



Republic of the Philippines  
**Department of Environment and Natural Resources**

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**MEMORANDUM**

**AUG 09 2022**

**FOR/TO :** **The Directors**  
Policy and Planning Service  
Biodiversity Management Bureau

**The Regional Executive Directors**  
Regions 1-13, NCR and CAR

**FROM :** **The OIC Director**  
Human Resource Development Service

**SUBJECT :** **INVITATION FOR NOMINATION TO THE JAPAN INTERNATIONAL COOPERATION AGENCY ONLINE TRAINING PROGRAM ON COASTAL AND MARINE ECOSYSTEM CONSERVATION MANAGEMENT FOR GLOBAL BIODIVERSITY GOALS**

This pertains to the attached invitation of the Technical Education and Skills Development Authority (TESDA) dated 02 August 2022, which was received by this office on 05 August 2022, inviting DENR to attend the Japan International Cooperation Agency (JICA) foreign training program on Coastal and Marine Ecosystem Conservation Management for Global Biodiversity Goals from 01 November to 08 December 2022 through online means.

The goal of the training program is to develop human resources with the knowledge to achieve conservation and sustainable use of coast and marine ecosystems through effective management. Participants will be capacitated on Japan's Satoyama/Satoumi approach on coastal and marine ecosystem conservation, zoning-based management and sustainable use of natural resources with the participation of local communities and the private sector.

In this regard, please nominate one (1) candidate with the following qualifications:

1. Government employee having jurisdiction over marine and/or coastal protected areas and involved in their management and conservation;
2. Must have two (2) or more years of occupational experience in the field;
3. Must have at least a Bachelor's Degree;
4. Must be competent in spoken and written English;

The nominee shall submit the following requirements to the Human Resource Development Service, Training and Development Division (HRDS-TDD) (link: [hrds-tdd@denr.gov.ph](mailto:hrds-tdd@denr.gov.ph)) **not later than 09 September 2022**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention to HRDC Secretariat, with justification on how

- the training will benefit the nominee and project's relevance to the organization needs, to be endorsed by the Head of Office;
2. Resolution from the HRDC counterpart (Regional/Bureau/Attached Agency) nominating the applicant;
  3. Invitation letter disseminated by the DENR/Sponsoring agency;
  4. Service Record (at least two (2) years as a permanent employee);
  5. Certificate of no Pending Administrative or Criminal Case;
  6. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior;
  7. Certification from the Director supervising human resources/Assistant Regional Director for Management Services/Assistant Director Regional/Bureau/Attached Agency) stating:
    - a) That the applicant has at least a very satisfactory performance rating for two (2) immediate rating periods;
    - b) That the applicant has no pending scholarship nomination;
    - c) That the applicant has not been a delinquent scholar from a previous scholarship grant;
    - d) That the applicant has submitted all required reports from previous foreign travels;
    - e) That the applicant has rendered the required service obligation for a scholarship previously enjoyed; and
  8. Original copy of the updated Personal Data Sheet (with list of in-service trainings and seminars attended) and 2x2 photo (hard and soft copies);
  9. Self-certification for official travel history; and,
  10. Individual Development Plan (IDP);

The Human Resource Development Committee (HRDC) will conduct the screening and selection of candidates for the learning course. The HRDS-TDD in coordination with the endorsed nominee shall submit to TESDA the required documents. **The deadline for submission of nomination and documentary requirements to TESDA is on 28 September 2022, with an interview through Google Meet scheduled on 06 October 2022.**

The final decision for participation in the training course will be decided by JICA in consultation with concerned organizations in Japan. Notifications on results will be made by the JICA Office or Embassy of Japan not later than 19 October 2022.

No cost shall be borne by the Department in relation to the participation of the online training course.

Attached are the invitation letter from TESDA, letter from JICA, course information, and JICA application form for information and ready reference.

For consideration.

