



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas

## DIVISION OF CEBUPROVINCE

Sudlon, Lahug, CebuCity



November 16, 2017

### DIVISION MEMORANDUM

No. 779, s. 2017

#### THE PROJECT FOR HUMAN RESOURCE DEVELOPMENT SCHOLARSHIP BY JAPANESE GRANT AID (JDS)

**To:** Assistant Superintendents  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Secondary School Heads

1. For information and guidance of all concerned, attached is Unnumbered Regional Memorandum dated November 10, 2017, entitled **“The Project for Human Resource Development Scholarship by Japanese Grant Aid”**, invites all interested parties to apply for Master’s Degree Program in Japan.
2. Enclosed is the Application Form and other required documents.
3. For more information, please refer to the attached communication.
4. Immediate dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
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*Dr. Mangybet*

*2576559 A*



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



**MEMORANDUM**

To: Schools Division Superintendent

Subject: **THE PROJECT FOR HUMAN RESOURCE DEVELOPMENT  
SCHOLARSHIP BY JAPANESE GRANT AID (JDS)**

Date: **November 10, 2017**

The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS) in the Philippines 2017, invites applicants for Master's Degree Program in Japan.

For more details, refer to the attached communication.

Participation of interested applicants to this program shall be subject to the discretion of the Schools Division Superintendents and to the provisions of DepEd Order No.9, s. 2005 entitled "Instituting Measures to Increase Engaged Time-on-Task" or "No-Disruption-of-Classes Policy", and all other existing DepED policies and regulations, and ensuring compliance therewith.

Wide dissemination of this Memorandum is desired.

*Juliet A. Jeruta*  
**JULIET A. JERUTA, Ph.D., CESO V**  
Director III  
Officer-in-Charge

JAM/BA/so  
HRDC

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309, 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos. (032) 231-1071 Human Resource Development Division (HRDD), Tel. No. (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061, 414-7321

*" EFA 2015: Karapatan ng Lahat, Panunagutan ng Lahat "*

**MEMORANDUM**

To: Schools Division Superintendent

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SCHOLARSHIP BY JAPANESE GRANT AID (JDS)**

Date: November 10, 2017


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JULIET A. JERUTA, Ph.D., CESO V  
Director III  
Officer-in-Charge

## What is the JDS

The Project for Human Resource Development Scholarship by Japanese Grant Aid (JDS) was established by the Government of the Philippines with the assistance of the Government of Japan for JFY2002. The objective of JDS is to support human resources development of the Philippines, targeting young officials, who are expected to be leaders of the country, and to engage in formulating and implementing social and economic development policies after returned. Participants of the JDS Project shall contribute to an expanded and enhanced foundation for bilateral relations with Japan as persons having well-rounded knowledge of Japan.

## Fields of Study

The framework of the JDS Project consists of "Sub-Program" and "Component", which correspond to and deal with the selected target priority area and development issues of the Philippines. The participants are selected from "Target Organizations" whose mission is closely related to "sub-program" and "component". Accepting Japanese university offers educational programs corresponded to the needs. The degree to be obtained is master's degree. The medium of instruction is English.

## Eligible Applicants (1) - 3) - 5) - 7) to be simplest generally

- 1) A Filipino Citizen;
- 2) Between 22 and 39 years old as of April 1, 2018;
- 3) Must be an official in the Target Organization and not a member of the military;
- 4) Currently employed in the Target Organization with permanent status (in principle) and 2 years of work experience in duties particularly relevant to the selected Component, at the time of application;
- 5) Possess a bachelor degree relevant to the target fields;
- 6) Have a performance rating of at least "Very Satisfactory" from July 1, 2016 to June 30, 2017;
- 7) Have not been awarded any other foreign scholarship for obtaining a master's degree

\* For the applicants for the "prioritized slot for Bangsamoro", special qualification may be applied. Refer to the website for the details.

