



Republic of the Philippines  
 Department of Education  
 Negros Island Region  
 SCHOOLS DIVISION OF SAGAY CITY

**DIVISION MEMORANDUM**

No. 596, s. 2025

SEP 26 2025

**CALL FOR NOMINATIONS TO THE SDGs GLOBAL LEADER PROGRAM  
 (AY 2026-FALL INTAKE)**

To: Asst. Schools Division Superintendent  
 Chief Education Supervisors – CID and SGOD  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. Attached is Regional Memorandum 415, s. 2025 and DM-OULS-2025-083 dated September 16, 2025 concerning the **Call for Nominations to the Sustainable Development Goals (SDGs) Global Leader Program (AY 2026-Fall Intake)**.
2. Interested participants are advised to refer to the attached enclosures of this Memorandum for further details.
3. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
4. Immediate and wide dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL**

Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Schools Division Superintendent



Enclosure : DM-OULS-2025-083  
 Reference : RM 415 s. 2025  
 Allotment : N/A  
 No. of Pages: \_\_\_\_\_

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

**NOMINATIONS SDGs GLOBAL LEADERS**

FN: Junmarl Alconga/HRD/SGOD



Republic of the Philippines  
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**NEGROS ISLAND REGION**

SEP 24 2025

**REGIONAL MEMORANDUM**

No. 415, s. 2025

**CALL FOR NOMINATIONS TO THE SDGs GLOBAL LEADER PROGRAM  
(AY 2006-FALL INTAKE)**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
Regional Functional Division Chiefs  
All Others Concerned

- Attached is DepEd Memorandum DM-OULS-2025-083 from the Office of the Undersecretary for Learning Systems dated September 16, 2025 regarding the **Call for Nominations to the SDGs Global Leader Program (AY 2006-Fall Intake)**.
- Attached are the enclosures of this Memorandum.
- It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil status, disability, religion or other similar factors/ personal circumstances that run counter to the principles of equal opportunity.
- For further queries, contact Mrs. Angelita Socorro K. Caballo, OIC-Education Program Specialist II HRDD at 09152741206.
- Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: None  
Reference: None

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

PROGRAMS

SCHOLARSHIPS

PARTNERSHIPS

105/ ASKC/ HRDD/ Call for Nominations to the SDGs Global Leader Program (AY 2006-Fall Intake)/ Sept 19, 2025



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

**MEMORANDUM**  
DM-OULS-2025- 083

**TO :** Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

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

**SUBJECT :** **CALL FOR NOMINATIONS TO THE SDGs GLOBAL LEADER PROGRAM (AY 2026 – FALL INTAKE)**

**DATE :** September 16, 2025

1. The Japan International Cooperation Agency (JICA), through its Knowledge Co-Creation Program (Long-Term), invites the Department of Education (DepEd) to nominate qualified personnel to the Sustainable Development Goals (SDGs) Global Leader Program (GLP) for the Academic Year 2026 – Fall Intake. Accepted scholars may pursue Master's or Doctoral degrees at partner Japanese universities.
2. The program aims to develop high-level human resources who can contribute to policy development and the achievement of the Sustainable Development Goals (SDGs) while strengthening the partnership between the Philippines and Japan.

The course details are as follows:

<b>Course and Title</b>	SDGs Global Leader Program
<b>Course Schedule</b>	<b>2 years (Master's); up to 3 years (Doctorate)</b> , depending on the host university/program.
<b>No. of Slots</b>	To be announced by JICA (regional allocations apply)
<b>Modality</b>	Face-to-Face
<b>Target Participants and Qualifications</b>	Young or mid-career government officials / prospective academics expected to contribute to policy formulation or implementation on sustainable development issues.
<b>Deadline of Submission</b>	October 3, 2025



Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

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3. For selection purposes, NEAP encourages each Region, Schools Division Office, and Bureau/Service from the Central Office to nominate one (1) qualified applicant per degree for the above-mentioned program. All nominees must first undergo the **internal nomination** and **endorsement procedures** at their respective offices. The **endorsed applications** shall then be submitted to **NEAP for screening and issuance** of the **Official Nomination Letter**. Once NEAP has issued the official Nomination Letter, **the endorsed candidates** shall **directly submit** their complete applications to JICA Philippines – Training Program Section via email at [jicapp\\_tps@jica.go.jp](mailto:jicapp_tps@jica.go.jp). It is likewise reiterated that nominees must not have any pending applications to other scholarship programs aside from the KCCP SDGs GLP.
4. JICA **Application forms** and **additional information** about the course may be downloaded through this link: <https://tinyurl.com/SDG-INFO>.
5. Nominees must meet the qualifications and submit the documentary requirements listed in **Enclosure 1 and Enclosure 2**.
6. The **Participant Nomination Form and required documents must be filled out and uploaded** on or before the set deadline, through this Google Form <https://forms.office.com/r/xDe60Uu0SQ>. Please use the official Department of Education (DepEd) email accounts and submit the documents in PDF.
7. Applications may be disqualified due to various reasons such as but not limited to incomplete requirements, lack of official endorsement/s, direct sending of application to the Secretariat's email, discrepancy in documents, etc.
8. For questions and clarifications, please email the DepEd Scholarship Secretariat at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph)
9. Immediate dissemination of and appropriate action on this memorandum are instructed. ce