  
**MIRIAM M. MARCELO**



02 August 2022

**SECRETARY MA. ANTONIA YULO-LOYZAGA**  
Department of Environment and Natural Resources  
DENR Building, Visayas Avenue  
Diliman, Quezon City

Dear **Secretary Yulo-Loyzaga**:

The Japan International Cooperation Agency (JICA) in coordination with the Technical Education and Skills Development Authority (TESDA) is pleased to invite your department/agency/organization to nominate one (1) candidate for the online training program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview via Google Meet
Coastal and Marine Ecosystem Conservation Management for Global Biodiversity Goals	November 1 – December 8, 2022	September 28, 2022	October 6, 2022

In nominating your candidate, please consider the concerns specified in Annex A indicating the Government of the Philippines and the donor requirements and the terms relative to the program as specified in the Executive Summary

Please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency. In case of no nominee, kindly send us a letter through the FSTP email [fstp.unit@tesda.gov.ph](mailto:fstp.unit@tesda.gov.ph) or to the address stated below.

All documentary requirements shall be submitted to the Foreign Scholarship Training Program (FSTP) Unit, 3<sup>rd</sup> Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City. For inquiries, please contact the FSTP Unit at telephone no. 88179095.

Thank you for responding to our invitation

Very truly yours,

  
**DIR. SONIA S. LIPIO**  
Chairperson, NSC/NHRDC, TESDA



Online

Knowledge Co-Creation Program (Group and Region Focus)

# Coastal and Marine Ecosystem Conservation Management for Global Biodiversity Goals



Course Number: 202107968J001

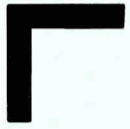
Course Period: November 1- December 8, 2022



NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.

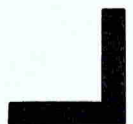
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.

NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.



**How do we  
achieve  
both conservation  
and sustainable use  
of coastal and  
marine ecosystems?**

Gain insight to an essence of sustainable  
development  
more practical, more interactive,  
more inspirational  
from the experiences of Japan and Okinawa.



# Outline

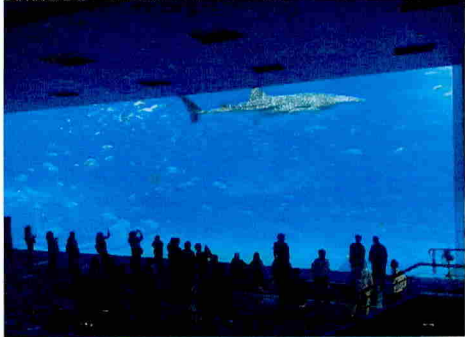
This program is designed for the Central/local government administrators in planning of coastal/marine protected areas to learn about Japanese and Okinawan practices.

The sessions will be held online and will include self-study and discussion with web conference.

All sessions are carried out in English.

The period of the program is from November 1 to December 8, 2022.

Course Capacity: 12 participants



## **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, stated 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 foundation of mutual learning process.

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# For What?

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## Background

When establishing protected areas for the conservation of biodiversity, coordination on resource usage is essential with the people living within/around them.

This training focus on marine/coastal ecosystems and aims to understand: the Satoyama/Satoumi concept for societies in harmony with nature; Japan's zoning-based management system; and the sustainable use of natural resources with the participation of local people and private-sectors.

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## Objectives

To develop Human resources with the necessary knowledge to achieve both conservation and sustainable use of coastal and marine ecosystems for effective management of protected areas in each participant's country.

# To Whom?

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## Job Areas and Organizations

This program is designed for the Central/local government administrators in planning of coastal/marine protected areas.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

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## Targeted Countries

Philippines, Maldives, Fiji, FSM, Barbados, Mexico, Cote d'Ivoire

Participants who have successfully completed the program will be awarded a certificate by JICA.

# When?

## Online Program Period



From November 1, 2022  
to December 8, 2022

# Where?

This course is carried out totally online, organized by JICA Okinawa Center. You will receive essential video materials for your self-study at your office or home. As the online homeroom and discussion sessions are held to assist your learning process, you are required to have a certain IT environment. For detail, see page 11.

## Online Discussion Session

1 November 2022(Course opening day)  
All participants will be connected via Zoom in following time zones. Participants will be divided into two groups based on time zones. The core time is 8:00-9:00 and 17:00-18:00 in Japan.  
However this may change depending on participant's countries. After the participants are determined, you will be informed in which time slot you will join.



