



Republic of the Philippines  
 Department of the Interior and Local Government  
**LOCAL GOVERNMENT ACADEMY**

8F Agustín I Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City, PHILIPPINES  
 Tel/Fax No.: 634-5416; 634-6567; 634-5873; 634-1883  
 E-mail: [execdir@lga.gov.ph](mailto:execdir@lga.gov.ph); [lgamail@lga.gov.ph](mailto:lgamail@lga.gov.ph)  
 Website: <http://www.lga.gov.ph>



2014-02-F-416

**MEMORANDUM**

**FOR :** ALL DILG REGIONAL DIRECTORS

**DATE :** March 28, 2014

**SUBJECT :** SCHOLARSHIP INVITATION FROM JAPAN  
 INTERNATIONAL COOPERATION AGENCY

May we request your assistance to disseminate this scholarship invitation from the Government of Japan. Please note that this invitation is extended for local government officials and functionaries only. Likewise, the nominees will have to undergo the selection process and compete on the slots provided by JICA to the Philippines.

COURSE	DURATION	DEADLINE OF SUBMISSION	Schedule of INTERVIEW
1. RAISING AWARENESS OF DISASTER REDUCTION (B)	05 JANUARY TO 07 FEBRUARY 2015	04 SEPTEMBER 2014	Nominees coming from Luzon, Visayas and Mindanao shall report to the NSC- TESDA, Luzon  25 SEPTEMBER 2014 (starts at 1:00 PM)



**GO FOR GOLD!!!** The resonating rally call of the country's premiere local governance training institution on the eve of its 25<sup>th</sup> anniversary. The year-long celebration focused primarily on corporate re-branding, fine-tuning of systems and process, recognition of partnerships, communicating banner programs towards greater excellence, showcase different national and sub-national activities referenced to a variety of monthly themes until August 2012.

**ABOUT THE LOGO:** The Philippine Eagle soaring high in a blue backdrop is an embodiment of the Academy's noble pledge in leading the exceptional park of governance capacity builders. With the transition of the silver hued icon to a golden fasces, it reflects the Academy's strive for uncompromised excellence in continuing to deliver its share in national progress. With the intertwined green-hued numeral 25, signifies the Academy's stronger undertaking, to go green and steer the local governance for sustainable development in its passage towards another 25 years and even beyond!

To be considered in the pre-assessment, the nominees should submit the following required documents not later than the stated date of submission to the DILG-Central Local Government Scholarship Secretariat with office address at 8F Agustin I Building, F. Ortigas, Jr., Ortigas Center, Pasig City:

1. **Personal Data Sheet** (Using the revised CS Form 212) to include list of training programs and seminars attended – 1 original, 2 certified copies
2. **Certified copies of Transcript/s of Records and Diploma/s** (Undergrad/Masteral/Doctoral) – 3 certified copies
3. **Service Record** – 1 original, 2 certified copies
4. **Statement of PRESENT Actual Duties and Responsibilities** that should be **RELEVANT** to the course/program signed by the immediate superior – 1 original, 2 certified copies
5. Written Consent of Spouse (if Married) – 1 original, 1 certified copy
6. Endorsement from the Local Chief Executive (LCE) – 1 original, 1 certified copy
7. Endorsement from the DILG Regional Director – 1 original, 2 certified copy
8. **JICA Application Forms 2012 (Marked Confidential) this can be obtained from DILG-CLGSC Secretariat office at tel. nos. (02) 634-1883/631-3893 - 2 sets**
9. Copies of Valid Passport (Personalia Pahina Only) – 4 sets
10. NSO certified Birth Certificate – 1 copy
11. **Certification** from the Head/Manager of the Human Resource Department – 1 original, 1 certified copy (Using the attached format)

All applicants will be officially notified of his/her **NOMINATION** through their respective DILG Regional Offices. Upon receipt of **NOTICE**, nominees shall coordinate and confirm the date of interview at Foreign Scholarship Training Program (FSTP): **LUZON**, TESDA-FSTP Unit, PEVOTI Building, East Service Road, South Superhighway, Taguig City tel. no. (02) 817-9095 or 817-4076 loc. 221/231.