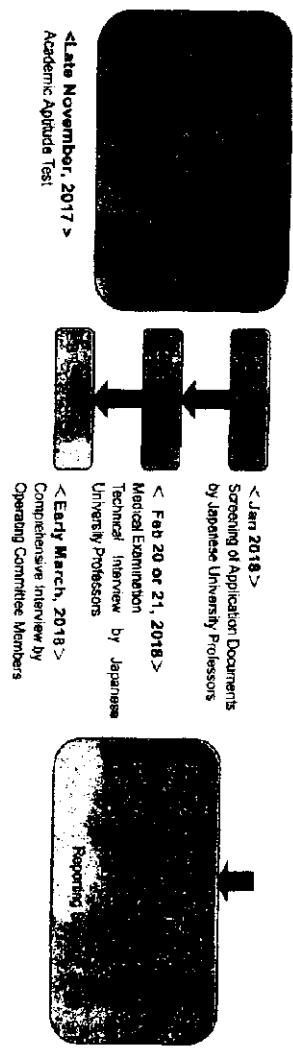
## Benefits of JDS Participants

- (1) One round trip airfare between the Philippines and Japan
- (2) Monthly living allowance in Japan
- (3) Full tuition fees of accepting universities
- (4) Other designated allowances (field study, etc.)

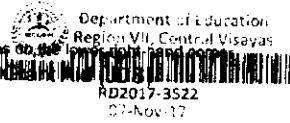
## Framework of the JDS Project

Sub-Program	Component	Field of Study	Target Organization	Priority Area	Number of Participants	Period	Remarks
1. Sub-Program for Development of Human Resources in the Field of Agriculture, Forestry and Fisheries	1.1. Component for Development of Human Resources in the Field of Agriculture, Forestry and Fisheries	1.1.1. Component for Development of Human Resources in the Field of Agriculture, Forestry and Fisheries	1.1.1.1. Component for Development of Human Resources in the Field of Agriculture, Forestry and Fisheries	1.1.1.1.1. Component for Development of Human Resources in the Field of Agriculture, Forestry and Fisheries	1.1.1.1.1.1. Component for Development of Human Resources in the Field of Agriculture, Forestry and Fisheries	1.1.1.1.1.1.1. Component for Development of Human Resources in the Field of Agriculture, Forestry and Fisheries	1.1.1.1.1.1.1.1. Component for Development of Human Resources in the Field of Agriculture, Forestry and Fisheries
2. Sub-Program for Development of Human Resources in the Field of Industry	2.1. Component for Development of Human Resources in the Field of Industry	2.1.1. Component for Development of Human Resources in the Field of Industry	2.1.1.1. Component for Development of Human Resources in the Field of Industry	2.1.1.1.1. Component for Development of Human Resources in the Field of Industry	2.1.1.1.1.1. Component for Development of Human Resources in the Field of Industry	2.1.1.1.1.1.1. Component for Development of Human Resources in the Field of Industry	2.1.1.1.1.1.1.1. Component for Development of Human Resources in the Field of Industry
3. Sub-Program for Development of Human Resources in the Field of Education	3.1. Component for Development of Human Resources in the Field of Education	3.1.1. Component for Development of Human Resources in the Field of Education	3.1.1.1. Component for Development of Human Resources in the Field of Education	3.1.1.1.1. Component for Development of Human Resources in the Field of Education	3.1.1.1.1.1. Component for Development of Human Resources in the Field of Education	3.1.1.1.1.1.1. Component for Development of Human Resources in the Field of Education	3.1.1.1.1.1.1.1. Component for Development of Human Resources in the Field of Education

## Selection Process & Schedule after Selection



The Project for Human Resource Development Scholarship by Japanese Government  
in the Philippines 2017



APPLICATION FORM (for Master's Degree)

**1. Study Course**

- Kindly note that there are identified Target Organizations per Component.
- Please select the Component and accepting university of your choice based on the organization where you belong, by ticking the corresponding box. You can select **maximum 2 universities**.
- For those who are applying for 2 universities, please indicate your priorities (1 and 2) in the boxes.