# How?

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## How to Learn

- Online Self-Study
- Online Interactive Q&A Session
- Lectures
- Discussions
- Presentations



Watch



Listen



Study



Chat



Discuss



Present

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## Language

English

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## Commitment to the SDGs



## Program Structure

### Week 1

#### ● Program orientation and Country/Job report presentation

#### ● Video Lectures

- Introduction to coastal marine ecology and conservation
- Scientific study for island ecosystem conservation
- International goals and national strategies
- Leading examples of PAs management around the world/ Resilience-based Conservation management

### Week 2 to Week 3

#### ● Video Lectures (below mentioned video are examples of the lectures) and discussions

- International efforts in coral reef restoration
- Coastal and Marine Management Strategies for Pacific Island Countries (Case study in Palau)
- Integrated coastal management in Iriomote-Ishigaki National Park / Sekisei Lagoon
- Conservation of mangroves in protected areas
- Community-based conservation and promotion of local economy in Shiraho
- Community-based MPA Management in Kerama National Park
- Coastal marine conservation based on Satoumi approach
- Sustainable use of marine resources (Resource management)
- Sustainable Tourism (Ecotourism)
- Discussion on Lecture video

### Week 4

#### ● Identifying your action

- Writing your Action Plan to address the issue(s) mentioned in your Inception Report, with online guidance and consultation.

### Week 5

#### ● Online Q&A Session

- Presentation of action plans and project ideas
- Q&A, General Discussion
- Closing Ceremony



# Eligibility and Procedures

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## 1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) Participating organizations are requested to allow the participants to participate in this Remote program for almost two hours a day for the program period without disturbing by daily work.

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## 2. Nominee Qualifications

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

### (1) Essential Qualifications

- 1) Current Duties: working for central/local ministries or relevant agencies having jurisdiction over coastal/marine protected areas, and being involved in management or conservation in their duties.
- 2) Experience in the Relevant Field: have at least 2 years of experience in the above mentioned field.
- 3) Educational Background: be a graduate of university or equivalent.
- 4) Language Proficiency: have a good command of English enough to give an oral presentation, listening to the lectures and write a report in English (This workshop includes active participation in discussions, which requires high

competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible).

## 5) Technology Proficiency

### a Basic condition

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- Online course is delivered using the following services, Web Conferences (Zoom) and YouTube. Online tutorial and support by JICA will be limited. The ability to be self-directed in learning new technology skills are required.

### b Internet Connection

- High Speed Broadband Connection (at least 2Mbps).  
\*Internet access charge incurred for this course shall be borne by your organization.

### c Hardware (Minimum Requirement)

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

### d Software (which may be required)

- Zoom Client for Meeting (<https://zoom.us/download>).  
\*In case you are using your office computer and use of Zoom is not authorized by your IT administrator, please notify JICA at the time of application.

6) Health: must be in good health, both physically and mentally, to participate in the online program.



## (2) Recommended Qualifications

-Gender Equality and Women's Empowerment: Women are encouraged to apply for the program. JICA makes a commitment to promote gender equality and women's empowerment, providing equal opportunity for all applicants regardless of sexual orientation and gender identity.

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## 3. Required Documents for Application

(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:** You should submit it with the application form if you possess your passport for this program. If not, you are requested to submit an official ID.

\*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

(3) **Country and Job Report/Questionnaire:** to be submitted with the application form. Fill in Annex 1 and 2 of this General Information.

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## 4. Procedures for Application and Selection

### (1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by October 12<sup>th</sup>, 2022)

### (2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final



selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

### **(3) Notice of Acceptance**

The JICA overseas office (or the Embassy of Japan) will notify the results **not later than October 19<sup>th</sup>, 2022.**

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## **6. Conditions for Participation**

The participants of KCCP are required

- (1) to strictly observe the course schedule
- (2) to have permission to participate in this remote program for almost two hours a day, including several live sessions





# Administrative Arrangements

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## 1. Organizer (JICA Center in Japan)

