

DIVISION ADVISORY No. 039, s. 2025

October 1, 2025

In Compliance with DepEd Order No. 08, s. 2013, this advisory is issued not for endorsement per DO 28, s. 2001 but only for the information of DepEd Officials, personnel/staff, and concerned public.

(visit depedtacurong.org)

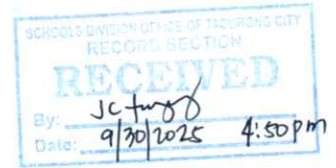
**CALL FOR INTERESTED NOMINNEES TO THE SDG's GLOBAL LEADER
PROGRAM (AY 2026-FALL INTAKE)**

This is in reference to DepEd Regional Memorandum NEAP-2025-094, inviting all interested qualified personnel to the Sustainable Development Goals (SDG) Global Leader Program for AY 2026, for Master's or Doctoral degrees at partner Japanese universities. Interested participants may refer to the attached Regional Memorandum and submit inquiries through the Human Resource Development Section.

For information and immediate dissemination.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION



24 Sept 2025

REGIONAL MEMORANDUM
NEAP-2025-094

**CALL FOR NOMINATIONS TO THE SDGs GLOBAL LEADER PROGRAM
(AY 2026-FALL INTAKE)**

To: Schools Division Superintendents
All Others Concerned

1. In reference to DM-OULS-2025-083, the Japan International Cooperation Agency (JICA), through its Knowledge Co-Creation Program (Long-Term), invites the Department of Education (DepEd) to nominate qualified personnel to the Sustainable Development Goals (SDGs) Global Leader Program (GLP) for the Academic Year 2026 – Fall Intake. Accepted Scholars may pursue Master's or Doctoral degrees at partner Japanese Universities.

2. The program aims to develop high-level human resources who can contribute to the policy development and the achievement of the Sustainable Development Goals (SDGs) while strengthening the partnership between the Philippines and Japan.

The course details are as follows:

Course and Title	SDGs Global Leader Program
Course Schedule	2 years (Master's); up to 3 years (Doctorate), depending on the host university/program
No. of Slots	To be announced by JICA (regional allocation apply)
Modality	Face-to-face
Target Participants and Qualifications	Young or mid-career government officials/prospective academics expected to contribute to policy formulation or implementation on sustainable development issues.
Deadline of Submission	October 1, 2025

3. For selection purposes, NEAP encourages Regional Office and Schools Division Offices to nominate one (1) qualified applicant per degree for the above-mentioned program. All nominees must first undergo the **internal nomination and endorsement procedures** at their respective offices. The **endorsed applications** shall then be submitted to the **NEAP for screening and issuance** of the **Official Nomination Letter through this link: <https://bit.ly/3IDp2US> on or before October 1, 2025**. Once NEAP has issued the official Nomination Letter, the endorsed candidates shall directly submit their complete applications to JICA Philippines – Training Program Section via email at jicapp_tps@jica.go.jp. It is likewise reiterated that the nominees must not have any pending applications to other scholarship programs aside from the KCCP SDGs GLP.

4. JICA Application forms and additional information about the course may be downloaded through this link: <https://tinyurl.com/SDG-INFO>.

5. Nominees must meet the qualifications and submit the documentary requirements listed in Enclosures.



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6. The Participants Nomination Form and required documents must be filled out and uploaded on or before October 3, 2025, through this Google Form <https://forms.office.com/r/xDe60Uu0SQ>. Please use the official Department of Education (DepEd) email accounts and submit the documents in PDF.
7. Applications may be disqualified due to various reasons such as but not limited to incomplete requirements, lack of official endorsement/s, direct sending of applications to the Secretariat's email, discrepancy in documents, etc.
8. For concerns and clarifications, contact **Arjay C. Raborar, Education Program Specialist II** – **HRDD-NEAP**, through email arjay.raborar001@deped.gov.ph.
9. Immediate dissemination of this memorandum is desired.

Digitally signed by
Rocafort Carlito Dalisay
Adobe Acrobat Reader
version: 2023.006.20380

CARLITO D. ROCAFORT
Director IV

Encl.: As stated
Reference: DM-OULS-2025-083
Allotment: None
To be indicated in the Perpetual Index
under the following Subject:

SCHOLARSHIP



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Enclosure 1 to Regional Memorandum NEAP-2025-094



Republic of the Philippines
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Enclosure 1

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

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
	e. Must be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status.
	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	



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	or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions. i. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	(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
	k. Has already finished his/her existing service obligation for a scholarship, if any. **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo l. Has no pending application for retirement.	Clearance from HRDD/NEAP
	m. Must be able to render his/her service obligation vis-à-vis duration of the scholarship.	



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Enclosure 2 to Regional Memorandum NEAP-2025-094



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Enclosure 2

List of Requirements for the SDGs Global Leader JFY 2026 Application

1. Official Nomination Letter (From NEAP-Central Office)
2. SDGs Application Form (JICA Format)
 - Containing ID Photo, Official Stamp/Dry Seal (if applicable) and Signature of the Nominator, and Date indicated is within the application period
3. Annex 1: Declaration of Desired Universities Form (refer to SDGs Application Form for form)
 - Provide up to 3 target universities/program
4. Annex 2: Research and Career Plan Form (refer to SDGs Application for Form)
5. Annex 3: Medical History Form (refer to SDGs Application for Form)
6. Master's Thesis (for Doctoral Application)
7. Certified True Copy of Graduation Certificate/s (from Undergraduate and Graduate Degrees completed)
8. Certified True Copy of Transcript of Records (from Undergraduate and Graduate Degrees completed)
9. Valid English Certificate (IELTS, TOEFL, Duolingo, Certificate of English as Medium of Instruction in University)
 - Please refer to List of Universities on the requirement per university.
10. Medical Certificate
 - Stating that the applicant is physically and mentally fit to study in Japan
11. Personal Data Sheet (CSC Format)
12. Certification from the Head/ Manager of the Human Resource Department stating:
 - That the said applicant has no pending administrative or criminal case
 - That the applicant has no pending nomination in another course
 - That the applicant has rendered the required service obligation for a scholarship previously enjoyed
 - That the applicant's PES ratings for the two immediate rating periods were at least Very Satisfactory
 - That the applicant is physically and mentally fit to travel and attend training abroad; and
 - That 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 JICA and the nominating agency.
13. Official Passport Copy
 - If not yet available, personal passport copy will suffice. If no passport is available at the time of application, any valid ID containing full name, nationality, sex and date of birth will suffice for the meantime.



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Enclosure 3 to Regional Memorandum NEAP-2025-094



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Enclosure 3

SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has studied any scholarship program	☐ Yes ☐ No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	☐ Degree ☐ Non-Degree	
VI. Scholarship Duration		
VII. Status	☐ Completed the course (Submit a copy of Certificate Completion)	☐ Withdrawn from the Course (State the reason below)
VIII. Reason/s for Non-Completion (must be supported by attachment)	☐ Resignation ☐ Transfer ☐ Retirement ☐ Others Explain further.	
IX. Service Obligation		No. of Months/Yrs Completed



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	No. of Months/Yrs Required	
X. Reason for Non-Completion (must be supported by attachments)	☐ Resignation ☐ Transfer ☐ Retirement ☐ 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>		
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>		
Name and Signature of the Recommending Authority (SDO - HRDD)		Date and Time
APPROVED		
Name and Signature of the Recommending Authority (RO-HRDD)		Date and Time



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