



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN**



MEMORANDUM

NOV 24 2023

**FOR/TO : All Undersecretaries
All Assistant Secretaries
All Service Directors
All Bureau Directors
All Regional Executive Directors
All Heads of Attached Agencies**

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

**SUBJECT : INVITATION TO THE PROJECT FOR HUMAN RESOURCE
DEVELOPMENT SCHOLARSHIP PROGRAM BY JAPANESE
GRANT AID (JDS) ACADEMIC YEAR 2024-2025**

This refers to the letter dated 21 November 2023 of Mr. Joseph J. Capuno, Undersecretary, Investment Programming Group and Chair, JDS Operating Committee, National Economic and Development Authority (NEDA), inviting the DENR to submit applications for the Master's Degree Program for Academic Year (AY) 2024-2025 under the Project for Human Resource Development Scholarship Program by Japanese Grant Aid (JDS) Project.

Related to this, interested applicants shall possess the following qualification requirements:

1. At least two (2) years holding permanent plantilla position in the DENR at the time of application;
2. 22 - 39 years old as of 1 April 2024;
3. At least two (2) years of work experience relevant to the field of study/travel being applied for;
4. Performance ratings of at least Very Satisfactory for the last two (2) consecutive rating periods;
5. No pending administrative case;
6. No pending application and nomination for taken study and non-study trips;
7. Not more than four (4) official foreign travel within a year;
8. All the required reports from previous foreign travels submitted;
9. Completed the required service obligation for a scholarship previously enjoyed;
10. Willing to conduct a master's thesis on a topic aligned to the priority programs of the Department or related topics to be identified/approved by the DENR;
11. Willing to sign a scholarship service contract and serve the DENR with the corresponding period of service obligation;
12. Not a delinquent scholar; and
13. In good mental and physical health.

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The nominee shall submit the following requirements to the Career Development Division **on or before 15 December 2023**:

1. Memorandum addressed to the Chair of the Human Resource Development Committee (HRDC), attention HRDC Secretariat to be endorsed by Head of Office and concurred by Supervising Undersecretary/Assistant Secretary
2. Resolution from HRDC Counterpart recommending the nomination of the applicant;
3. Service Record;
4. Certificate of no pending administrative case;
5. Certification from the Director supervising human resources/Assistant Regional Director for Management Service/Assistant Director (Region/Bureau/Attached Agency) stating that the applicant:
 - a. has no pending scholarship nomination;
 - b. has not been a delinquent scholar from a previous scholarship grant;
 - c. has submitted all the required reports from previous foreign travels.
6. Updated Personal Data Sheet, with Work Experience Sheet, duly signed by authorized person administering oath; and
7. Self Certification of official Travel History for the past 24 months;

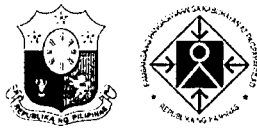
The DENR HRDC shall screen and select qualified candidates to the program. Selected candidates will be notified and endorsed to the JDS to proceed with the application/admission process.

Detailed information on the qualification requirements, application procedures, as well as updates on the sub-programs and components of the JDS Project, may be accessed through the project website: <https://jds-scholarship.org/country/philippines/index.html>.

Should you need further information about the requirements, please communicate with the HRDC Secretariat at email address: hrdcs2020@gmail.com or telephone: (02) 8927-9107 or VOIP 1063.

For your information and appropriate action.

M. M. M.
MIRIAM M. MARCELO



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

FOR : **Heads of Constitutional Bodies; Departments, Bureaus, Agencies of the National Government (NGAs); Local Government Units (LGUs); Government-Owned or Controlled Corporations with Original Charters (GOCCs); Government Financial Institutions (GFIs); and State Universities and Colleges (SUCs)**

FROM : **JOSEPH J. CAPUNO**
Undersecretary, Investment Programming Group
And Chair, Project for Human Resource Development Scholarship (JDS) Operating Committee

SUBJECT : **Invitation to Apply – Project for Human Resource Development Scholarship**

DATE : **November 21, 2023**

1. We would like to formally invite your Offices to submit applications for the Master's Degree Program covering Japanese Academic Years (AY) 2024 to 2025 under the JDS Project.
2. Since its inception in 2002, the JDS Project has dispatched 439 fellows from different Philippine Government agencies and organizations to various prestigious Japanese universities. Twenty fellows will be dispatched in 2024 to undertake the master's degree programs.
3. Detailed information on the qualification requirements, application procedures, as well as updates on the sub-programs and components of the JDS Project may be accessed through the project website: <https://jds-scholarship.org/country/philippines/index.html>.

Project for Human Resource Development Scholarship (JDS)

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4. The application documents, which are downloadable through the JDS website, should be submitted **on or before January 8, 2024** to the JICE JDS Project Office in the Philippines through email: jds.philippines1@jice.org. Late submission and incomplete application documents will NOT be accepted.
5. The JICA JDS team shall conduct an initial review of the submitted digital documents. A formal request will be sent by the JICE JDS team to the applicants for the final version of the required application documents.
6. Should you have further questions/concerns, please contact Ms. Rhina Encila and Ms. Rona Pido of the JICE JDS Project Office in the Philippines through email: jds.philippines1@jice.org, or telephone numbers: (02) 5310-3548.

We look forward to your agencies' participation in the JDS Project.



JOSEPH J. CAPUNO

Undersecretary, Investment Programming Group
And Chair, JDS Operating Committee