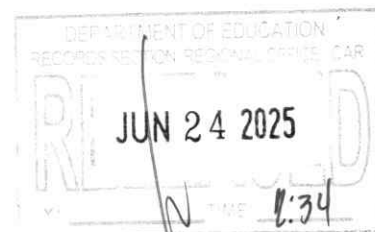




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



23 June 2025

REGIONAL MEMORANDUM

No. 436.2025

**CALL FOR NOMINATIONS FOR THE JICA KCCP-GRF COURSE "SCHOOL
HEALTH AND NUTRITION"**

To: Assistant Regional Director
Schools Division Superintendents
All Other Concerned

1. Relative to DM-OUHROD-2025-1656 re: Call for Nominations for the JICA KCCP-GRF JICA KCCP-GRF Course "School Health and Nutrition," this office calls for nominations for the JICA KCCP-GRF.

2. The Japan International Cooperation Agency (JICA) announces its call for nominations for the Japan International Cooperation Agency (JICA) Knowledge CO-Creation Program – Group and Region Focus (KCCP-GRF) with course details as follows:

Course Title and No.	School Health and Nutrition (202411546J001)
Course Schedule	24 September - 23 October 2025
No. of Slots	One (1)
Modality	Face-to-face (Japan)
Target Participants	Department of Education personnel in charge of or involved in the planning, implementation, and evaluation of school health and nutrition programs.

3. Each SDO shall recommend one (1) nominee after evaluation by the SDO Personnel Development Committee (PDC) following the qualifications indicated in Enclosures 1, 2 and 3. The deadline for submission of an e-copy of requirements will be on **July 3, 2025** to carneapr@deped.gov.ph.

4. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or Elvernice S. Fanged, Scholarship Focal Person through email address at car.neapr@deped.gov.ph.

5. Immediate and widest dissemination of this Memorandum is directed.

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2025.06.24 12:50:43
+08'00'

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director, Director IV

//HRDDNEAPCAR/RCA/ESF /2025jicakccpgrfhealthandnutrition



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>





Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

(Enclosure 1 to RM No. **436.2025**)

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 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
	f. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	g. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied with after being officially nominated)
	h. Must have no pending administrative, civil, or criminal case, and must not have been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges
	i. Educational Attainment	Photocopy of diploma of highest educational attainment/transcript of records
	j. Passport	Photocopy of VALID Passport
	k. Medical Result	ECG/Urinalysis/X-ray/Feccalysis and Medical Certificate that you are physically fir to undergo foreign training



Republic of the Philippines
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(Enclosure 2 to RM No. **436-2025**)

SCHOLARSHIP CLEARANCE

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



Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION

(Enclosure 3 to RM No. 436.2025)



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION ON

School Health and Nutrition

課題別研修「学校保健・栄養」

JFY 2025

Course No. :202411546-J001

Course Period in Japan: From September 24, 2025 to October 23, 2025

This information pertains to one of the JICA Knowledge Co-Creation Program (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.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, 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.



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Certificate No. PHP QMS
24 93 9192

I. Concept

Background

As the world faces new challenges for public health and widening nutrition disparities, investments in school-based integrated health and nutrition approaches are said to be one of the most cost-effective interventions, contributing not only to educational, health, nutritional, and equity opportunities for children, but also to national socioeconomic efforts.

In Japan, various efforts have been systematically developed through legislation related to school health, including the assignment of healthcare-teacher (Yogo teachers), the provision of health rooms and other facilities, school health checkups, school environmental sanitation, health education, and health committee activities. In the same way, school lunch and food and nutrition education (Shoikuiku) are also based on the same legal framework, and safe and nutritionally balanced lunches are provided to children every day, with nutrition and diet teachers (Eiyo teachers) playing a central role in providing cross-curricular guidance on food and school lunch management.

These efforts contribute to the development of the qualities and abilities necessary for children to maintain and improve their physical and mental health throughout their lives. Japan's efforts, in which schools, families, and communities work together to help children grow up healthy and safe, can serve as a reference for other countries interested in school health and school nutrition.

For What?

In this program, participants will share their experiences in their own countries with other participants, learn about the systems and approaches in the field in Japan in light of international trends in school health and school nutrition, and develop appropriate school nutrition programs in their countries to improve outcomes for health, nutrition, and education of children, especially in elementary and junior high schools. The goal is to improve and promote school health and school nutrition systems appropriate to each country, with the aim of improving health, nutrition, and education outcomes for children (with a particular focus on primary and secondary schools).

