

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2025-883

November 24, 2025

Regional Memorandum
No. 883 s. 2025

CALL FOR NOMINATIONS: THE JDS 2025 SCHOLARSHIP FOR NON-TEACHING PERSONNEL

To: **Schools Division Superintendents**
All Others Concerned

1. Relative to DM-OUHROD-2025-3197, titled "*Call for Submission of Non-Teaching Nominees to the JDs 2025 Scholarship – The Project for Human Resource Development Scholarship*," this Office, through the Human Resource Development Division, announces the call for nominations for the said scholarship program.
2. All interested personnel are requested to refer to DM-OUHROD-2025-3194 for the JDs objectives, field of study or sub-program, program components, and criteria and qualifications for the scholarship program.
3. The application guidelines and nomination forms can be accessed through this link: <https://jds-scholarship.org/country/philippines/apply.html>. The password for downloading the said files is: **JDSPhilippines2025**
4. All qualified personnel are requested to **submit the application documents listed in Annex A to hrd.calabarzon@deped.gov.ph**, following this format on the subject line: **[JDS]_Surname, First Name of Nominee_SDO_Position** on or before **December 2, 2025, 1:00pm**.
5. Due to the limited slots allotted per Regional Office, this Office, through the Personnel Development Committee, shall screen all applications with complete documentation and select two (2) non-teaching personnel who are most qualified to be endorsed to the Central Office.
6. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete submission of documentary requirements, lack of official endorsement/s, etc.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

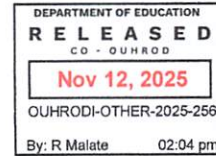
7. For concerns and clarifications, please contact Jisela N. Ulpina, OIC-HRDD-NEAP Chief, or Colleen Marhey R. Lacuesta, Education Program Specialist II, through hrd.calabarzon@deped.gov.ph.
8. Immediate dissemination of this Memorandum is earnestly desired.



ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

06/ROH10-H1



OUHRODI-OTHER-2025-256

Republika ng Pilipinas
Department of Education

**OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM
DM-OUHROD-2025-3197**

**FOR : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : WILFREDO E. CABRAL
E-signed by
Wilfredo Cabral
11/12/2025, 10:22:42 AM
*Undersecretary
Human Resource and Organizational Development*

**SUBJECT : CALL FOR SUBMISSION OF NON-TEACHING NOMINEES TO
THE JDS 2025 SCHOLARSHIP – THE PROJECT FOR HUMAN
RESOURCE DEVELOPMENT SCHOLARSHIP**

DATE : November 11, 2025

The Japan Grant Aid for The Project for Human Resource Development Scholarship (JDS) has extended its full-term scholarship grants to the Department of Education (DepEd) for the academic year 2026–2027, which will commence in August 2026. The program offers a two-year master's degree in Japan and aims to support the country's human resource development by targeting highly capable young government officials who are expected to contribute to the formulation and implementation of social and economic development plans and assume leadership roles upon completion of the program.

Under the JDS Framework, each field of study or **Sub-Program** corresponds to the priority areas for the social and economic development of the Philippines. Participants are selected from organizations whose mandates align with these areas, particularly in:

1. Strengthening the basis for sustainable economic growth; and
2. Enhancing human security.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 3



These areas are addressed through the following field **components** offered by reputable Japanese universities:

- 1-1. Enhancement of Public Administration
- 1-2. Enhancement of Finance/Monetary Administration and Policy
- 1-3. Promotion of Trade and Industry/ Investment
- 2-1. Promotion of Infrastructure Improvement and Development
- 2-2. Enhancement of Water Resource Management/Environmental Management/ Natural Environment Management
- 2-3. Enhancement of Disaster Risk Reduction/Management

The criteria and qualifications for JDS are the following:

- a. A citizen of the Republic of the Philippines;
- b. Between **22 and 39** years old as of April 1, 2026;
- c. Incumbent of a permanent position with **Salary Grade (SG) 18-24**, and not a member of the military (e.g., army reserve officers)
- d. Must be in government service for at least two (2) years, particularly in work relevant to the selected component at the time of application
- e. Possessing at least a bachelor's degree or higher degree relevant to the target field component
- f. Duly nominated by the head of office (with letter endorsement from the Schools Division Superintendent for Schools Division Offices (SDO), Regional Directors for Regional Offices (RO), and at least a Bureau/Service Director for Central Office)
- g. Attained at least a Very Satisfactory (VS) or Outstanding performance rating for the past two years
- h. Without a pending administrative and/or criminal case
- i. Willing to render four (4) years of service in DepEd after completing the program through a service contract
- j. Possesses managerial and leadership potential
- k. With good character and commitment to public service
- l. Possessing intellectual and creative capacities
- m. In good health (no debilitating, chronic illnesses, or serious health conditions)
- n. With excellent communication skills (both oral and written) with English proficiency equivalent to TOEFL PBT 550/ iBT 79-80 or IELTS 6.5 or higher
- o. Have not been awarded any other foreign scholarships for obtaining a master's degree.

