



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

March 11, 2024

DIVISION MEMORANDUM  
No. 171, s. 2024

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

To: Chief, CID and SGOD  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No.189 s.2024 dated March 06, 2024, this office disseminates the Call for Nomination of the JICA KCCP-GRF for the Scholarship Course on Education Administration for Reducing Disparities in Basic Education on June 05-July 06, 2024.
2. Target Participants are the 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 is on March 22, 2024.
3. For details, please see attached memorandum.
3. For information and widest dissemination.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

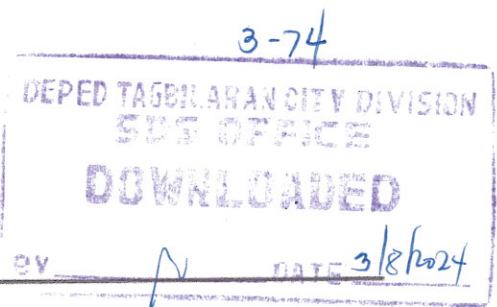
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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

**REGIONAL MEMORANDUM**


No. **189**, s. 2024

06 MAR 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  
Assistant Schools Division Superintendents  
All Others Concerned

- Attached is Memorandum DM- OUHROD -2024 -0342 from **Dr. Wilfredo E. Cabral, Regional Director, DepEd NCR, OIC-Office of the Undersecretary for Human Resource and Organizational Development** regarding the **Call for Nomination of the JICA KCCP- GRF for the Scholarship Course on Education Administration for Reducing Disparities in Basic Education**, contents of which are self - explanatory, for the information and guidance of all concerned.
- Applicants are directed to upload the accomplished nomination form and required documents at <http://tinyurl.com/4hcdpp2p> on or before **March 22, 2024**.
- For queries and clarifications, you may contact Dr. Rosa H. Cabotaje, Scholarship Focal Person through this email address, [rosa.cabotaje@deped.gov.ph](mailto:rosa.cabotaje@deped.gov.ph).
- For immediate and wide dissemination.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STG/PYA/HRDD/NEAP-R07/MGB/RHC



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Republika ng Pilipinas

## Department of Education

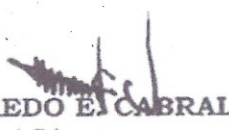
OFFICE OF THE UNDERSECRETARY

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:

<b>Course Code and Title</b>	KCCP-GRF Number 202311494J00: Education Administration for Reducing Disparities in Basic Education
<b>Course Schedule</b>	05 June – 06 July 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>	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](mailto: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]*



## 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.*

## 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.	(shall be complied after being officially nominated)
	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.	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	Clearance from HRDD/NEAP
	l. Has no pending application for retirement.	
	m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.	

**SCHOLARSHIP CLEARANCE**

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b>	<b>Title of the Program</b>
	<input type="checkbox"/> <b>Degree</b> <input type="checkbox"/> <b>Non-Degree</b>	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> <b>Completed the course</b> (Submit a copy of Certificate of Completion)	<input type="checkbox"/> <b>Withdrawn from the Course</b> (State the reason below)
<b>VIII. Reason/s for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <i>Explain further</i>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <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
<b>APPROVED</b>		
_____ Name and Signature of the Recommending Authority (RO-HRDD)		_____ Date and Time