



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

MEMORANDUM

FOR : **The Regional Executive Directors**
DENR Region 1-13, CAR and NCR

The Director
Environmental Management Bureau

The Director
Climate Change Service

The OIC, Director
Policy and Planning Service

FROM : **The Undersecretary**
Legal, Administration, Human Resources and Legislative Affairs

SUBJECT : **INVITATION TO NOMINATE ONE (1) CANDIDATE TO THE
ONLINE TRAINING PROGRAM ON ADAPTATION TO
CLIMATE CHANGE ON 06 SEPTEMBER – 08 OCTOBER 2021**

DATE : **MAY 06 2021**

This pertains to the attached invitation of Japan International Cooperation Agency (JICA), in coordination with the Technical Education and Skills Development Authority (TESDA), to nominate one candidate to the **Online Training Program on Adaptation to Climate Change scheduled on 06 September – 08 October 2021.**

The program aims to strengthen the participants' own capabilities in making action plans in improving policies and implementation system of adaptation to Climate Change based on impact and vulnerability assessments of respective organizations.

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

1. current duties include strong involvement in climate change adaptation matters;
2. more than three (3) years experience in the relevant field/s;
3. good command of the English language;
4. preferably between the ages of 25 and 50 years old;
5. be in good health, both physically and mentally

The nominee shall submit the following requirements to HRDS-Training and Development Division **not later than 13 May 2021:**

1. Nomination letter/Memorandum addressed to the Director of Human Resource Development Service by the Head of Office;
2. Service Record (at least two (2) years as a permanent employee);
3. Certifications stating that the nominee:
 - has no pending administrative and/or criminal case;
 - has no pending scholarship nomination;
 - has at least a very satisfactory performance rating for two (2) immediate rating periods;
4. Certification of actual duties and responsibilities (including past involvement) relevant to the program signed by immediate superior; and
5. Duly accomplished Personal Data Sheet (with list of in-service trainings and seminars attended).

The Human Resource Development Committee (HRDC) will conduct screening and selection of candidates to the said training program.

TESDA's deadline of submission of nomination and documentary requirements is on **24 May 2021** and interview is scheduled on **10 June 2021**. Attached are the invitation letter, application form, and other details of the program, for reference.

For information and appropriate action.

ATTY. ERNESTO D. ADOBO, JR., CESO I



20 April 2021

SECRETARY ROY A. CIMATU

Department of Environment & Natural Resources
DENR Building
Visayas Avenue
Diliman, Quezon City

Attention: **Dir. Ric G. Enriquez**
Director, Human Resource Development Service

Dear **Secretary Cimat**:

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 At 2:00 pm
Adaptation to Climate Change	September 06 to October 08, 2021	May 24, 2021	June 10, 2021

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.

All documentary requirements shall be submitted to the Foreign Scholarship Training Program (FSTP) Unit, 3rd 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,

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General



《《Online》》 Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

ADAPTATION TO CLIMATE CHANGE

課題別研修「気候変動への適応」

JFY 2020 / 2021

Course No.: 201902203J002 / 202003255J001

Online Program Period: in Japan: From Sep 6th to Oct 8th, 2021

(In the context of the COVID-19 pandemic,
please note that there is still a possibility the course period will be changed.)

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

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *"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."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

I. Concept

Background

Climate Change and its effects have already become visible all over the world and the importance of measures on adaptation to Climate Change is mentioned at the United Nations Framework Convention on Climate Change. Especially in developing countries, it is urgent and vital task to consider adaptation measures based on regional and sectoral impact assessments and vulnerability assessments of respective countries.

The Paris Agreement, which came into effect in November 2016, established global goals on adaptation to enhance adaptive capacity, strengthen resilience, and reduce vulnerability to climate change. Considering this new international framework and global goals, JICA has set climate policy and institutional development in developing countries as one of primary issues on Climate Change Cooperation Strategy.

This Knowledge Co-Creation Program aims at supporting policy and institutional improvement in respective countries.

For what?

This program aims to consider and to elaborate Action Plans to strengthen policy-making/implementation system of adaptation to Climate Change based on impact assessments and vulnerability assessments in participants' respective organizations.

For whom?

This program is offered to an officer in charge of planning and implementation of adaptation to Climate Change in a national or local governmental office. (Preferably an officer in national focal point to the UNFCCC, who is in charge of coordination of adaptation issues in respective countries, or an officer in charge of policy making on adaptation to Climate Change.)

