



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



May 16, 2025

**REGIONAL MEMORANDUM**

No. 442, s. 2025

**To:** Schools Division Superintendents  
All Others Concerned

**CALL FOR NOMINATIONS FOR THE JICA KCCP-GRF HOLISTIC EDUCATION:  
JAPANESE HANDS-ON APPROACH**

1. In reference to the attached Memorandum DM-OUHROD-2025-1233, dated 15 May 2025, from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), this Office informs the field of the above-mentioned subject.
2. All SDOs are **advised to nominate one (1) qualified candidate for Regional Evaluation**. SEPS-HRD shall submit **complete documentary requirements and endorsement of their nominee** in this Office on or before **May 19, 2025**. **Only the nominee endorsed by this Office** shall upload their documents (in PDF format) through Microsoft Forms which can be accessed through the link: <https://forms.office.com/r/uKrR2GExyn>. Kindly use official DepEd email account in submitting the requirements.
3. For further information and any concerns, please contact **Richard D. Vidal**, Education Program Specialist II, Regional Scholarship Focal Person, Human Resource Development Division through email [richard.vidal@deped.gov.ph](mailto:richard.vidal@deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.

**JOCELYN DR ANDAYA**

Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

Encl. as stated

rdv/hrdd



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# Department of Education

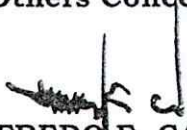
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2025- 1233

FOR : Undersecretaries  
Assistant Secretaries  
Bureau/Service Directors  
Regional Directors  
Schools Division Superintendents  
School Heads  
All Others Concerned

FROM :   
**WILFREDO E. CABRAL**  
Undersecretary  
Human Resource and Organizational Development

  
**CARMELA C. ORACION**  
Assistant Secretary  
Human Resource and Organizational Development  
(National Educators Academy of the Philippines)

SUBJECT : **CALL FOR NOMINATIONS FOR THE JICA KCCP-GRF HOLISTIC EDUCATION: JAPANESE HANDS-ON APPROACH**

DATE : 15 May 2025

1. The Technical Education and Skills Development Authority – Foreign Scholarship Training Program (TESDA-FSTP) Unit announces its **Call for Nomination** for the Japan International Cooperation Agency (JICA) Knowledge Co-Creation Program – Group and Region Focus (KCCP-GRF) course offering titled **Holistic Education: Japanese Hands-On Approach**, with details as follows:

Course Title and No.	Holistic Education: Japanese Hands-On Approach 202411547-J001	
Schedule	Online Program	05 September 2025
	On-demand Learning Program (Lecture Video)	From 08 September 2025 until arrival in Japan
	Japan Program	24 September – 11 October 2025



	Online Follow-up Program	25 November 2025
	<i>Note: Schedule of online programs are subject to change.</i>	
<b>No. of Slots</b>	One (1)	
<b>Target Participants</b>	Department of Education personnel on all governance levels, school principals, teachers, etc. with relevant experience and capacity to contribute to education and adopt gender mainstreaming in their outputs.	
<b>Requirements</b>	<p>Below is the list of application requirements for training programs coursed through TESDA:</p> <ul style="list-style-type: none"> <li>• Certification from the human resource (HR) Head/Manager stating the following details of the nominee: <ul style="list-style-type: none"> <li>○ No pending administrative or criminal case</li> <li>○ No pending nomination for another course</li> <li>○ Service obligation for a previous scholarship has been rendered</li> <li>○ At least <i>Very Satisfactory</i> performance rating for the two (2) consecutive semesters immediately preceding the nomination</li> <li>○ Non-withdrawal from the course and non-cancellation of the scholarship/training without justifiable reason and without prior notice to the donor institution, TESDA, and DepEd</li> </ul> </li> <li>• Nominee Data Sheet</li> <li>• Personal Data Sheet</li> <li>• Statement of Present Actual Duties and Responsibilities</li> <li>• Certificate of Health confirming that the nominee is “fit to travel and undergo training in Japan”</li> <li>• Medical Results of CBC, ECG, X-ray, and pregnancy test (<i>if applicable</i>)</li> <li>• Copy of Company ID</li> <li>• Diploma/Transcript of Records</li> <li>• JICA Application Form</li> <li>• Copy of Passport (<i>if passport is not in possession, copy of other valid government IDs such as voter’s ID, driver’s license, etc.</i>)</li> <li>• Other requirements specified in the <i>General Information Brochure</i></li> </ul>	
<b>Deadline of Application</b>	<b>20 May 2025</b>	

- For selection purposes, the National Educators Academy of the Philippines (NEAP) requests each Central Office Bureau/Service and Regional Office to **nominate one (1) qualified participant**.
- All nominees must meet the qualifications and submit the abovementioned documentary requirements as well as those specified in the *Checklist of General Eligibility Requirements (Enclosure 1)*. The *Scholarship Clearance (Enclosure 2)* must also be submitted.

4. The **required documents must be accomplished and uploaded (in PDF form) on or before 20 May 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/uKrR2GExyn>. Kindly use official DepEd email accounts in submitting the requirements.
5. 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.
6. Enclosed is the *General Information Brochure* on the program, for reference.
7. Should you have further questions or concerns, please coordinate with the **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and/or landline (02) 8715-9919.
8. For dissemination and appropriate action.

**Copy furnished:**

**OFFICE OF THE SECRETARY**  
**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**  
**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**  
**OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS SERVICE**



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## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

### GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

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
	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)
	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





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

### 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"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b> <input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	<b>Title of the Program</b>
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> Completed the course (Submit a copy of Certificate Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)
<b>VIII. Reason/s for Non-Completion</b> (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>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>



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### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

<b>X. Reason for Non-Completion</b> (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>	
<hr/>	<hr/>
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>	
<hr/>	<hr/>
Name and Signature of the Recommending Authority (SDO - HRDD)	Date and Time
<b>APPROVED</b>	
<hr/>	<hr/>
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time