in the participant's country.</p>

*\*Agendas are subject to be minor change.*

<Structure of the program>



**※What's Education for Sustainable Development (ESD).**

**(From P.6 "Structure of the program "7. Other Technologies)**

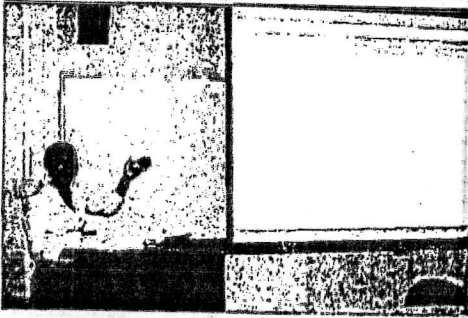
Education for Sustainable Development means including key sustainable development issues into teaching and learning; for example, climate change, disaster risk reduction, biodiversity, poverty reduction, and sustainable consumption. It also requires participatory teaching and learning methods that motivate and empower learners to change their behavior and take action for sustainable development. Education for Sustainable Development consequently promotes competences like critical thinking, imagining future scenarios and making decisions in a collaborative way.

Education for Sustainable Development requires far-reaching changes in the way education is often practiced today.

**(<http://www.unesco.org/new/en/education/themes/leading-the-international-agenda/education-for-sustainable-development/>)**

**Reference: Photos of the past program**

(NOTE: Activities are subject to change in this year's program.)



Country and Job report presentation (Module1)



Basic of Technology Education (Module2)



Japanese Education System & History (Module2)



Workshop (Metalwork) (Module2)



Teaching Material & Facility (Module2)



Kindergarten & Elementary School (Module2)



Commemorative Museum of Industry & Technology (Module3)



Discussion among the participants

### Reference: Training Schedule in the past

\* Activities are subject to change in this year's program.

\*\*This schedule is subject to change.