- (1) Center: JICA Okinawa Center (JICA OKINAWA)
  - (2) Program Officer: Ms.Mizuki HOSOKAI ([oiacttp@jica.go.jp](mailto:oiacttp@jica.go.jp))
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## 2. Implementing Partner

- (1) Name: JAPAN WILDLIFE RESEARCH CENTER
  - (2) URL:<http://www.jwrc.or.jp/>
- 

## 3. Reference

### PDF: KENSU-IN GUIDE BOOK

For more detailed terms and conditions

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide\\_en.pdf](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/c8h0vm0000011i07-att/guide_en.pdf)



### Website: JICA

English/French/Spanish/Russian

[https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html)



# Annexes

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## Annex 1;Country and Job Report

**Name:** \_\_\_\_\_ **Country:** \_\_\_\_\_

### **[Purpose for formulating Country and Job Report]**

Following is the forms of Country & Job Report. Nominees are kindly requested to formulate a Report based on it. Electric forms of the Report are available at JICA office or the Embassy of Japan in your country. However, the report can be based on other forms if all the answers to the questions of this form are covered.

Participants are kindly requested to bring materials with them such as photographs, booklets / brochures, guide books etc. of the following topics for Country & Job Report / action plan presentation. (Electronic data are recommended)

- Governmental organization chart
- Plan or related papers, policies, regulations, ordinances, etc
- Authorized system related to this sector
- Information and statistics related
- General information related
- Information of related organization (Ministries, local government NGOs, etc)

## 1. Basic information of the participant

<b>1-1. Full Name</b>	[Family]	[First]	[Middle]
<b>1-2. Country</b>			
<b>1-3. Education &amp; Job record</b> (Please state the university or college and department which you have graduated, as well as organizations you have worked for before present organization)	<b>Period</b>	<b>University &amp; Degree / Organization &amp; Job Title</b>	
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	--		
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## 2. Country description (Please describe based on the latest sources)

### 2-1. General Statistics on your country

(Ex.)

- Area, population, GDP/person
- The number of people engaging in coastal ecosystems conservation
- Number of major protected areas and their characteristics
- etc.

### 2-2. Outlines of the present situation in your country

(Ex.)

- Ministries or agencies concerned
- Situation of relevant industries (Tourism etc.)
- Policies concerned
- etc.

**2-3. Major problems and caused consequences that your country currently faces**

Blank space for describing major problems and consequences.

**3. Job description (Please describe as clearly and minutely as possible)**

**3-1. Description of your organization**

**(1) Roles and responsibilities of your organization**

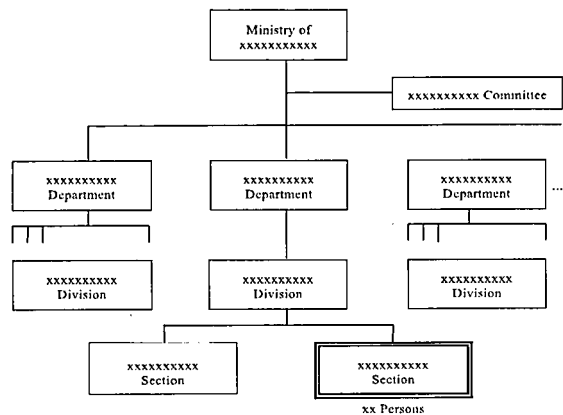
Blank space for describing roles and responsibilities.

**(2) Organization Chart**

Referring to the example, draw the chart of your organization and indicate your department / division/section with double line.

(If it is difficult to incorporate into this form, you can attach Organization Chart separately.)

〈Organization Chart Example〉



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**(3) Problems and caused consequences that your organization currently faces**

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**(4) Description of related authorities with your organization (rolls, responsibilities and demarcations)**

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**3-2. Description of your job in your organization**



<b>3-2-1. Present Job</b>	
<b>(1) Position</b>	
<b>(2) Main actual activities and their objectives</b>	
<b>(3) Related persons or organizations in activities (2)</b>	
<b>(4) Constraint / disincentive in performing of your job</b>	
<b>(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)</b>	
<b>(6) Results (or expected effects) emerged through countermeasures in (5)</b>	
<b>3-2-2. Previous Job</b>	
(Please describe your <u>previous related job</u> if any. If you have never changed, or your previous job was not related at all, you can skip these items.)	