For further information, please call Mr. Robert B. Belisario, DILG-CLGSC Scholarship Coordinator, Local Government Training Development Division at telephone numbers (02) 634-1883/631-3893.

Thank you.

*fr: Alfonso A. Maralli, Jr.*  
**ALFONSO A. MARALLI, JR.**  
Chief, Local Governance Training Development Division and  
Head, DILG-CLGSC Secretariat

(Letterhead of the Agency/Department)

**CERTIFICATION**

Mr. / Ms. \_\_\_\_\_ herein referred to as the Applicant and Mr. / Ms. \_\_\_\_\_ referred hereto as the Personnel Officer/HRMO certify that:

That Department of \_\_\_\_\_ thru its Scholarships 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

\_\_\_\_\_  
HRMO/Personnel Officer

**PROGRAM OBJECTIVES:**

- To make and implement an action plan for raising awareness on disaster reduction to citizens in each country so that the public can acquire necessary knowledge, implement preparedness, emergency response and minimize the damage during disasters.

**Qualification of Participants.**

1. Persons in local government who are in charge of raising awareness on disaster reduction
2. University graduate in relevant field or have equivalent education history
3. With at least two (2) experience in the said field
4. Must have no pending administrative and/or criminal case
5. Must hold a permanent appointment
6. Must be proficient in written and spoken English.
7. In good health, both physically and mentally (**pregnancy is a disqualifying condition**)
8. Age limit: 50 years old and below.

**PROGRAM ARRANGEMENTS:**

- Round trip ticket
  - Travel insurance from arrival to departure in Japan
  - Accommodations for the participants
  - Allowance for accommodation, living expenses, outfit, shipping and study tours
  - Free medical care for participants who become ill after arrival in Japan
  - Expenses for program implementation including materials
  - A pre-departure orientation will be held at the respective country's JICA Office
- (All JICA trainee are automatically members of JAAP and required to pay the corresponding registration/membership fee of P500.00 during PDOS. An annual association fee of P200.00 will also be paid).**

**NOTE: Please submit two copies of the Country Report (Format on VI. ANNEX: together with your JICA Application Forms on the date of submission of documentary requirements indicated in the Invitation Memorandum.**

## VI. ANNEX

### Annex-1: Contents of Country Report

1. Duty/assignment of your department/division and yourself
  - 1-1 Duty/assignment of your department/division regarding raising public awareness of Disaster Risk Reduction (DRR)
  - 1-2 Duty/assignment of yourself regarding raising public awareness of DRR
  - 1-3 Attach information (copy) of organization chart of the Ministries/Departments in charge of disaster management.
  
2. Present situation and issues
  - 2-1 Policies on raising public awareness of DRR in your country, and issues that needs to be tackled
  - 2-2 Your analysis on present situation of raising public awareness of DRR and issues that needs to be tackled
  - 2-3 Who is main actors/stakeholders for raising public awareness for DRR? (e.g. Which section of central/local government, NGOs, community groups, etc.)
  - 2-4 Concrete example and/or illustrative cases for raising public awareness of DRR in your country
  - 2-5 If your country receives any assistance from foreign country or international organization in the field of raising public awareness of DRR, please explain about it.
  
3. When you are selected as a participant, you will be expected to make presentation at first stage of training course. You are expected to modify your country report into Power Point style by presentation session  
Furthermore, please bring some photos or materials such as CD, DVD, training book, manual, guidebook etc. to illustrate activities of raising awareness for DRR in your country, if possible.

Please prepare the report following those items listed above.

\*Raising public awareness of DRR is pointed as Priorities for Action #3 of Hyogo Framework of Action (HFA) 2005 -2015. Very brief introduction of HFA is made in the brochure of HFA, which can be downloaded in the following URL;

<http://www.unisdr.org/hfa>