Sub-Program/ Component	Accepting Universities	Graduate School	Priority No.
<b>1. Sustainable Economic Growth Aimed at Creating Employment Opportunities</b>			
1-1. Support for Financial Reform, Investment and SME Promotion Policy	International University of Japan	Graduate School of International Relations	
	Kobe University	Graduate School of International Cooperation Studies	
1-2. Capacity Development of Government Officials, in relation with the Focus Activities conducted to Achieve Sub-Program 1	Meiji University	Graduate School of Governance Studies	
	International Christian University	Graduate School of Arts and Sciences	
1-3. Enhancement of Expertise of Government Officials in the areas of Transportation Infrastructure	Nagoya University	Graduate School of Environmental Studies	
<b>2. Regional Development Administration in Mindanao / Support for Establishment of Bangsamoro Autonomous Government</b>			
2-1. Public Policy	National Graduate Institute for Policy Studies (GRIPS)	Graduate School of Policy Studies	
2-2. Infrastructure Development / Industrial Development	Hiroshima University	Graduate School for International Development and Cooperation	

**2. Name of Target Organization**

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**3. Applicant Personal Information (1)**

\* Details given in this section must match your passport or other official identification documents

1) Name in Alphabet (Capital Letters)				Attach your recent photograph here (Should be taken within 3 months)
Family Name				
Middle Name				
Given Name				Please write your name on the back of the photo (4cm*3cm)
2) Date of Birth	YYYY / MM / DD	3) Age	___ (as of 1 <sup>st</sup> April 2018)	
4) Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	5) Marital Status	
			<input type="checkbox"/> Single	<input type="checkbox"/> Married

Signature of Applicant: \_\_\_\_\_

JDS Philippines 2017 (for AY 2018-2019)

**4. Applicant Personal Information (2)**

1) Current Home Address			
2) Current Mailing Address (Provide details only if different from the Current Home Address above)			
3) Phone/ Home		4) Phone/ Work Place	
5) Mobile Phone		6) E-mail	
7) Contact Person (Family or Relative)		8) Relationship with applicant	
9) Phone Number			

**5. Educational Background**

(1) List all schools attended starting from primary school (in chronological order).

- Graduation date and names of degree given in this section must match your submitted diplomas / certificates.
- Do not list short-term training courses.
- Please count as one year if school year starts in September and ends in June.
- If you did not complete a school, mark 'incomplete'. If still in school, mark "in school".

(Ex.)	University of the Philippines Faculty of Economics	Metro Manila	09/1999 06/2003	4 Years	Bachelor of Arts in Economics
Primary Education			/	Years Months	
Lower Secondary Education			/	Years Months	
Upper Secondary Education			/	Years Months	
Higher Education (University level)			/	Years Months	
Other Higher Education (except training)			/	Years Months	
Other Higher Education (except training)			/	Years Months	
Total School Year:			__ year(s) __ month(s)		

Signature of Applicant: \_\_\_\_\_

**(2) Scholarship applications record**

Yes

No

Yes

No

Yes

No

Yes

No

**6. Work Experience**

- List your work experience from the most recent full-time work. Attach another sheet if necessary.
- For applicants from government organizations, DO NOT include part-time job, internship, volunteer activities, or full-time job before graduation from university as your work experience.
- Only for applicants from Bangsamoro related organizations under SP/CP2: you may include part-time job, internship, volunteer activities, or full-time job before graduation from university particularly in work relevant to the selected component.

(Ex.) Department of XXX	XXX Division, ***Department	Division Chief	08 / 2012 10 / 2017 (Current)	5 years 3 months	A
Total Period of Work Experience:					
*For the type of organization above, choose the applicable alphabet below: A. Ministry/Governmental agency (Central or provincial)    B. State Corp. / State Co. C. Research institution/center (State)    D. Educational institution (State)    E. Bangsamoro related organization F. Others (Please specify)					

Signature of Applicant: \_\_\_\_\_

\* Please sign all the pages on the lower right-hand corner

**7. Describe your responsibilities of your work**

Please give a detailed description of your (1) Current Work and (2) Previous Work, including nature of work, major responsibilities, employees under your supervision, size of budget, and results achieved. **[Maximum 1 (one) page]**

(1) Current Work

Empty box for describing current work.