<b>(1) Position</b>	
<b>(2) Main actual activities and their objectives</b>	
<b>(3) Related person or organization in activities (2)</b>	
<b>(4) Constraint / disincentive in performing of your job</b>	
<b>(5) Countermeasures taken (or, will be taken) against constraint / disincentive in (4)</b>	
<b>(6) Results (or expected effects) emerged through countermeasures in (5)</b>	



## Annex 2

### QUESTIONNAIRE

Applicants are required to submit the questionnaire with Application Form and Job Report.

<p>The quality internet environment is required to participate in the program. Please check if all are applicable to essential qualifications of a nominee.</p>	
Who is the owner of the PC to be used during the program duration?	<input type="checkbox"/> You <input type="checkbox"/> Your organization
Can you use the pc as yours during the program duration?	<input type="checkbox"/> Yes <input type="checkbox"/> No, it'll be shared.
Does the PC have web camera (built-in or external)?	<input type="checkbox"/> Yes, it has a built-in one. <input type="checkbox"/> Yes, it has an external one. <input type="checkbox"/> No, neither.
Can you watch about one-hour video (streaming) without any internet connection problem?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you participate in the On-line (Live) Sessions during this course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
From where will you participate in the program?	1. On-demand learning <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Venue provided by JICA in your country (please check if possible)
	2. On-line(Live) session <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Venue provided by JICA in your country (please check if possible)
Do you have an E-mail address? If you participate in this course, we need to register your e-mail address on the learning management system.	<input type="checkbox"/> Yes Please write your E-mail address:  <input type="checkbox"/> No





# For Your Reference

## JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses 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 is being customized by the different target organizations to address the specific needs, 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, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

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 a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

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.



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



## **Correspondence**

For enquiries and further information, please contact the JICA office or Embassy of Japan.

Further, address correspondence to:

### **JICA Okinawa Center (JICA OKINAWA)**

Address : 1143-1, Aza-Maeda, Urasoe-shi, Okinawa-ken 901-2552, JAPAN

Tel: +81-98-876-6000, Fax: +81-98-876-6014

("81" is the country code for Japan, and "98" is the local area code.)



This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.

Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
<b>Form1. Official Application Form</b>	<ul style="list-style-type: none"> <li>• To be filled by you and your supervisor*</li> <li>• To be signed by your supervisor</li> <li>• Official stamp of your organization is needed.</li> </ul>
<b>Form2. Nomination from the Organization</b>	You and your supervisor *
<b>Form3. Individual Application Form</b>	You
<b>Form4. Questionnaire on Medical Status and Restrictions</b>	You
<b>Form5. Terms and Conditions, and Declaration</b>	You

\*Supervisor: the head of the department/division of your organization

**Please be advised:**

- (a) To carefully read the General Information (GI) of the KCCP,
- (b) To fill only in typewritten except for signature,
- (c) To fill in the form in **English**,
- (d) To use “√” or “x” to mark the ( ) options,
- (e) To attach your photographs,
- (f) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms,

**In submitting the Application Forms and attached documents, please make sure:**

- (g) To prepare a copy of your passport,
- (h) To confirm the application procedure stipulated by your government,
- (i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- (j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

**CHECK LIST before submission:**

Items	Form No.	Check
1. Fill in all items in typewritten	All the forms	
2. Your signature	Form 3, 4, 5	
3. Signature of your supervisor*	Form 1, 2	
4. Official stamp of your organization	Form 1	
5. Your photo	Form 3	
6. Attach a copy of passport (Machine Readable Zone) *Applicants from Latin American and the Caribbean Countries, please refer to the note below.	-	
7. Attach the required document(s) as instructed in the GI	-	

\*Supervisor: the head of the department/division of your organization

**Note for Applicants from Latin American and the Caribbean Countries:**

(1) If you are from any of the countries listed below and have a passport with a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and detailed passport information), and the page of U.S. visa:

Antigua and Barbuda, Argentina (only Japanese descendants), Barbados, Bolivia, Brazil, Chile, Colombia, Dominica, Ecuador, Grenada, Guatemala, Guyana, Haiti, Mexico, Peru, Rep. of Dominica, St. Christopher and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, or Venezuela.