How?

Due to the COVID-19 pandemic, this program will be held remotely online with suitable learning tools. Participants shall have opportunities to learn and identify approaches and strategies to strengthen their adaptive capacity for achieving sustainable development in respective countries especially focusing on international framework and policy making. Participants will formulate an Action Plan describing what participants putting the knowledge and ideas acquired and discussed.

II. Description

1. Title (Course No.)

Adaptation to Climate Change (201902203J002 / 202003255J001)

2. Online Program Period

Sep 6th to Oct 8th, 2021

(Main time zone: 14:00~17:00 for Asia, 18:00~21:00 for Africa, JST)

In the context of the COVID-19 pandemic, please note that there is still a possibility the course period will be changed.

3. Target Regions or Countries

Kenya, Lesotho, Philippines, Samoa, Vietnam, Zimbabwe (201902203J002)

Cote D'Ivoire, Indonesia, Vietnam (202003255J001)

4. Eligible / Target Organization

This program is designed for a national or local governmental office which is in charge of policy making and implementation of adaptation to Climate Change in respective countries.

5. Course Capacity (Upper limit of Participants)

10 participants (201902203J002)

10 participants (202003255J001)

6. Language

English

7. Objective

The course aims at strengthening participants' own capabilities to make draft plans to formulate or improve policies/measures on adaptation to climate change in participants' organizations.

8. Overall Goal

The policies/measures on adaptation to Climate Change including regional and sectoral strategy will be settled on or improved in participants' countries.

9. Output and Contents

This course consists of the following components. Details on each component are given below:

(1) Preliminary Phase (Aug 6 th to Sep 5 th , 2021) <i>Participating organizations are required to prepare for the Program.</i>	
Expected Module Output	Activities
To make Inception Report.	Formulation and submission of Inception Report and presentation material on Inception Report

(2) Core Phase (Sep 6 th to Oct 8 th , 2021) <i>Participants attend the "online" program accessible through internet.</i> <i>It is expected to be around 2 hours a day except for the work for assignment.</i>		
Expected Module Output	Subjects/Agendas	Methodology
(1) To understand the current situation on adaptation to Climate Change in participants' organizations.	<ul style="list-style-type: none"> ● Presentation and discussion on Inception Report 	Real-time presentation (via Zoom)
(2) To understand the overview of international framework on adaptation to Climate Change.	<ul style="list-style-type: none"> ● Overview of UNFCCC and place of adaptation ● International framework of adaptation to Climate Change ● Trend of international discussion on adaptation to Climate Change 	Real-time presentation (via Zoom) or on-demand pre-recorded lectures (via YouTube)
(3) To understand impact assessment and vulnerability assessment on Climate Change and forecast of future Climate Change.	<ul style="list-style-type: none"> ● Process of formulation and implementation of measures on adaptation ● Observation and forecast of Climate Change ● Impact assessment on Climate Change ● Sectoral vulnerability assessment (ex. water resource, disaster prevention, agriculture) 	Real-time presentation (via Zoom) or on-demand pre-recorded lectures (via YouTube)
(4) To understand Japan's policy, Japanese measures, technology and cases on adaptation to Climate Change.	<ul style="list-style-type: none"> ● Japan's policy on adaptation to Climate Change ● JICA's cooperation towards developing countries on adaptation to Climate Change ● Japanese measures, technology and cases on adaptation to Climate Change ● Good practice of developing countries on adaptation to Climate Change ● Japan's long-term low emission development strategy, Various measures based on the 2050 carbon neutral declaration (green growth strategy associated with 2050 carbon neutral, etc.) 	Real-time presentation (via Zoom) or on-demand pre-recorded lectures (via YouTube)

(5) To formulate Action Plan for solving the problems on adaptation to Climate Change in participants' organizations.	<ul style="list-style-type: none"> ● Making Action Plan to solve the problems on adaptation to Climate Change in respective countries ● Presentation and discussion on Action Plan 	Real-time presentation (via Zoom)
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III. Eligibility and Procedures