(2) Previous Work

Empty box for describing previous work.

Signature of Applicant: \_\_\_\_\_



### 8. Research Plan

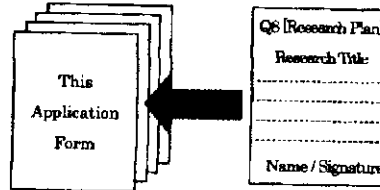
**If you are applying to two universities, submit research plans for each university respectively.**

- ✓ Please indicate the name of university you apply to in each research plan.
- ✓ If you submit same research plan for both universities of your 1<sup>st</sup> and 2<sup>nd</sup> choice, clearly indicate that you are applying to the two universities.
- ✓ If you submit different research plans for two universities respectively, please attach this page to each of your research plan.

■ Write a brief research plan of your Master thesis within 3 (three) pages of A4 sized paper with no more than 700 words, and attach to this Application Form.

**Important Notes:**

- ✓ The research plan must be typed and clearly indicated as "Question 8: Research Plan", "research title", put your name and signature in each page, and insert it under this page.



- ✓ Compose your research plan having such points as a theme, approaches, methods, contribution to the development, etc. For further details, refer to "Guideline for Writing a Research Plan" and "Warning about Plagiarism" (page 12-13) of the Application Guidelines (AG).
- ✓ Strongly recommended to write your research plan having connections with the following points.
  - Sub-Program / Component (Check the AG)
  - University curriculums and research areas of faculty members (Check the AG, website of accepting universities, etc.)
  - Your work, duties and future career plans

**Title of your Research Plan:**

**Note: Applicants for Nagoya University (CP1-3)**

- **Write a name(s) of professor(s) under whom you want to study.**
  - ✓ Refer to the University Information in the AG, JDS website or University website, check research areas of professors, and choose 1 (one) preferred professor and indicate it below.
  - ✓ Remember that Nagoya University shall assign your academic advisor based on your research topic. This serves for reference purpose only, and will not affect the selection.

Academic advisor (s) on your choice

**9. Upon returning home, how do you expect to utilize the knowledge, skills and experiences that you gained through study in Japan to contribute to the development of your country?**

- ✓ Your answer must be typed in 400-500 words **[Maximum 2 (two) pages]**
- ✓ Use separate sheets of A4 sized paper, clearly indicate as "Question 9" and insert it under your research plan above.
- ✓ Do not forget to put your signature on each page of the attachments

Signature of Applicant: \_\_\_\_\_

**10. Declaration**

I, (print your full name) \_\_\_\_\_

declare that I apply for JDS Project with full understanding "Application Guidelines", especially the articles stipulated below:

1. All the information that I provided in this Application Form by me are true and accurate to the best of my knowledge and ability. My Application may be nullified if any information mentioned above is found to be false.
2. If the Application Form is incomplete or with missing necessary documents, it is regarded ineligible.
3. All the selection process and the decision are entirely entrusted to the secretariat of JDS and any inquiries or objections by applicants regarding the result of the selection shall not be permitted.
4. If any act of dishonesty is found other than those above in the application and selection process, I shall not lodge any complaint about cancellation of the application resulting from such act.
5. The objective of the JDS is to provide Philippine citizens to study in Japan at the master's degree level in order to support national efforts to achieve social and economic development of the Philippines. Thus, the JDS fellow is under the obligation to complete the course program within the prescribed period of study, and then return to the country, comply with the Act of Pledge required by the JDS Operating Committee of the Philippines to as great extent as possible.
6. I agree that my personal information in the Application Form, provided to Japan International Cooperation Center (JICE), shall be used exclusively for the purpose of the operation of JDS Project.