L: Lecture / D: Discussion / P: Presentation / V: Visit / W: Workshop

WK	Date	AM/PM	Module	Programs	Program Site	Accommodation
0	12-Oct	Thu		Arrival		
	13-Oct	Fri	AM	Breakfast		
	13-Oct	Fri	PM	Taking Chest X-ray		
	14-Oct	Sat		JICA Chubu Tour	Hotel Laplace	
1	14-Oct	Sat		Chubu University (CU) Orientation / Nagoya City tour	Designated clinic	
	15-Oct	Sun			JICA Chubu	
	16-Oct	Mon	AM	JICA Orientation	Nagoya Campus, CU / Nagoya City	
	16-Oct	Mon	PM	Japanese Language Class		
2	17-Oct	Tue	AM	Opening Ceremony / Welcome Lunch	JICA Chubu	
	17-Oct	Tue	PM	V. Museum of Ethnobotany and Document (Japanese old house)		
	18-Oct	Wed	AM	L. Industrial Technology Education in Japan	Kasugai Campus, CU	
	18-Oct	Wed	PM	D. Action Plan Making & Guidance (1)		
3	19-Oct	Thu	AM	L. Teacher Training in Japan	Nagoya Campus, CU	
	19-Oct	Thu	PM	L. Japanese Education System		
	20-Oct	Fri	AM	D. Preparation for Country Report Presentation	Kasugai Campus, CU	
	20-Oct	Fri	PM	L. Technology Ethics Education in Japan		
4	21-Oct	Sat			Nagoya Campus, CU	
	22-Oct	Sun				
	23-Oct	Mon	AM/PM	1. P. Country Report Presentations		
	24-Oct	Tue	AM	2-1. L. School Education in Japan	Kasugai Campus, CU	
5	24-Oct	Tue	PM	3. V. Kawasaki Electric, Inc. (Electric equipment manufacturer)	Nagoya Campus, CU	
	25-Oct	Wed	AM	3. Move to Hiroshima by Shinkansen	See left	
	25-Oct	Wed	PM	3. V. Hiroshima Peace Memorial Museum	See left	
	26-Oct	Thu	AM	2-2. L&W Actual Situation of Technology Education	TKP Garden City Premium	Hotel
6	27-Oct	Fri	AM	2-1. L&V. Wooden Architecture Technology in Japan	Hotel New Nippon	Hotel
	27-Oct	Fri	PM	Return to Nagoya by Bus		
	28-Oct	Sat	AM/PM	2-1. V. Toyota Commemorative Museum of Industry & Technology	Today's Temple	
	29-Oct	Sun		2-2. W. Monozukuri Experience	Toyota Commemorative Museum of Industry & Technology	
7	30-Oct	Mon	AM	2-3. L. Overview of College of Engineering (CoE)		
	30-Oct	Mon	PM	2-3. L. Industrial Technology in Higher Education (Dept. of Civil Engineering, CoE)		
	31-Oct	Tue	AM	2-2. V. Kasugai Industrial High School	Kasugai Campus, CU	
	31-Oct	Tue	PM	D. Action Plan Making & Guidance (2)		
8	1-Nov	Wed	AM	2-3. L. Industrial Technology in Higher Education (Dept. of Electrical Engineering, CoE)	See left	
	1-Nov	Wed	PM	2-3. L. Industrial Technology in Higher Education (Dept. of Computer Science, CoE)	Kasugai Campus, CU	
	2-Nov	Thu	AM	2-3. L. Industrial Technology in Higher Education (Dept. of Applied Chemistry, CoE)		
	2-Nov	Thu	PM	2-3. L. Industrial Technology in Higher Education (College of Bioscience and Biotechnology)	Kasugai Campus, CU	
9	3-Nov	Fri	AM/PM	2-1. Cultural Exchange with Local Community	Nagoya Campus, CU	
	4-Nov	Sat				
	5-Nov	Sun				
	6-Nov	Mon	AM	2-3. L. Industrial Technology in Higher Education (College of Life and Health Science)		
10	6-Nov	Mon	PM	2-3. L. Industrial Technology in Higher Education (Dept. of Electronics and Information Engineering, CoE)	Kasugai Campus, CU	
	7-Nov	Tue	AM	4-1. D. Action Plan Making & Guidance (3)		
	7-Nov	Tue	PM	3. V. Brother Communication Space (distribution of office appliance manufacturer)	Nagoya Campus, CU	
	8-Nov	Wed	AM	2-3. L. Industrial Technology in Higher Education (Dept. of Robotic Science and Technology, CoE)	See left	
11	8-Nov	Wed	PM	2-3. L. Industrial Technology in Higher Education (Dept. of Mechanical Engineering, CoE)	Kasugai Campus, CU	
	9-Nov	Thu	AM	2-1. L. Universities in Japan (Special Speech by the President of Chubu University)		
	9-Nov	Thu	PM	2-1. L. School Education and Occupational Safety and Health	Kasugai Campus, CU	
	10-Nov	Fri	AM	3. L. Labor and Mental Health	Nagoya Campus, CU	
12	11-Nov	Sat	PM	3. L. Labor and Mental Health		
	12-Nov	Sun	AM/PM			
	13-Nov	Mon	AM	2-3. L&V. Japan Textbook Research Center		
	13-Nov	Mon	PM	2-1. V. Asia Pacific Cultural Center for UNESCO (APCCU)	See left	
13	14-Nov	Tue	AM	2-3. L. Tokyo Shuppan Co. Ltd. (Textbook publisher)	See left	
	14-Nov	Tue	PM	2-1. V. IERMA Advanced Technology Exhibition Hall	See left	
	15-Nov	Wed	AM	2-1. V. Tokyo Shuppan	See left	
	15-Nov	Wed	PM	Return to Nagoya by Shinkansen	See left	
14	16-Nov	Thu	AM	2-1. D. Action Plan Making & Guidance (4)		
	16-Nov	Thu	PM	2-2. V. Suzuka National College of Technology	Nagoya Campus, CU	
	17-Nov	Fri	AM	2-1. V. Hamayachi Junior / Senior High School	See left	
	17-Nov	Fri	PM	3. V. Yamazaki Mazak Corporation (Machine tool manufacturer)	See left	
15	18-Nov	Sat		D. Exchange with UNESCO Schools (Good Practices in Education for Sustainable Development)	See left	
	19-Nov	Sun				
	20-Nov	Mon	AM	2-2. L. Industrial Technology Education in Finland		
	20-Nov	Mon	PM	2-2. L. Industrial Technology Education in Paraguay	Nagoya Campus, CU	
16	21-Nov	Tue	AM	4-1. D. Action Plan Making & Guidance (5)		
	21-Nov	Tue	PM	D. Preparation for Action Plan		
	22-Nov	Wed	AM/PM	P. Action Plan Presentations	Nagoya Campus, CU	
	23-Nov	Thu	AM/PM	2-1. Cultural Exchange with Local Community	Kasugai Campus, CU	
17	24-Nov	Fri	AM	Evaluation and Closing Ceremony	Nagoya Campus, CU	
	24-Nov	Fri	PM	Farewell Party	Kasugai Campus, CU	
	25-Nov	Sat		Leaving Japan		

### **III. Conditions and Procedures for Application**

#### **1. Expectations from the Participating Organizations:**

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

#### **2. Nominee Qualifications:**

Applying Organizations are expected to select nominees who meet the following qualifications.