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) As this course is designed to facilitate organizations to come up with concrete solutions for their issues, applying organizations are expected to make due preparation by carrying out the activities of the Preliminary Phase described in section II -9.
- (4) Applying organizations are also expected to make the best use of the results achieved by their participants by carrying out the activities of the Finalization Phase described in section II -9.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) Current Duties: be an officer in charge of planning and implementation of **adaptation** to Climate Change in national or local governmental office.
(Preferably be an officer in national **focal point of UNFCCC**, who is in charge of coordination of adaptation issues in respective countries, or an officer in charge of policy making on adaptation to Climate Change.)
- 2) Experience in the relevant field: have more than **3 years' experience**.
- 3) Educational Background: be a graduate of university or have an equivalent academic background.
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL CBT 173 or more (This program includes active participation in discussions and development of Action Plan, thus requires high competence of English ability both in conversation and composition. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible.)
- 5) Computer skill: be proficient in MS Word, Excel and Power Point.
- 6) Health: must be in good health, both physically and mentally, to participate in the Program.

7) Age: between the ages of twenty-five (25) and fifty (50) years

(2) Specific Qualifications for Online training participation

- 1) Have own computer that participants can use for this program during the course periods
- 2) Have access to stable internet connection (5M bps speed)
- 3) Basic skill on computer operation method and its internet access for web meetings and download files (e.g., Zoom, Google Classroom, Google Drive)
- 4) The lectures are on-demand or real-time session style. And presentations and consultations will be done at real time (simultaneously) through Zoom (see ANNEX II).
- 5) Please answer questionnaire (see ANNEX III), to tell us participants' IT environment. JICA will consider necessary support to participate in the program depending on the answer (e.g. arrangement of meeting room etc.).

(3) Recommendable Qualification

Gender Consideration: JICA is promoting Gender equality. Women are encouraged to apply for the program.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at **the JICA office (or the Embassy of Japan)**.
- (2) **Photocopy of passport:** to be submitted with the application form.
*Photocopy should include the followings:
Name, Date of birth, Nationality, Sex, Passport number and Expire date.
- (3) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (4) **Inception Report:** Applicants should prepare Inception Report (using MSWord) according to ANNEX and submit it with the Application Form. The Application Form without the Inception Report will be rejected.

4. Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by **July 6th, 2021**)

(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 August 6th, 2021.**

5. Additional Document(s) to Be Submitted by Accepted Candidates :

Presentation material on Inception Report (using PowerPoint):

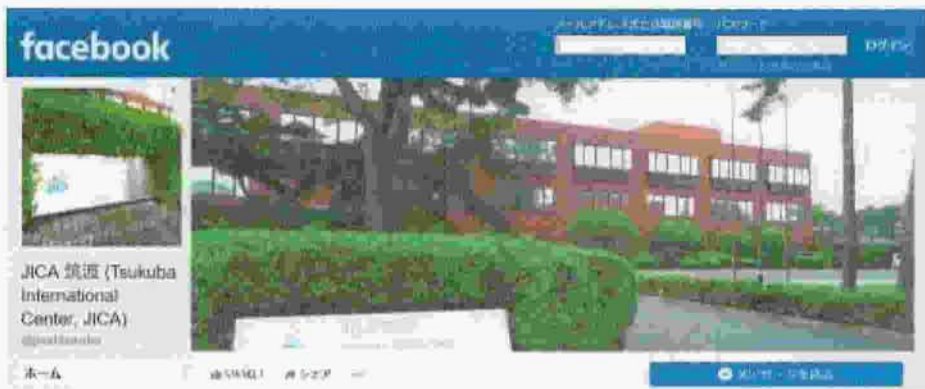
Participants will be requested to make a presentation (within 20 minutes) and discuss on their Inception Report in a discussion session at the beginning of the program. Only accepted participants are requested to submit the presentation material not later than **August 20th, 2021**, preferably by e-mail to the respective country's JICA Office and JICA Tsukuba (tbictp@jica.go.jp).

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule.
- (2) not to change the program topics.
- (3) to comply with the use conditions of copyrighted works by each copyright holder, when using texts and other materials distributed for KCCP. Especially, participants are strictly prohibited to record online lessons or use contents providing during the program without permissions. Participants should also sign a copyright agreement.

IV. Administrative Arrangements

- 1. Organizer:
 - (1) Name: JICA Tsukuba
 - (2) Contact: Mr. YAMABE Tomohiro (tbicttp@jica.go.jp)
- 2. Implementing Partner:
 - To be decided
- 3. JICA Tsukuba Information:
 - JICA Tsukuba website [https://www.jica.go.jp/tsukuba/english/office/index.html]
 - JICA Tsukuba Facebook [https://www.facebook.com/jicatsukuba]
 - You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.



