



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division Office of negros oriental

**Office of the Schools Division  
Superintendent**

24 AUG 2023

DIVISION MEMORANDUM  
No. **598**, s. 2023

**CALL FOR NOMINATION TO JICA'S HUMAN RESOURCES DEVELOPMENT  
ADMINISTRATION-THROUGH THE PROMOTION OF TECHNICAL AND VOCATIONAL  
EDUCATION AND TRAINING**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public Schools District Supervisors/ District In-Charge  
Elementary & Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 0589, s. 2023 Re: **“Call For Nomination To JICA’s Human Resources Development Administration -Through The Promotion of Technical and Vocational Education and Training”**, contents of which are self-explanatory.
2. Interested applicants may contact Ms. Iryll/ Ms. Geraldine through (035) 225-6180.
3. For the information, guidance, and compliance of all concerned.

  
**NERI C. OJASTRO EdD, CESE**  
Schools Division Superintendent

8/22/23

NCO/JMA-MKP-NLR/SGOD/RBP/inasm  
August 22, 2023







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

Office of the Regional Director

AUG 15 2023


REGIONAL MEMORANDUM  
No. **0589**, s. 2023

**CALL FOR NOMINATION TO JICA'S HUMAN RESOURCES DEVELOPMENT  
ADMINISTRATION-THROUGH THE PROMOTION OF TECHNICAL AND VOCATIONAL  
EDUCATION AND TRAINING**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is DepEd Memorandum DM- OUHROD-2023-1038 from Undersecretary Gloria- Jumamil - Mercado, Undersecretary for Human Resource and Organizational Development dated July 26, 2023 titled **Call for Nomination to JICA's Human Resources Development Administration-through the Promotion of Technical and Vocational Education and Training**, contents of which are self- explanatory, for the information and guidance of all concerned.
2. The accomplished participant's nomination form and other required documents must be submitted on or before the set deadline through this link: <https://bit.ly/JICAGRFNovtoDec2023>.
3. For more details, refer to the attached communication.
4. 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).
5. For immediate and wide dissemination.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**

Director IV  
Regional Director 

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



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231:1433; (032) 414-7399  
Email Address: [region7@deped.gov.ph](mailto:region7@deped.gov.ph)





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2023-1038**

**TO :** Bureau Directors  
 Schools Division Office of La Union, Region I  
 Schools Division Office of Mandaue, Region VII  
 Schools Division Office of Pasig, NCR

**From :** *[Signature]*  
**GLORIA JUMAMIL-MERCADO**  
 Undersecretary for Human Resource and Organizational Development

**SUBJECT :** CALL FOR NOMINATION TO JICA'S Human Resources Development Administration-through the promotion of Technical and Vocational Education and Training

**DATE :** July 26, 2023

- The Japan International Cooperation Agency (JICA) announces its Call for Nomination to Human Resources Development Administration-through the promotion of Technical and Vocational Education and Training.
- The course details are as follows:

Course Code	Course Title	Course Run	No. of Slots	Target Participants	Deadline of Nomination
KCCP GRF Number: 202208247J001	Human Resources Development Administration-through the promotion of Technical and Vocational Education and Training	<b>Online Program Period</b> November 06, 2023 - November 09, 2023 <b>Japan Program Period</b> November 13, 2023 - December 01, 2023	1	Officials who have responsibility in HRD, focusing on TVET as a part of the labor market policy.	August 18, 2023

- For selection purposes, NEAP encourages Bureau Directors and the Schools Division Offices identified by JICA's KCCP-GRF to nominate one (1) qualified applicant for the above-mentioned course:

4. All nominees must meet the qualifications and submit the documentary requirements as listed in **Enclosure 1**.
5. The **Participant Nomination Form and required documents must be filled out and uploaded** on or before the stated deadline through this Google Form <https://bit.ly/JICAGRFNovtoDec2023>. Please use the official DepEd email accounts and submit the documents in PDF. JICA Application forms may be downloaded through this link: <https://bit.ly/3OciVWz>.
6. Applications may be disqualified due to various reasons such as but not limited to incomplete requirements, no official endorsement/s, application was sent directly to through the secretariat's email, discrepancy in documents, etc.
7. TESDA will schedule a final interview for qualified applicants upon the initial screening of NEAP Scholarship Secretariat.
8. For questions and clarifications, please email the DepEd Scholarship Secretariat at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph).
9. Immediate dissemination of and appropriate action on this memorandum is desired.



Enclosure 1

**ELIGIBILITY AND DOCUMENTARY REQUIREMENTS**

<b>Name:</b>	
<b>Scholarship Program:</b>	
<b>Sponsoring Agency/Organization:</b>	
<b>Region/SDO:</b>	
<b>Work Station:</b>	

<b>Remarks (✓, ✗, others)</b>	<b>Eligibility</b>	<b>Documentary Requirements</b>
	a. Must be a Filipino citizen. b. Must be twenty-five (25) – fifty (50) years old ( <i>JICA's requirement</i> );	Updated Personal Data Sheet
	c. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.  d. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	e. Must be holding a permanent item.	Updated Service Record
	f. Must be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status.
	g. 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).  h. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	i. Must be willing to sign a Scholarship Contract and commit to its provisions.  j. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	(shall be complied after being officially nominated)
	k. 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
	l. Has already finished his/her existing service obligation for a scholarship, if any. <i>**in any case that the HRDD has no existing format, please use Enclosure 2 of this memo</i> m. Has no pending application for retirement.	Clearance from HRDD/NEAP



- n. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.
- o. Must have a college degree related to the field of study or has sufficient demonstrated ability and experience in the field of study;

**Other qualifications set by JICA**

1. Current Duties: Official of the department in the central government who is presently engaged in HRD administration focusing on TVET,
2. Educational Background: be a graduate of university or equivalent,
3. Language: have a competent command of spoken and written English which is equal to TOEFL 550, TOEFL CBT 213, and TOEIC 730 or higher (This course includes active participation in discussions and Action Plan development, thus requires high competence of English ability.)
4. PC skill: have basic PC skill to use Word, PowerPoint (This course includes activities with PC; making presentation of Job Report, and Action Plan etc.)  
The participants need to prepare a PC, internet access and study environment to participate in the program smoothly.
6. Age: between the ages of thirty-five (35) and fifty-five (55) years old

**Other documentary requirements set by JICA**

1. **Application Form:** Available at the respective country's JICA office (or the Embassy of Japan).  
\* The Application Form should be typewritten in English
2. **Photocopy of Passport:** Should be submitted with the application form. If not, it is requested that a photocopy of any other official identification be submitted.  
\*Photocopy should include the followings: Name, Date of Birth, Nationality, Sex, Registration Number Expire Date and the picture of a holder.  
**English Score Sheet:** to be submitted with the application form if the applicant has any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).