##### **(1) Essential Qualifications**

- 1) Current Duties: personnel who engaged in the industrial technology education field
- 2) Experience in the relevant field: have more than 5 years' experience in the field of practical experience in field of Making Things
- 3) Educational Background: be a graduate of university or equivalent
- 4) Language: have a competent command of spoken and written English which is equal to TOEFL IBT 100(CBT 250) or more (This workshop includes active participation in discussions, action plan (interim report) development, thus requires high competence of English ability.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

##### **(2) Recommendable Qualifications**

- 1) Age: be between the ages of twenty-five (25) and forty-five (45) years

#### **3. Required Documents for Application**

(1) **Application Form:** The Application Form is available at the JICA office (or the Embassy of Japan).

(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.

\*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

(3) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability. (e.g., TOEFL, TOEIC, IELTS)



**4. Procedures for Application and Selection:**

**(1) Submission of the Application Documents:**

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Center in JAPAN by **August 24, 2018**)

**(2) Selection:**

After receiving the documents through proper channels from your government, the JICA office (or the embassy of Japan) will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. *The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

**(3) Notice of Acceptance**

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than September 11, 2018.**

**5. Document(s) to be submitted by accepted candidates:**

Before coming to Japan, only accepted candidates are required to prepare reports in order to share the current situation of your country. (detailed information is provided in the ANNEX 1-4.)

These reports should be sent directly to JICA Center in Japan by **September 28, 2018.** preferably by e-mail to [cbictp1@jica.go.jp](mailto:cbictp1@jica.go.jp)

Please refer to VI. Annex1-4: Requirement for applicants.

1. Country Report
2. Job Report
- 3 Inception Report

**6. Conditions for Attendance:**

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) not to extend the period of stay in Japan.
- (4) not to be accompanied by family members during the program.
- (5) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA.
- (6) to refrain from engaging in any political activities, or any form of employment for

profit or gain.

- (7) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (8) to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.



## IV. Administrative Arrangements

### 1. Organizer:

(1) Name: JICA Chubu

(2) Contact: Mr. ITOYAMA Hiroshi (mail to: [cbictp1@jica.go.jp](mailto:cbictp1@jica.go.jp))

※Please insert "training course number & the title" in the subject when emailing.  
For instance, "J1804403 & INDUSTRIAL TECHNOLOGY EDUCATION"

### 2. Implementing Partner:

(1) Name: CHUBU UNIVERSITY

(2) Contact: Dr. MIYAKAWA Hidetoshi, (Professor of CHUBU UNIVERSITY in charge of the training), Faculty of Contemporary Education

(3) URL: <http://www.chubu.ac.jp/english/>

Remark: In line with the motto "Your actions and words should always go together to be a reliable person," Chubu University aims at contributing to society's progress by developing reliable individuals who are highly cultivated and have a cosmopolitan outlook, specialized capabilities and the ability to act and who are independent, yet care about the public good. Chubu University also aims at contributing to society through outstanding research achievements and generous sharing of the University's intellectual and material resources with society.

### 3. Travel to Japan:

(1) Air Ticket: The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.

(2) Travel Insurance: Coverage is from time of arrival up to departure in Japan. Thus traveling time outside Japan will not be covered.

### 4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Chubu International Center (JICA Chubu)

Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan

TEL: +81-52-533-0220 FAX: +81-52-564-3751

(where "81" is the country code for Japan, and "52" is the local area code)

If there is no vacancy at JICA Chubu (CBIC), JICA will arrange alternative accommodations for the participants.

### 5. Expenses:

The following expenses will be provided for the participants by JICA:

(1) Allowances for accommodation, meals, living expenses, outfit, and shipping

(2) Expenses for study tours (basically in the form of train tickets.)

(3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)

(4) Expenses for program implementation, including materials

For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

**6. Pre-departure Orientation:**

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

## **V. Other Information**

### **1. Key Schedule in the Training Program**

- (1) Arriving Japan, Central Japan International Airport near Nagoya city, on October 11, 2018
- (2) Orientation and others in JICA Chubu from October 12, 2018
- (3) Technical training starts on October 15, 2018
- (4) Closing ceremony on November 22, 2018
- (5) Leaving Japan from Central Japan International Airport near Nagoya city on November 23, 2018

### **2. Personal-use computer**

It is suggested for the participants to complete their reports; i.e. Feedback reports, Action plan, etc. by computer applications. Information on schedule and some of the training materials will be delivered through Internet during the training program. JICA CHUBU, where participants stay, has the room with computers for these purposes. For better and effective work, it would be advisable to bring your own lap-top computer. Minimum requirements of applications would be MS Word and Excel together with an anti-virus soft built-in. Also mobile computers with complement of JICA will be available for the participants who do not have their own.

## VI. ANNEX: ANNEX1

### Requirement for applicants

Please describe the following 3 reports. These reports should be typewritten.