- 4. Orientation:
 - An orientation will be held on the first day (September 6th) to provide participants with details on conditions of the online program and other matters.
 - *YouTube videos of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below. Although this program is online course, you can image KCCP program if you watch below.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html

V. Other Information

1. Computer:

Participants are strongly advised to use own laptops to prepare Action Plan, since JICA does not provide any laptop computers for the participants of this program.

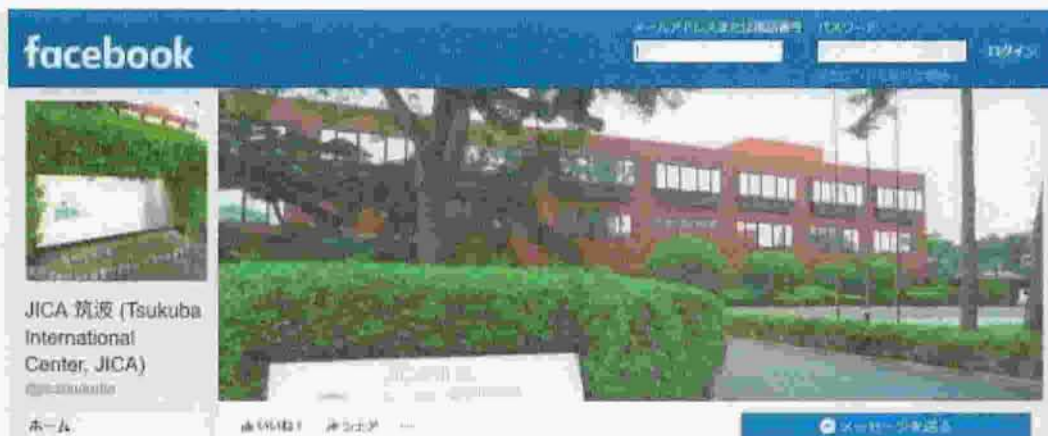
2. Latest Data for Adaptation to Climate Change issue your country:

Participants are recommended to bring the latest relevant data concerning Climate Change of your country in your laptop for discussion and preparation of Action Plan.

3. You can check our location, facility and services on our website and social media.

- ✧ JICA Tsukuba website [<https://www.jica.go.jp/tsukuba/english/office/index.html>]
- ✧ JICA Tsukuba Facebook [<https://www.facebook.com/jicatsukuba>]

You can find posts about on-going KCCPs and stories of ex-participants on our Facebook page.



END

VI. ANNEX:

List of ANNEX

ANNEX I:	Inception Report
ANNEX II:	Sample Schedule
ANNEX III:	Questionnaire

ANNEX I: Inception Report

(To be submitted with the Application Form)

All of the applicants are required to prepare Inception Report on the following issues and submit it to JICA as an attachment of application by **July 6th, 2021**. Inception Report should be typewritten in English on A4 size paper (21 cm x 29.5 cm) in single spacing at maximum of 10 pages.

【Cover page】

**Inception Report
JICA Knowledge Co-Creation Program (Group & Region Focus)
on
“Adaptation to Climate Change”**

Name: _____

Country: _____

Organization: _____

Position: _____

【Contents】

Inception Report

< Main Body >

1. General information on your country:

(General information related to adaptation to Climate Change is requested, e.g. geographical status of your country, weather conditions, social and economic conditions, population, emission of greenhouse gases, most vulnerable sectors to Climate Change, with particular attention to energy consumption pattern, industrial structure and forest status.)

2. Name of the organization and organization chart:

- Brief description of your organization
- Role of your organization to cope with Climate Change, including activities relevant to the United Nations Framework Convention on Climate Change (UNFCCC).
- Your position and duty in your organization
- Brief description of your working experience

3. Existing laws and regulations relevant to Climate Change:

(e.g. Natural Environment Preservation Law, Energy Conservation Law, specific law to cope with Climate Change)

* Please describe the current situation of existing laws and regulations relevant to Climate Change as well as listing them.