(2) If you are from any of countries listed below and have a passport without a valid U.S. visa, please attach herewith a copy of Identification Pages on the inside cover of your passport (i.e. the two pages that include your photograph and your detailed passport information).

Belize, Costa Rica, El Salvador, Honduras, Jamaica, Marshall, Micronesia, Nicaragua, Palau, Panama, Paraguay, Trinidad and Tobago, and Uruguay.



Application form for the JICA Knowledge Co-Creation Program:

\*To be signed by your supervisor (the head of the relevant department / division of your organization).

**1. Course Title** (as shown in the GI)

--

**2. Course Number** (the number as "xxxxxxxxJxxx" shown in the GI)

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**3. Course Duration**

From  to  (DD/MM/YYYY)

**4. Country**

--

**5. Organization**

--

**6. Name of the Nominee(s)**

1)	3)
2)	4)

**7. Confirmation by the organization in charge**

Our organization hereby applies for the Knowledge Co-Creation Program of the Japan International Cooperation Agency and proposes to dispatch qualified nominees to participate in the programs.

Date:		Signature:	
Name:			
Title / Position			Official Stamp
Department / Division			
Office Address and Contact Information	Address:		
	Tel:	E-mail:	Fax:

**(If necessary) Confirmation by the organization in charge**

I have examined the documents in this form and found them true. Accordingly, I agree to nominate this person(s) on behalf of our government.

Date:		Signature:	
Name:	DANILO P. CRUZ		
Title / Position	DIRECTOR GENERAL		Official Stamp
Department / Division	TESDA		

Application form for the JICA Knowledge Co-Creation Program

\*To be signed by your supervisor (the head of the relevant department / division of your organization).

**1. Reason for nominating the Applicant**



Please describe the reason(s) why the Applicant was selected, referring to the following points; 1) Program requirement, 2) Capacity/Position, 3) Future plan to be done by the Applicant after the KCCP, 4) Future plan of your organization and 5) Others.

**2. Expectation and Future Plan of Actions**

Please describe how your organization shall make use of the expected achievement of the Applicant after the program, in addressing the said issues or problems.

By nominator (head of relevant department/division)

Date  
  
Name and Title/Position  
  
Signature

Application form for the JICA Knowledge Co-Creation Program:



\*To be filled by Applicant.

**1. Course Title:** (as shown in the GI)

**2. Course Number:** (the number as "xxxxxxxxJxxx" shown in the GI)

**Attach here your photo**

(taken within the last six months)

**Size: 4.5x3.5cm**

**3. Personal Information on Applicant**

**1) Name of Applicant (as shown in the passport)**



\*Please type the name as shown in the passport carried. The information will be used for flight arrangements.

**Family Name /Surname**

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**First Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Middle Name**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>2) Nationality</b> (as shown in the passport)				
<b>3) Sex</b>	<input type="checkbox"/> Male		<input type="checkbox"/> Female	
<b>4) Date of Birth</b>	<b>Date</b>	<b>Month</b> (ex. April)	<b>Year</b>	<b>Age</b> (as of the date of the form)

**5) Passport/Visa**

Passport possession	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiry date of passport	Date	Month	Year
USA visa possession*	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

\*Applicants from Latin American and the Caribbean Countries only.





**6) Contact Information**

Private	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Office	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:
Emergency Contact	Name:	
	Relationship to you:	
	Address:	
	TEL*:	Mobile*:
	FAX*:	E-mail:

\*Please fill it out from country code for telephone, mobile, and fax number.