1. Country Report,
2. Job Report, and
3. Inception Report, according to the following items.

### Attention

1. The reports are used for comparative studies during the training course.
2. Country Report and Job Report will be a basic material to understand each country and each applicant.
3. Inception Report will be important material to make Action Plan as one of the result of the training course. That is the first step for making Action Plan. Please describe about the future vision for Industrial Technology Education based on a discussion with your superior and colleague.
4. The reports presentation  
Purpose: Lecturers and people concerned with this training will be present at the meeting to grasp the current situation of each participant.  
Attendants: The JICA participants, lecturers, JICA program officer, and other people concerned with this training course.  
Time: The time allocation for each presentation is about 15 minutes followed by a 5-minute Q & A period.  
Presentation: Each participant is requested to give a presentation based on the presentation materials.  
Reference materials: The participants are also expected to bring the PowerPoint data files, pamphlet of their organizations, photos, slides which illustrate the report, to be used during the report presentation (15 minutes). PowerPoint on the personal computer is available.

**ANNEX2****Country Report Format**

\*Country Report should be shown by a run of item.

1	<b>Name of country</b>	
2	<b>Education system</b>	<i>Organization chart showing relationship of organizations related to education should be attached.</i>
3	<b>Contents of Industrial Technology Education</b>	Primary education: Secondary education: Advanced education:
4	<b>Technology Education contests or exhibitions</b>	
5	<b>Teacher training institution</b>	
6	<b>Major problems in Technology Education in your country</b>	
7	<b>Major activities in Occupational Safety and Health Education</b>	
8	<b>Major activities in Education for Sustainable Development</b>	
9	<b>Organization chart</b>	<i>Please attach organization chart showing relationship of organizations.</i>

**ANNEX 3**

**Job Report Format**

\*Job Report should be shown by a run of the item.

1	Name of applicant	
2	Your organization and position	
3	Major activities of your organization and section	
4	Your duties in your section	
5	Difficulties in performing your duties	
6	Future plans	<p>On-going projects:</p> <p>Medium-term programs:</p> <p>Long-term programs:</p>
7	Expectation to this training course	
8	Organization chart	Please attach organization chart of your own organization.

**ANNEX 4****Inception Report Format**

\* As a representative of education official in your organization or country, please create a vision related to future Industrial Technology Education.

1	Name of applicant	
2	Vision in next 10 years	<i>"How are you going to create the future of Industrial Technology Education in your country?"</i>
3	Details of present problems on Industrial Technology Education	
4	Countermeasures towards the problem (past and present)	
5	Practical effort by your organization or section	
6	Expected impact after the problem solved or improved	
7	Expected obstructions to problem solving	

**REFERENCES: Small & Medium Enterprises (SMEs) in Japan**

**(1) Definition of SMEs**

(a) Definition of Small & Medium Enterprises

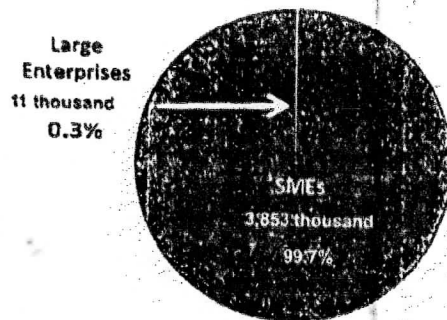
Type of Industry	Capital Size (million yen)	No. of employees
Manufacturing & others	300 or less	300 or less
Wholesale	100 or less	100 or less
Retail	50 or less	50 or less
Services		100 or less

(b) Definition of Micro Enterprises

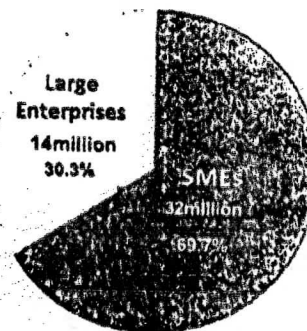
Type of Industry	No. of employees
Manufacturing & others	Not more than 20 employees
Commerce, service	Not more than 5 employees

**(2) Share of SMEs in the Japanese Economy**

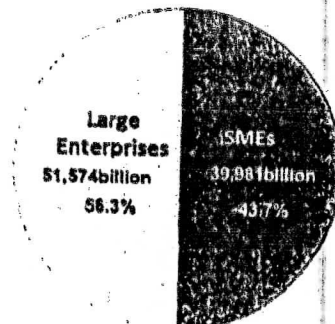
Number of Enterprises



Number of Employees



Value of Shipment in Manufacturing



Source: Small and Medium Enterprise Agency, METI, 2012  
 More detailed for <http://www.sme.ne.jp>



## *For Your Reference*

### **JICA and Capacity Development**

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "adopt and adapt" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "adoption and adaptation" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



**CORRESPONDENCE**

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

**JICA Chubu International Center (JICA Chubu)**

**Address: 4-60-7 Hiraikecho, Nakamura-ku, Nagoya 453-0872, Japan**

**TEL: 81-52-533-0220 FAX: 81-52-564-3751**