4. Current situation on adaptation to Climate Change in your country:

- Essential points of national policies and plan on adaptation as described in National Communications and Nationally Determined Contributions (NDC) to the UNFCCC as well as the National Adaptation Plans (NAP) and/or National Adaptation Programs of Action (NAPA). Please include key points of NCD, NAP, or NAPA, if your country has already submitted any of them.
- Major results of vulnerability assessment and predicted Climate Change impacts in your country.
- Responsible organizations on adaptation and their capacity.
(e.g. observation, impact and vulnerable assessment, policymaking and implementation.)
- Planned and implemented concrete activities on adaptation taken in your country.
- International cooperation from donor agencies in the field of adaptation.
- Barriers and challenges (what are most needed to implement adaptation appropriately?)

5. Find out major constraints (institutional, technical, financial or legislative) on coping with adaptation to Climate Change and analyze them.

6. Possible and feasible measures to be taken to overcome above-mentioned constraints.

➤ **Remarks:**

Only accepted applicants are required to prepare the presentation material of Inception Report based on the one submitted with the Application Form. The deadline is August 20th, 2021

The presentation material should be made by **PowerPoint at maximum of 20 slides**. Participants are requested to make a presentation of Inception Report within 20 minutes per person at the beginning of the training course in Japan.

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, 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.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Tsukuba Center (JICA TSUKUBA)

Address: 3-6 Koyadai, Tsukuba, Ibaraki 305-0074, Japan

TEL: +81-29-838-1111 FAX: +81-29-838-1790

Adaptation to Climate Change (JFY 2020,2021)

Time (JST)				Subject	person in charge	Type
Sep 1st	14:00	~	15:00	Check of the connection to the ZOOM & Google (for Asia)	TBD	Online
	18:00	~	19:00	Check of the connection to the ZOOM & Google (for Africa)	TBD	Online
Sep6th	14:00	~	15:30	Program Orientation & Course Orientation (for Asia)	JICA	Online
	18:00	~	19:30	Program Orientation & Course Orientation (for Africa)	JICA	Online
Sep7th	14:00	~	15:30	Inception Report Presentation 1 (for Asia)	TBD	Online
	18:00	~	19:30	Inception Report Presentation 2(for Africa)	TBD	Online
Sep8th		30	min	Guidance for Action Plan Writing	TBD	On demand
		30	min	The Impacts of Climate Change and Adaptation Measures In the region and Japan	TBD	On demand
		30	min	Impact of Climate Change on Infection	TBD	On demand
Sep9th		30	min	Adaptation for Climate Change/ Forecast by IPCC	TBD	On demand
		60	min	Outline of Adaptation to Climate Change /IPCC/ Outline of International Negotiation Process from UNFCCC to Paris Protocol / SDGs and Adaptation	TBD	On demand
		30	min	Climate Change and Marine Eco-system Conservation	TBD	On demand
Sep10th	14:00	~	17:00	PCM Workshop 1(for Asia)	TBD	Online
	18:00	~	21:00	PCM Workshop 1 (for Africa)	TBD	Online
Sep11th		~				
Sep12th		~				
Sep13th		45		Fund for Adaptation to Climate Change	TBD	On demand
		45		Climate Change Policies in Japan	TBD	On demand
Sep14th		45		Cooperation of JICA for adaptation to climate change, Best practices in island and African countries	TBD	On demand
		45		Climate Index Insurance for Adaptation to Climate Change	TBD	On demand
Sep15th		45		Adaptation Measures in Urban Areas, Urban Flood Damages	TBD	On demand
		45		Good Practice of Climate Change Adaptation	TBD	On demand
Sep16th	14:00	~	17:00	PCM: Guidance for Action Plan 2(for Asia)	TBD	Online
	18:00	~	21:00	PCM: Guidance for Action Plan 2(for Africa)	TBD	Online
Sep17th		45		Adaptation Plan in Yokohama City	TBD	On demand
		45		Green Infrastructure	TBD	On demand