For Whom?

This program is designed for central and local government officers in charge of (a) planning and implementing school health/ school nutrition, or (b) promoting community health based in school.

How?

Participants shall have opportunity to identify the critical issues to be solved on school health/ school nutrition in their counties, and formulate an action plan to be implemented by sharing knowledge and information acquired from Japan and other countries.

II. Description

1. Title : School Health and Nutrition (202411546-J001)

2. Course Period in Japan:

From September 24 to October 23, 2025

3. Target Regions or Countries

Bangladesh, Ghana, Indonesia, Kenya, Marshall Islands, Mongolia, Mozambique, Namibia, Pakistan, Philippines, Timor-Leste, Vanuatu

4. Eligible / Target Organization

This program is designed for central and local government officers not only to plan and implement the school health/ school nutrition, but also promote the community health based in school.

(Priority organizations: Ministry of Education, Ministry of Health)

5. Capacity

12 participants

6. Language

English

7. Course Objective

To be able to improve the capacity of implementation of action plan for the improvement and promotion of school health/ school nutrition.

Reference

List of countries participated in the past

Region	2006-2022	2023	Country
Africa	100	0	
Middle-East	2	0	
Asia	70	2	Bangladesh
		1	Laos
		1	Malaysia
		1	Mongolia
		1	Nepal
Oceania	15	1	Palau
Latin America	6	1	Ecuador
Europe	1	0	
Total	194	8	

8. Expected Module Output and Contents:

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

(1) Preliminary Phase in a participant's home country

Participating organizations make required preparation for the Program in the respective country.

Expected Module Output	Activities
Preparation of Inception Report	

(2) Core Phase in a participant's home country and Japan

Participants dispatched by the organizations attend the Program implemented in your home country and Japan.

Module 1:

To understand and analyze the current situation and problems of school health / school nutrition in area of responsibility.

< Subjects/Agendas > Inception report presentation, International Trends in School Health and School Nutrition

< Methodology > Presentation, Discussion

Module 2:

To understand the school health/ school nutrition policy, measures and its history in Japan.

< Subjects/Agendas >

The Basic Law for Children in Japan, Basic Policy on Education in Japan, Health and nutrition issues for children in Japan, School Health and School Nutrition System, History of Policies and Measures, Human Resources, Financial Resources, Monitoring and evaluation system for school health and school nutrition

< Methodology > Lectures, Workshops

Module 3:

To understand the practical school health/ school nutrition activities and measures in Japan, and to consider the possibility of adaptation to each country.

< Subjects/Agendas >

Actual operation (regarding the Module 2.) by visiting schools

(ex) Health education, health management, Yogo teacher, School health room, Dietary education, Eiyo teacher, School lunch, Physical education, School safety, Sexual education, Mental health, etc.

< Methodology > Observations

Module 4:

To formulate Action Plan on school health/ school nutrition in each country, considering the collaboration between the government (Ministry of Education/ Ministry of Health), school and local community, and clarifying each role.

< Subjects/Agendas > Action Plan formulation

< Methodology > Workshops, Discussions, Presentation

III. Conditions and Procedures for Application

1. Expectations from the Participating 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.

2. Nominee Qualifications:

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

(1) Essential Qualifications

- 1) **Current Duties:** be a manager or an officer in the central or local government (Priority organizations: Ministry of Education, Ministry of Health) in charge of (a) or (b), as follows:
 - (a) administration, planning and implementation of school health/ school nutrition
 - (b) promotion of community health based in school
- 2) **Experience in the relevant field:** have at least 5 years or more of experience in this field.
- 3) **Educational Background:** be a graduate of university
- 4) **Language Proficiency:** have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, action plan development, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) **Computer skills:** to be proficient in Microsoft Excel and Power Point
- 6) **Health:** must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommendable Qualifications

- 1) **Age:** between the ages of thirty(30) and fifty(50) years
- 2) **Gender Equality and Women's Empowerment:**

JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**. Please submit a type-written application form.
- (2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.
*The following information should be included in the photocopy:
Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
*It is recommended that your passport be valid for more than 6 months after the last day of the program.
- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) **Questionnaire:** to be submitted with the application form. Fill in Annex of this General Information.

4. Procedure 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).**

After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Chubu in JAPAN by August 11, 2025.