Signature: \_\_\_\_\_

(\*Please sign at the bottom of all the pages including this page)

Date: (day)\_\_\_\_/(month)\_\_\_\_/(year)\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

The Project for Human Resource Development Scholarship by Japanese Grand Aid (JDS) in the Philippines

CONFIDENTIAL STATEMENT of REFERENCE 2017 for MASTER LEVEL

This reference statement is to be completed by the employer / authorized officer from the applicant's work place. This should be written or typed clearly in English and put in a sealed envelope (if not in English, an accurate translation must be attached by the referee).

The Name of the Applicant and the Applying University (this should be written by the applicant by him/herself):

Full Name of the Applicant: \_\_\_\_\_

University: \_\_\_\_\_

To the referee: This is an integral part of an application form for the scholarship program provided by National Economic and Development Authority of the Government of the Philippines under the Grant Aid Program by the Government of Japan. This particular program offers opportunities for academic research at Japanese higher educational institutions. Also, this is to enhance the leadership skills of young people in the Philippines so that they can contribute more effectively to their home country after completion of their respective studies. Your candid responses to the items below would greatly assist the selection. Please return the form in the sealed envelope to the applicant.

1. How long have you known the applicant and in what context?

\_\_\_\_\_  
\_\_\_\_\_

2. How do you estimate the applicant's personality?

(Strength)

\_\_\_\_\_  
\_\_\_\_\_

(Weakness)

\_\_\_\_\_  
\_\_\_\_\_

3. How do you describe the applicant's competence and weakness in his/her work?

(Competence)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Weakness)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. How do you appraise the applicant's ability that he/she will fill upon his/her return to the Philippines, and the duties he/ she will undertake?

(Continued on the next page.)

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5. Please evaluate the applicant regarding the following items in comparison with other staff: Please tick one each.

	Excellent	Good	Average	Below Average
Academic Ability				
Knowledge of Specialty Field				
Motivation & Diligence				
Potential for Future Contribution in Specialty Field				
Leadership				
Emotional Maturity				
Communication Skill				
Skill in Maintaining Personal Relationship with others				
Adaptability to New Environment				

6. Other recommendation remarks:

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7. Relevance of the applicant's research plan and his/her current work; (please tick one from below)

- Strongly relevant /  somewhat relevant /  not relevant

Comments:

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Full Name of the Referee: \_\_\_\_\_

Relationship to the Applicant: \_\_\_\_\_

Name of Organization/ Department/ Division: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: (day) \_\_\_\_\_ / (month) \_\_\_\_\_ / (year) \_\_\_\_\_

## Questionnaire on Source of Information for JDS 2017

As part of our ongoing efforts to improve JDS project, we would appreciate you taking a few minutes to complete this questionnaire. Your answers will not affect the selection results.

- \_\_\_\_\_
- \_\_\_\_\_
- By a person in charge of foreign scholarship in my organization:
  - By supervisor/colleague:  
Name and title of the person \_\_\_\_\_
  - By JDS alumni:  
Name of the person \_\_\_\_\_
  - By Japanese Organization or people  
(Ex: Embassy of Japan, JICA Office, JICA Expert) \_\_\_\_\_
  - By JDS Poster, Leaflet
  - By Internet (Facebook, JDS Website, etc)
  - Others: (Ex: Newspaper, Radio, Parents, Friends) \_\_\_\_\_
  - I found (or got) JDS information by myself (I have known from before)  
Where did you find it? \_\_\_\_\_

\_\_\_\_\_ (Multiple answers allowed)

- JDS website
- JDS web-ads (in other organization's website)  
Please specify: \_\_\_\_\_
- Leaflet / Application Guidelines:  
Where did you see (or get) it? \_\_\_\_\_
- Poster: Where did you see it? \_\_\_\_\_
- Newspaper \_\_\_\_\_
- Announcement in your organization
- Others: \_\_\_\_\_