Time (JST)				Subject	person in charge	Type
Sep18th		~				
Sep19th		~				
Sep20th		~				
Sep21th		45		Hazzard Map	TBD	On demand
		45		Yokohama Smart City Project	TBD	On demand
Sep22th		45		Adaptation Cases of Yokohama City (Hazard Map, Disaster Countermeasures, etc.)	TBD	On demand
		45		Assessment of Climate Changes and Adaptation Measures	TBD	On demand
Sep23th						
Sep24th	14:00	~	17:00	Workshop: Assessment of Climate Changes and Adaptation (Multi-criteria analysis) (for Asia)	TBD	Online
	18:00	~	21:00	Workshop: Assessment of Climate Changes and Adaptation (Multi-criteria analysis) (for Africa)	TBD	Online
Sep25th		~				
Sep26th		~				
Sep27th		45		Adaptation plan for the summer heat environment in Saitama Prefecture	TBD	On demand
		45		Adaptation plan for the summer heat environment in Saitama Prefecture	TBD	On demand
Sep28th	14:00	~	17:00	Workshop:Climate Risk Assessment by Climate-FIT (for Asia)	TBD	Online
	18:00	~	21:00	Workshop:Climate Risk Assessment by Climate-FIT (for Africa)	TBD	Online
Sep29th		45		Adaptation plan for the summer heat environment in Saitama Prefecture	TBD	On demand
		45		Examination and assessment of Climate Change Impact on Japan's natural forest	TBD	On demand
Sep30th		45		Domestic and International approach by the Center for Global Environmental Research and Roles of A-PLAT	TBD	On demand
		45		Environmental Impact Assessment of Climate Change and Vulnerability in Disaster Prevention	TBD	On demand
Oct1st	14:00	~	17:00	Workshop:PCM: Guidance for Action Plan 3 (Reharsal)(for Asia)	TBD	Online
	18:00	~	21:00	Workshop:PCM: Guidance for Action Plan 3 (Reharsal)(for Africa)	TBD	Online
Oct2nd						
Oct3rd						
Oct4th	14:00	~	17:00	Workshop:PCM: Guidance for Action Plan 4 (Group work)(for Asia)	TBD	Online
	18:00	~	21:00	Workshop:PCM: Guidance for Action Plan 4 (Group work)(for Africa)	TBD	Online
Oct5th		45		Resources・Environmental Management Program for solution to Agriculture and Global Environmental issues	TBD	On demand
		45		Resources・Environmental Management Program for solution to Agriculture and Global Environmental issues	TBD	On demand
Oct6th		45		Guidance for Formulation of the NAP 1	TBD	On demand
		45		Guidance for Formulation of the NAP 2	TBD	On demand
Oct7th	14:00	~	15:30	Action Plan Presentation (for Asia)	TBD	Online
	18:00	~	19:30	Action Plan Presentation (for Africa)	TBD	Online
Oct8th	14:00	~	15:00	Evaluation Meeting & Closing Ceremony (for Asia)	JICA	Online
	18:00	~	19:00	Evaluation Meeting & Closing Ceremony (for Africa)	JICA	Online

VI. ANNEX III:

Questionnaire for Application

Participants are requested to submit the questionnaire including following items, together with the Application Form. In filling the questionnaire, please communicate with your organization.

1. IT Environment for Online Program (NOT used for screening)

Based on your answer, JICA will consider your IT environment arrangement. Since your answer does not affect to the acceptance judgment, please answer honestly.

1-1 Do you have a following system to attend online program at your home or office?		
	Desktop or laptop PC	Desktop or Laptop or None
	Internet environment	Yes or No (OS version:)
	Stable Internet connection (5Mbps speed)	Yes or No
	PC with Microphone	Yes or No
	PC with Camera	Yes or No
1-2 Have you ever attend online / web-based training? Yes or No (When:) (Organizer:)		
1-3 Have you ever used those online systems below?		
	Zoom	Yes or No
	Microsoft Teams	Yes or No
	Google Drive	Yes or No
	Google Form	Yes or No
	Google Classroom	Yes or No
	You Tube	Yes or No
1-4 Which do you prefer, participating from your home, your office or the designated place that JICA provide such as JICA office or conference rooms, during the online training program?		
1-5 Please let us know if you have any concerns or questions for participating the training.		

End

Application 1 Guideline for the JICA Knowledge Co-Creation Program

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
Form1. Official Application Form	<ul style="list-style-type: none"> • To be filled by you and your supervisor* • To be signed by your supervisor • Official stamp of your organization is needed.
Form2. Nomination from the Organization	You and your supervisor *
Form3. Individual Application Form	You
Form4. Questionnaire on Medical Status and Restrictions [J2]	You
Form5. Terms and Conditions, and Declaration	You

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

Please be advised:

- To carefully read the General Information (GI) of the KCCP,
- To fill only in typewritten except for signature,
- To fill in the form in English,
- To use "√" or "x" to mark the () options,
- To attach your photographs,
- 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:

- To prepare a copy of your passport,
- To confirm the application procedure stipulated by your government,
- To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure, and
- 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.

