



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



HRDD-RM-2025-903


December 4, 2025

Regional Memorandum
No. 903 s. 2025

CALL FOR NOMINATIONS: KOICA SCHOLARSHIP PROGRAM

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

1. Relative to DM-OULS-2025-177, titled "*Call for Submission of Teacher, Teaching-Related Personnel, School Leader Nominees to the 2026-1 KOICA Scholarship Program*," this Office, through the Human Resource Development Division, announces the call for nominations for the said scholarship program.
2. All interested teaching, teaching-related personnel are requested to refer to DM-OULS-2025-177 or <https://www.koica.go.kr/ciat/7815/subview.do> for the objectives, field of study or sub-program, program components, and criteria and qualifications for the scholarship program.
3. Each Schools Division Office is encouraged to submit one (1) qualified nominee with complete documents on or before December 5, 2025 at <https://tinyurl.com/R4AScholarForm>.
4. Please note that applicants may be disqualified due to various reasons, such as but not limited to, incomplete submission of documentary requirements, lack of official endorsement/s, etc.
5. 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.
6. Immediate dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH10-H1



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2025-177

TO : **Regional Directors**
Schools Division Superintendents
School Heads
All Others Concerned

FROM : *Carmela C. Oracion*
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems

SUBJECT : **CALL FOR SUBMISSION OF TEACHER, TEACHING-RELATED PERSONNEL, AND SCHOOL LEADER NOMINEES TO THE 2026-1 KOICA SCHOLARSHIP PROGRAM**

DATE : 26 November 2025

1. The Commission on Higher Education (CHED), through its International Affairs Service (IAS) invites the Department of Education to nominate qualified candidates to the **2026-1 Korea International Cooperation Agency (KOICA) Scholarship Program** for **graduate studies (Master's degree)** in the Republic of Korea.
2. The KOICA Scholarship Program aims to develop future leaders among government officials and personnel from partner countries who shall contribute to the socio-economic development of the Philippines upon completion of their studies.
3. The following **Master's Degree Programs** under the 2026-1 KOICA Scholarship Program are available:

Program Title	Institute/University
1. Master's Degree Program in Gender Equality	Ewha Womans Univesity
2. Master's Degree in Program in Smart-City Management and Technology	Hanyang University
3. Master's Degree in Program in Global Education Leadership	Korea National University of Education
4. Master's Degree Program in Tax and Fiscal Policy	Korea University

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5. Master's Degree Program in Public Management and Administrative Reform	Seoul National University
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4. In this connection, the National Educators Academy of the Philippines (NEAP) hereby requests the Regional Offices (ROs) to endorse one (1) qualified teacher, teaching-related personnel, or school leader nominee with complete and clearly scanned documents (refer to Annex A) on or before **05 December 2025** through <https://forms.office.com/r/Z13HQghaTG>.
5. For initial screening purposes and shortlisting, the following screening criteria, aligned with the eligibility requirements outlined in Annex A, shall be applied. These criteria do not entail additional documentary submissions:
 - a. Meets the age, length-of-service, and employment-status requirements specified in Annex A;
 - b. Holds a bachelor's degree or possesses relevant experience aligned with the chosen program;
 - c. Has obtained a Very Satisfactory (VS) or Outstanding performance rating for the last two (2) evaluation period;
 - d. Has no pending administrative or criminal cases, as certified through documents required under Annex A;
 - e. Is formally endorsed by the Head of Office (SDS for SDOs and RD for ROs);
 - f. Commits to render the required return service to DepEd upon completion of the program;
 - g. Is physically and mentally fit, supported by a medical certificate included in the application;
 - h. Has no outstanding scholarship obligations, as evidenced by the Scholarship Clearance required under Annex A; and
 - i. Submits all documentary and eligibility requirements prescribed by **CHED/KOICA, as listed in Annex A.**
6. Kindly note that only those nominees with complete documentation shall be processed and endorsed by NEAP to CHED IAS and KOICA.
7. Qualified nominees shall subsequently undergo selection procedures prescribed by the accepting/hosting university and KOICA, including document screening, online panel interviews, technical interviews (if applicable), and final interviews by the selection committee.
8. For detailed program information, please refer to the KOICA CIAT Program Information Page <https://www.koica.go.kr/ciat/7815/subview.do>
9. For further information or any concerns, please contact the **NEAP Scholarships Secretariat** through email at scholarships@deped.gov.ph and/or landline (02) 8715-9919.
10. For immediate dissemination and appropriate action.



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ANNEX A

**2026-1 Korea International Cooperation Agency (KOICA)
Scholarship Program**

A. QUALIFICATION REQUIREMENTS

1. Philippine Government
 - a. Must be 40 years old and below provided the return service obligation is still within the nominee's serviceable years;
 - b. Candidate must have rendered at least two (2) years of service;
 - c. Must hold a permanent appointment;
 - d. Must have a college degree related to the field of study or has sufficient demonstrated ability and experience along the field of study;
 - e. Must not have a pending application for scholarship under another program; and
 - f. Must have rendered the service obligation required under Executive Order 367 for scholarship recently concluded before he/she could again be nominated for another program where the field of study is different from the previous training.
2. Donor Country/Agency:
 - For information, please visit:
<http://www.koica.go.kr/ciat/7815/subview.do>

B. FINANCIAL ASSISTANCE

1. Nominating Agency will provide the salary of the nominee for the duration of the award
2. Donor Country
 - o Full Grant

C. DOCUMENTARY REQUIREMENTS

Nomination papers to be submitted prior to the screening consisting of the following:

1. A letter of nomination addressed to the CHED Chairperson, Attention: Director of the International Affairs Service, signed by the Secretary of Head of Office, Agency, University of Entity or its duly authorized official indicating among others the following:
 - a. That the nominee has no pending administrative and criminal charges;
 - b. That the nominee has been conferred with a degree; and



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- c. Assurance of utilizing the services of the nominee, if accepted for a period of not less than two (2) years of every year of scholarship or a fraction thereof not less than six (6) months or as provided under E.O. 367 amending E.O. 129
2. Certified Copy of Service Record
 3. Certified Copy of Statement of Actual Duties and Responsibilities
 4. Certified True Copy of Transcript of Academic Records (Baccalaureate and Graduate, if applicable)
 5. Certified True Copy of Diploma
 6. Certification that the nominee has no pending administrative and criminal case
 7. Certification that the nominee has no pending scholarship nomination to other program(s)
 8. Updated biodata/resume with list of in-service training and seminars attended (spell out acronyms of organizers and topics or subjects of the training programs); certificates of training **NEED NOT** be submitted)
 9. A letter of application addressed to:

ATTY. LILY FREIDA M. MILLA, CESO III

OIC, Office of the Deputy Executive

Director Director-in-Charge, International Affairs Service

Commission on Higher Education