- \_\_\_\_\_
- Yes (Place: \_\_\_\_\_)       No:

\_\_\_\_\_ (Multiple answers allowed)

- Destination (Japan)
- Program design (field of study and accepting university)
- Fairness and transparency of selection
- Fulfilling financial support (full-scholarship and various allowances for studying in Japan)
- Allowance to take part in the selection (transportation allowance, free TOEFL test)
- Reputation of JDS
- Recommendation from JDS Fellows/Alumni
- Recommendation from the office / supervisors
- Networking opportunity with other JDS fellows/alumni during/after study in Japan
- JDS enrichment programs during study in Japan (orientation, seminar, field trip, etc.)
- Well-developed supporting system (monitoring support and advice from JICE)
- Other (please specify: \_\_\_\_\_)

\_\_\_\_\_

**Thank you for your cooperation!**

Reg. No. \_\_\_\_\_

**Registration Form 2017**  
**The Project for Human Resource Development Scholarship**  
**by Japanese Grant Aid (JDS)**  
**in the Philippines**

Applicant's Full Name:

\_\_\_\_\_

Paste recent photo  
here (4 x 3 cm).  
Write your name  
on the back of the  
photo

Signature: \_\_\_\_\_

( For JICE use only: )

A/F No.: \_\_\_\_\_

Component No: \_\_\_\_\_

University: \_\_\_\_\_

### Checklist of Application Documents to be Submitted

Name of Applicant (Full name): .....

Component: .....

University: .....

Date of Submission: .....

P A R T	I T E M	NECESSARY DOCUMENTS (by the order to be arranged from set A to set C)	Where to Obtain the Documents	Original	Certified True Copy /Photocopy of the Original	Your Tick Mark Here  ↓
				Required Number to be Submitted		
A	1	Application Form - with a photo (4cmX3cm)	JDS Website/ JICE Phil. Office	1		
	2	Official Transcript of Records	University attended		1	
	3	University Certificate/Diploma			1	
	4	Questionnaire (Prescribed form)	JDS Website/ JICE Phil. Office	1		
	5	Registration Form (Prescribed form)	JDS Website/ JICE Phil. Office	1		
	6	[If Any] Valid official certificate of IELTS 6.5/ TOEFL: CBT 213; PBT 550; IBT 79-80 or above	Respective IELTS/TOEFL Testing Centers	1		
	7	Passport OR <u>Authenticated Birth Certificate</u>	Dept. of Foreign Affairs (DFA)		1	
	8	Authenticated Birth Certificate	National Statistics Office (NSO)	1		
8	Reference Letter "Annex" (Prescribed form) sealed in an envelope	Agency	1			
B		<u>3 Copy Sets</u> of "SET A" (6 items EXCEPT "Annex" and Registration Form) - Attach one photo to the first page of each set.			3	
C	1	Official Nomination Letter	Parent Agency (as applicable)*	1		
	2	Performance Appraisal Report/Rating Form	Agency - Human Resource Dept.		1	
	3	The following Certificates: No Pending a. Administrative case/criminal charges b. Nomination to other training/scholarship programs c. Service obligation from previous trainings attended	Agency - Human Resource Dept., Personnel Office, or Internal Scholarships Committee	1		
	4	Official Service Record		1		
	5	Statement of Actual Duties & Responsibilities		1		

**NOTE:**

- ◆ Read the Page 6-13 of Application Guidelines carefully.
- ◆ Certified true copy documents must be authorized by the university administrators and/or the Notary Public.
- ◆ Use only A4 size paper (8.27" X 11.69") for "Part B" and for all copy sets of documents required. Make sure to keep your own photocopy of the required documents before submitting them to the JICE JDS Project office EXCEPT for ANNEX and Registration Form. JICE will not return the original documents nor provide any copy once submitted.
- ◆ Attached agencies that do not need to get a nomination letter from the parent agency shall directly send a nomination letter to JICE but a copy shall be sent to the parent agency.