



SEP 27 2010

DepEd MEMORANDUM  
No. **411**, s. 2010

**WEB APPLICATION DEVELOPMENT (VENDOR) FOR E-GOVERNMENT  
PROMOTION SCHOLARSHIP**

To: Regional Directors  
Schools Division/City Superintendents  
Heads, Public Secondary Schools  
All Others Concerned

1. The Japan International Cooperation Agency (JICA) in coordination with the Technical Education and Skills Development Authority (TESDA) invites the Department of Science and Technology (DOST), Department of Education (DepEd), Department of Social Welfare and Development (DSWD), and TESDA to nominate one (1) candidate for scholarship on the **Web Application Development (VENDOR) for E-Government Promotion** from January 4 to June 4, 2011.

2. The criteria, documentary requirements and terms of coverage are the following:

**A. Nominee Qualifications:**

1. Essential Qualifications

- a. **Current Duties:** must be a person in charge of web application development in ministries or agencies in the central government and/or local government authorities;
- b. **Experience in the relevant field:** must have two (2) or more years of experience on web application system development;
- c. **Education Background:** Must be a graduate of a university;
- d. **Language:** Must have a competitive command of spoken and written English equivalent to TOEFL iBT 79 or better this program will include active participation in discussions, action plan development, thus it requires high competence of English ability/proficiency. Please attach a photocopy of an official certificate for English ability such as TOEFL, TOEIC, IELTS etc. (if possible);
- e. **Health:** Must be in good health, both physically and mentally fit to participate in the program in Japan; and
- f. **Age:** must be between the ages of twenty-five (25) and thirty-five (35) years.

**B. Required Documents for Application**

- a. **Application Form:** The application form is available at the respective country's JICA Office or the Embassy of Japan.
- b. **Nominee's English Score Sheet:** This is to be submitted with accomplished application form or the Form A2A3. Please



attach photocopy of any official certificate on English ability/proficiency such as TOEFL, TOEIC, IELTS, to the application form.

- c. **Questionnaire (Country Report):** This is to be submitted with the accomplished Application Form or Form A2A3. Please fill in the form shown in "Section VI Annex" of the General Information (attachment #1) and submit it with the Nomination Form.

**Applicants may be disqualified if the questionnaire is not submitted with the Application Form.**

**C. Basic Documentary Requirements** – Nominees must submit the following **On Or Before The Deadline** set by TESDA:

1. **Nomination Letter** signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

**Hon. Pastor Z. Guiao**

Director General

Technical Education and Skills Development Authority

East Service Road, South Superhighway, Taguig City

Attention: **Foreign Scholarship and Training Program Unit**

2. **Personal Data Sheet (PDS)** to include list of training programs and seminars attended (one (1) original, one (1) certified copy).
3. **Statement of Present, Actual Duties and Responsibilities (including past involvement) relevant to the course/program signed by the immediate supervisor (1 original, 1 certified copy)**
4. Certification from the Head/Manager of the Human Resource Department stating (one (1) original copy):
- the nominee has **No Pending Administrative and/or Criminal Case**
  - the nominee has **No Pending Scholarship Nomination**
  - the nominees' **Performance Ratings** for two consecutive semesters immediately preceeding the nomination
  - the nominee has already rendered the required service obligation for a scholarship previously enjoyed, if any.
5. **Certificate of Non-Withdrawal** from attending the course, if accepted, signed by the nominee attested by the HRD/Personnel Manager (one (1) original copy)
6. **Certification** from a medical doctor stating that the nominee is **Fit to Travel and Undergo Foreign Training** with attached laboratory examination results of **CBC, ECG, Chest X-Ray and Pregnancy Test (for women)** (two (2) copies of the medical certificate, one (1) set of the results).
7. **JICA Application Form** with **45mm x 45 mm photos on white background** (to be strictly followed) – two (2) sets with

original photos (**Handwritten application forms will not be accepted**).

The form with the word **CONFIDENTIAL** can be downloaded through **Google-jica training and dialogue program**.

**8. Country/Job/Inception/Supplemental Report, Questionnaire, etc.** (if required by the course) – two (2) sets

Please see the **General Information (GI)** referred to here as Attachment No. 1 on the course for details.

**D. Terms and Coverage**

1. Nominating Agency/Institute

- a. Shoulders the expenses incurred by the nominee in the course of his/her application. This covers the cost of medical examination, travel and expenses incurred in the submission of documents and interview. Once accepted these will include fees for passport and visa, if applicable.
- b. Salary of the scholar to be paid for the duration of the training

2. Donor Country/Organization

- a. Generally, in most courses, JICA shoulders the scholar's airfare, accommodation, allowance such as:
  - Round trip ticket;
  - Travel insurance from arrival to departure in Japan;
  - Accommodations for the participants;
  - Allowances for accommodation, living expenses, outfit, shipping and study tours;
  - Free medical care for participants who become ill after arriving in Japan;
  - Expenses for program implementation, including materials; and
  - A pre-departure orientation at the respective country's JICA office.

3. It is advised that the schedule for interview is on October 7, 2010 while the deadline for the submission of the required documents is on or before October 1, 2010 to the Foreign Scholarship Training Program (FSTP) Unit, PEVOTI Building, East Service Road, South Superhighway, Taguig City.

4. For more information, please contact the FSTP Unit at telephone nos.: 91740178 local 221/231.

5. Immediate and wide dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Reference:

N o n e

To be indicated in the Perpetual Index  
under the following subjects:

SCHOLARSHIPS

Made in: JICA Web Application  
9-20-10