**7) Present Position**

Organization		
Year that entered the organization		
Department / Division		
Title		
No. of years of service in the present position	Years	From (Month/Year)
Type of Organization	<input type="checkbox"/> National Government <input type="checkbox"/> Local Government <input type="checkbox"/> Public Enterprise <input type="checkbox"/> Private (profit) <input type="checkbox"/> NGO/Private (Non-profit) <input type="checkbox"/> University <input type="checkbox"/> Other _____	
Number of employees		
Home Page Address		

**Questionnaire on Relationship with the Military**

**\*If your organization and/or your status is related to the Military, please mark with ✓ or X below in the ( ) which best describes the relationship.**

<input type="checkbox"/> the Military, an active military personnel or a military personnel listed in the muster roll/military register <input type="checkbox"/> an organization affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register <input type="checkbox"/> the Department or the Ministry of Defense, an organization affiliated with the Ministry of Defense, or staff of the Ministry of Defense <input type="checkbox"/> an civilian organization but with military personnel or a military division within the organization <input type="checkbox"/> an organization which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment
--

**4. Experience and Eligibility**

**1) Career Background (After graduation and before taking the present position)**

\*Only Applicants for KCCP (Group and Region Focused) are requested to fill in this part.

Organization	City/ Country	Period		Position or Title and Department/Division	Brief Job Description
		From Month/Year	To Month/Year		

**2) Academic Background (University, College or Higher Education)**

Institution	City/ Country	Period		Degree	Major
		From Month/Year	To Month/Year		

**3) Experience of Training or Study in Foreign Countries (including all the training experience in JICA's programs)**

\*Only Applicants for KCCP (Group and Region Focused) are required to fill in this part.

Institution	City/ Country	Period		Field of Study / Program Title
		From Month/Year	To Month/Year	

**4 Language Proficiency (Self-Assessment)**

1) Language to be used in the course (as shown in GI)				
Listening	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Speaking	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Reading	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Writing	( ) Excellent	( ) Good	( ) Fair	( ) Poor
Language Test Scores if any (ex. TOEFL, TOEIC, etc.)				
2) Mother Tongue				
3) Other languages ( )	( ) Excellent	( ) Good	( ) Fair	( ) Poor



Excellent	Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
Good	Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
Fair	Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
Poor	Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

**5. Background and Purpose of Application**

- 1) **Current challenges in the organization in relation to the theme of the KCCP you are applying:**  
Describe the issues that your organization/department intends to tackle by participating in this program.

- 2) **Main duties of Applicant:** Describe your main duties and responsibilities in relation to this program.

- 3) **Relevant Experience of Applicant:** Describe previous occupational experiences that is highly relevant in this program.

- 4) **Your individual Goal:** Elaborate on your plans to apply the lessons learned from this program to your organization.

- 5) **Area of Interest and/or your expectation:** Specify your particular interest with reference to the contents of this program.



Date

Name and  
Title/Position

Signature

**(Self-Declaration)**

**1. Present Medical Status**

(a) Have you taken any medicine or had a medical checkup by a physician for your illness such as diabetes, hypertension, asthma, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Name of illness ( _____ ), Name of medicine ( _____ )  <i>If yes, please attach your doctor's letter (preferably, written in English) that describes the current status of your illness, and gives agreement to your participation in the program.</i>
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(b) Do you have any allergies with medicine, food, pollen, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: What are you allergic to? What kind of allergic symptoms do you have such as itch, rash, hives, etc.?  ( _____ )
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(c) Please indicate any needs arising from disabilities that may require additional support or facilities.

( _____ )	<i>Note: Disability will not lead to exclusion of the Applicant from the program. However, the Applicant may be directly inquired by the JICA official in charge for a more detailed account of his/her condition.</i>
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**2. Medical History**

(a) Have you had any illness such as heart, hepatic, kidney disease, etc.?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
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(b) Have you or/and your family members had tuberculosis?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
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(c) Have you ever been a patient in a mental clinic or been treated by a psychiatrist?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )
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(d) Have you ever had any sleeping, eating or other disorders?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ( _____ )  Name of medicine taken if any ( _____ )
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**3. Other Medical Issues/Conditions**

If you have any medical issues/conditions that are not described above, please indicate below.

\* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (      weeks)
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I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge.

I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by JICA and may result in termination of the program.

I understand and accept that this questionnaire will be checked for my health care by the people who are engaged in the program during my stay in Japan.