Interested applicants must accomplish the **application and nomination forms** available at this link: <https://jds-scholarship.org/country/philippines/apply.html>.

Given the **limited 20 slots** available for the Philippines in 2026, all Bureaus/Services in the Central Office (CO) and Personnel Development Committees (PDCs) in the Regional Offices (ROs) are requested to **submit a maximum of two (2) qualified non-teaching nominees** with complete and clearly scanned documents (refer to Annex A) **on or before 05 December 2025** through this email: bhrod.hrdd@depd.gov.ph, following this format on the subject line: [JDS]_(Surname, First Name of Nominee)_(CO or RO/Bureau/Office).



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrdd@depd.gov.ph | Website: www.depde.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	2 of 3



All nominees will undergo the academic aptitude test, document screening by the Accepting University, technical interview with the professors of the Accepting Universities, and a comprehensive interview with the JDS Operating Committee members.

Kindly note that **only those nominees with complete documentation shall be processed and endorsed by the Bureau of Human Resource and Organizational Development (BHROD) through the Human Resource Development Division (HRDD) to the JDS Screening Committee.**

For more information on the JDS, you may scan the following QR Codes below:



JDS Website



JDS PH Facebook Page

For any concerns or clarifications, kindly contact the following BHROD-HRDD personnel at (02) 8470-6630 or through email at bhrod.hrdd@deped.gov.ph:

*For Central Office - **Ms. Riza May Fortunato***

*For Regional and Schools Division Offices - **Mr. Siljohn Rey Salazar***

For your information and guidance.

[BHROD-HRDD/L&D Unit]

ANNEX A

LIST OF DOCUMENTARY REQUIREMENTS

REQUIRED DOCUMENT	FILE TYPE	REMARKS
1. Short Essays	PDF (One file only)	<i>*Prescribed form</i> - Description of current work responsibilities; reason for applying the graduate school; future contribution and Re-Entry Action Plan that may be applied to DepEd
2. Research Plan	PDF (One file only)	<i>*Prescribed form</i> - Applicant may choose a maximum of two (2) universities; strongly recommended to prepare one (1) research plan for each chosen university - Plagiarized documents are unacceptable for JDS Philippines Operating Committee
3. University Certificate of Degree/Diploma	PDF (One file only)	- Original or Certified True Copy (CTC) by the University - Written in English or accompanied with official translation
4. University Transcript of Academic Records/TOR	PDF (One file only)	
5. Reference Letter	PDF (One file only)	<i>*Prescribed form</i> - Must be issued by your Division Chief/Office Head - JICE may contact your referee for verification
6. Performance Rating	PDF (One file only)	- CTC by the agency - Has at least "Very Satisfactory" rating
7. Official Nomination Letter	PDF (One file only)	- Issued by the Central Office
8. Certificate of NO Administrative Case	PDF (One file only)	- Issued by the legal office of the respective governance level
9. Certificate of NO nomination to other scholarship program	PDF (One file only)	- Issued by the HRDD or the PDC of the respective governance level
10. Certificate of NO service obligation from previous training attended	PDF (One file only)	- Issued by the HRDD or the PDC of the respective governance level
11. Official Service Record	PDF (One file only)	- Issued by the Personnel Division or the Personnel Development Committee of the respective governance level

REQUIRED DOCUMENT	FILE TYPE	REMARKS
12. Statement of Actual Duties and Responsibilities	PDF (One file only)	- Issued by the HR Unit or the Personnel Development Committee of the respective governance level
13. Passport or Authenticated Birth Certificate	PDF (One file only)	- Passport: Department of Foreign Affairs (DFA) - Authenticated Birth Certificate: Philippine Statistics Authority (PSA)
14. Formal ID Photo	JPG, JPEG, PNG, GIF	- A color photo with a plain background, taken within the last 3 months - Aspect Ratio of 4:3 (height: width)
15. IELTS Certificate <i>(optional)</i>	PDF (One file only)	- Must be valid until 31 May 2025 (exam taken on/after 1 June 2023)