(2) Selection:

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Chubu 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 25, 2025.**

5. Additional Document to be submitted by Accepted Candidates

Accepted candidates are required to prepare an Inception Report before their departure. Detailed instructions will be attached to the notice of acceptance.

6. Conditions for Participation

The participants of KCCP are required

- (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) to discontinue the program, should the participants violate the 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. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (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.

IV. Administrative Arrangements

1. Organizer

(1) **Center:** JICA Chubu

(2) **Program Officer:** Ms. SAITO Mihoko (Saito.Mihoko@jica.go.jp)

※Please insert "Course number & the title" in the subject when emailing.

For instance, "202411546-J001 & School Health and Nutrition"

2. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

3. Accommodation in Japan

JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Chubu Center (JICA CHUBU)

Address: 4-60-7 Hiraike-cho, Nakamura-ku, Nagoya 453-0872, JAPAN

Phone: +81-52-533-0220

(where "81" is the country code for Japan, and "52" is the local area code)

If there is no vacancy at JICA CHUBU, JICA will arrange alternative accommodations for the participants.

4. Expenses

The following expenses in Japan will be provided by JICA:

- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see "III. ALLOWANCES" of "KENSU-IN GUIDEBOOK," which will be given before departure for Japan.

*Link to JICA HP (English/French/Spanish/Russian):

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

5. Pre-departure Orientation:

A pre-departure orientation will be held at respective country's JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan,

conditions of the course, and other matters.

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

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 Chubu	https://www.jica.go.jp/chubu/english/office/index.html

V. Other Information

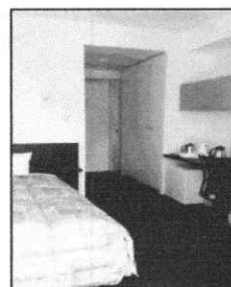
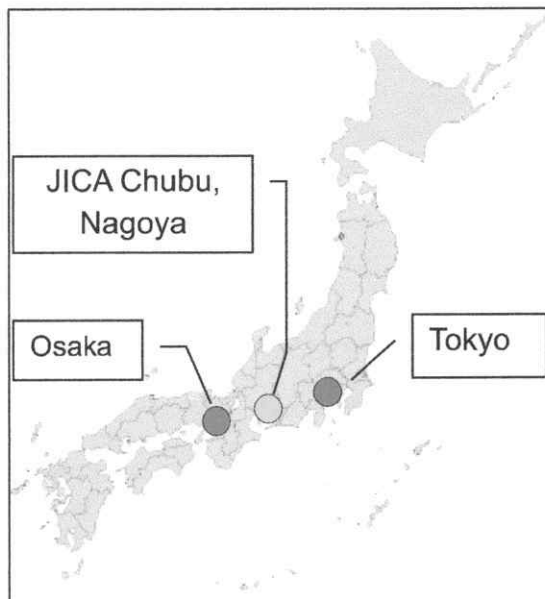
1. About JICA Chubu Center:

<Location>

- It is located at the center of Nagoya-city. The Nagoya main station, the regional hub of various transports, is 15mins walk from JICA Chubu Center.

<Facilities/Equipment>

- Cafe/Restaurant: International Foods, including vegetarian and halal meals, are available.
- Private Room: Single size Bed, Private Bathroom, Desk, Refrigerator, Hot pot, Bookshelf, Air Conditioning, In-room Safe, TV, Internet connection (LAN)



<Climate>

Monthly Average Temperature in Nagoya (2024)

	Sep	Oct
Daytime (°C)	33.2	26.2
Nighttime (°C)	24.8	18.0

2. Chest X-ray

The participants will have a Chest X-ray examination at Clinic (near JICA Chubu) on the 1st week of Program in Japan .

VI. ANNEX:

Annex

School Health and Nutrition (202411546-J001) Questionnaire

This report should be typed in English, and be (A4 size) **2 pages.**

1. Basic Information

Name of Nominee	
Country	
Organization	
Position	
E-mail	

2. Organization Chart

*Attach your organization chart and indicate your department/ division.

3. Job Description

- (1) Your Duties in the organization
- (2) School Health and Nutrition activities you've been tasked
- (3) Main problems currently faced
- (4) On going projects on School Health and Nutrition in your area of responsibility

4. Subjects you're interested in the course in Japan

5. Message to JICA Chubu (if any)

END

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.



Contact Information for Inquiries

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

JICA Chubu Center (JICA CHUBU)