By Applicant

Date

Name and Title/Position

Signature

**✕Please notify JICA staff upon any changes in your health condition after submission of the form.**

**1. General Rules**

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The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),

- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) not to quit the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course,
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

## **2. Privacy Policy**

The participants are requested to understand Privacy Policy of JICA as follows.

### **(1) Scope of Use**

Any information used for identifying individuals that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such identifying information and other materials in accordance with the provisions of this Privacy Policy.

### **(2) Limitations on Use and Provision**

JICA shall never intentionally provide information to a third party that can be used to identify individuals, with the following three exceptions:

- (a) legally mandated disclosure requests;
- (b) the information provider grants permission for information disclosure to a third party;
- (c) JICA commissions a party to process information collected, in which case the information provided will be within the scope of the commissioned tasks.

### **(3) Security Notice**

JICA takes any measures required to prevent leakage, loss, or destruction of acquired information, and to otherwise properly manage such information.

- \*Information Security Policy of JICA in relation to Personal Information Protection
- JICA will properly and safely manage personal information collected through Application Forms in accordance with JICA's Privacy Policy and the relevant laws of Japan concerning protection of personal information and take protection measures to prevent divulcation, loss or damages of such personal information.
  - Unless otherwise obtained approval from the Applicant him/herself or there are valid reasons such as disclosure under the laws and ordinances, etc. and except for the reasons 1-3 below, JICA will neither provide nor disclose personal information to any third party. JICA will use personal information provided only for the purposes in 1-3 below and will not use the information for any purposes other than those described in 1-3 below without prior approval of the Applicant him/herself.
1. To provide the KCCP to Participants.
  2. To provide the KCCP to Participants under the Citizens' Cooperation Activities.
  3. In addition to 1 and 2 above, if the government of Japan or JICA determines it necessary in technical cooperation.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);

JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

### **3. Copyright Policy**

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The participants are requested to comply with the following;

1. The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scope approved by each copyright holder.  
If the participants apply to online KCCP, the participants shall also comply with terms of use of copyrighted works for the online KCCP that are shown on the JICA website.  
([https://www.jica.go.jp/english/our\\_work/types\\_of\\_assistance/tech/acceptance/training/index.html](https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html))
2. All the documents for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use a third party's work (reproduction, photograph, illustration, map, figures, etc.), which is protected under the laws and regulations in the participants' country or copyright-related multinational agreements, the participants shall obtain a license to use the work within the scope approved by the copyright holder.
3. The participants shall agree that JICA may use the documents prepared by the participants (including but not limited to reproduction, public transmission, distribution and modification) for other programs conducted by JICA (for example, as reference for other KCCP courses and project formulation).

### **4. Portrait Right Policy**

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During the implementation period of KCCP, JICA (including hired photographer and





program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,

\*Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each Participant.

## **DECLARATION** (to be signed by the Applicant)

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- I understand and fully agree to the following terms and conditions set forth above.
  1. General Rule
  2. Privacy Policy
  3. Copyright Policy

I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.

I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as follows:

- Agree       Disagree

I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

By Applicant

Date
Name and Title/Position
Signature

**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
- ✓ 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
- ✓ Must possess a valid passport

**II. Documentary Requirements – Nominees must submit ONE SET 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:

**DANILO P. CRUZ**

Director General

Technical Education and Skills Development Authority

TESDA Complex, East Service Road

South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. Certification from the Head/Manager of the Human Resource Department**  
(Please see attached **CERTIFICATION format**)
- C. Nominee Data Sheet** (please see attached format)
- D. Personal Data Sheet** to include list of training programs and seminars attended
- E. Statement of PRESENT Actual Duties and Responsibilities** (including past involvement) **RELEVANT** to the course/program signed by the immediate superior
- F. JICA Application Form with Japanese visa size photos on white background**  
(Handwritten application forms will not be accepted; please use A4 paper)
- G. Photocopies of Passport / COMPANY ID**
- H. DIPLOMA/TRANSCRIPT OF RECORD**

**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.

**IAN NOMIO**  
Desk Officer  
Telefax: 88179095  
Email: [fstp.unit@tesda.gov.ph](mailto:fstp.unit@tesda.gov.ph)

(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