Form1. OFFICIAL APPLICATION FORM

***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)

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:					Official Stamp
Title / Position					
Department / Division					

Application form for the JICA Knowledge Co-Creation Program

Form2. NOMINATION FROM THE ORGANIZATION**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

Form3. INDIVIDUAL APPLICATION FORM

*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

First Name

Middle Name

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

5) Passport/Visa

Passport possession	() Yes	() No	Expiry date of passport	Date	Month	Year
USA visa possession*	() Yes	() 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.

By Applicant

Date

Name and
Title/Position

Signature

Form4. QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION
(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>
-----------------------------	---

(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.? ()
-----------------------------	---

(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>

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 ()
-----------------------------	---

(b) Have you or/and your family members had tuberculosis?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Please specify ()
-----------------------------	---

(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 ()
-----------------------------	---

(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 ()
-----------------------------	--

3. Other Medical Issues/Conditions

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

[illegible]

* Are you pregnant?

<input type="checkbox"/> No	<input type="checkbox"/> Yes: Weeks of pregnancy (weeks)
-----------------------------	---

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.

Form5. TERMS AND CONDITIONS**1. General Rules**^[J3]

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 divulgence, 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

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)
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

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)

- 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



PP-04-16009
16 April 2021

SEC. ISIDRO S. LAPENA, PhD., CSEE
Director General/Secretary
Technical Education and Skills Development Authority
East Service Road, South Luzon Expressway
Fort Bonifacio, Taguig City

Attention: Foreign Scholarship Training Program (FSTP)

Dear Director General Lapena:

The JICA Knowledge Co-Creation Program (Group and Region Focus) indicated below will be conducted as part of the Official Development Assistance of the Government of Japan through JICA's Training Program for overseas participants:

Training Course: Adaptation to Climate Change

Online Program:

Start of Program: September 06, 2021

End of Program: October 08, 2021

In this regard, may we request TESDA to invite the office(s) listed below, which we deem, can identify appropriate nominees for the course:

1. Department of Environment and Natural Resources (DENR)
2. Climate Change Commission (CCC)
3. Local Government Units thru Local Government Academy preferably: Municipal / City Disaster Risk Reduction Management Office of Kalibo, Aklan; La Trinidad, Benguet; Tiwi, Albay and Imus, Cavite (LGUs-LGA)
4. Other Related Government Agencies

We have attached the General Information for reference. We would highly appreciate it if TESDA could kindly coordinate with the nominees on the submission to TESDA-FSTP of their filled-out Application Forms. Thereafter, may we request TESDA to endorse the shortlisted nominees to JICA after the panel interview of the screening committee.

Thank you very much for your continuous support.

Very truly yours,

MAITA P. ALCAMPADO
Chief, Training Program Section

Attachment: General Information Material
CC: DENR, CCC, LGUs-LGA, & Other related gov't agencies

JICA PHILIPPINES

40th Floor, Yuchengco Tower, RBC Plaza, 6819 Ayala Avenue, Makati City, Philippines
(P.O. Box 1026, MCPO, Makati City, Philippines)
Tel: +632-889-7119 Fax: +632-889-6850
Homepage: <http://www.jica.go.jp/philippine/english>

**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 TWO (2) SETS of the following (D – I) 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:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE

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. Medical Certificate indicating that the nominee is **FIT TO TRAVEL AND UNDERGO FOREIGN TRAINING IN JAPAN** (must be strictly followed)

G. JICA Application Form with Japanese visa size photos on white background
(Handwritten application forms will not be accepted; please use A4 paper)

H. Reports required by the Course

I. Photocopies of Passport (official or personal / old or new)

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.

The nominees **MUST BE PROVIDED** with copies of the **JICA GENERAL INFORMATION** (for format of reports), **ANNEX A** (for the requirements), (for the required reports) **to avoid delay in the processing of documents.**

SHIELA PAKINGAN

Desk Officer

Telefax: 88179095

Email: 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

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
NOMINEE DATA SHEET**

Program/Course: **IMPROVEMENT OF RICE CULTIVATION TECHNIQUES**

Name	Agency	Position	Age	Degree/ Education	Training Programs Relevant to the Course	Work Experience	Present Actual Duties & Responsibilities