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Enclosure 1

**GENERAL ELIGIBILITY REQUIREMENTS / CHECKLIST**

<b>Name:</b>	
<b>Scholarship Program:</b>	
<b>Sponsoring Agency/Organization:</b>	
<b>Region/SDO:</b>	
<b>Work Station:</b>	

<b>Remarks</b> (✓, ✗, others)	<b>Eligibility</b>	<b>Documentary Requirements</b>
	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 be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status.
	f. 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
	g. Must have no current or pending enrollment in other institutions for graduate	



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	or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.  i. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	(shall be complied after being officially nominated)
	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges
	k. Has already finished his/her existing service obligation for a scholarship, if any.  **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo  l. Has no pending application for retirement.	Clearance from HRDD/NEAP
	m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.	



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Enclosure 2

**List of Requirements for the SDGs Global Leader JFY 2026 Application**

1. Official Nomination Letter (From NEAP-Central Office)
2. SDGs Application Form (JICA Format)
  - Containing ID Photo, Official Stamp/Dry Seal (if applicable) and Signature of the Nominator, and Date indicated is within the application period
3. Annex 1: Declaration of Desired Universities Form (refer to SDGs Application Form for form)
  - Provide up to 3 target universities/program
4. Annex 2: Research and Career Plan Form (refer to SDGs Application for Form)
5. Annex 3: Medical History Form (refer to SDGs Application for Form)
6. Master's Thesis (for Doctoral Application)
7. Certified True Copy of Graduation Certificate/s (from Undergraduate and Graduate Degrees completed)
8. Certified True Copy of Transcript of Records (from Undergraduate and Graduate Degrees completed)
9. Valid English Certificate (IELTS, TOEFL, Duolingo, Certificate of English as Medium of Instruction in University)
  - Please refer to List of Universities on the requirement per university.
10. Medical Certificate
  - Stating that the applicant is physically and mentally fit to study in Japan
11. Personal Data Sheet (CSC Format)
12. Certification from the Head/ Manager of the Human Resource Department stating:
  - That the said applicant has no pending administrative or criminal case
  - That the applicant has no pending nomination in another course
  - That the applicant has rendered the required service obligation for a scholarship previously enjoyed
  - That the applicant's PES ratings for the two immediate rating periods were at least Very Satisfactory
  - That the applicant is physically and mentally fit to travel and attend training abroad; and
  - That 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 JICA and the nominating agency.
13. Official Passport Copy
  - If not yet available, personal passport copy will suffice. If no passport is available at the time of application, any valid ID containing full name, nationality, sex and date of birth will suffice for the meantime.



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Enclosure 3

**SCHOLARSHIP CLEARANCE**

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



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	<b>No. of Months/Yrs Required</b>	
<b>X. Reason for Non-Completion</b>  (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>	
<b><i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i></b>		
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
<b>APPROVED</b>		
Name and Signature of the Recommending Authority  (RO-HRDD)		Date and Time



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*Enclosure 1: Requirements and Checklist for SDGs Global Leader Program*

**GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST**

<b>Name:</b>	
<b>Scholarship/Program:</b>	
<b>Sponsoring Agency/Organization:</b>	
<b>Region/SDO:</b>	
<b>Work Station:</b>	

<b>Remarks</b> ( /, X others )	<b>Eligibility</b>	<b>Documentary Requirements</b>
	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 office.	



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	d. Must be holding a permanent item.	Updated Service Record
	e. Must be physically, mentally, and psychologically fit.	
	f. Must have no master's degree (for those who will apply for a master's degree) and shall no doctoral degree (for those who will apply for doctoral degree). g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions. i. Must be willing to prepare, share, and implement a Scholarship Report and Work	(Shall be complied after officially being nominated)



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	Application Program (WAP).	
	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges
	k. Has already finished his/her existing service obligation for a scholarship, if any. l. Has no pending application for retirement.	Clearance form HRDD/NEAP
	m. Must be able to render his/her service obligation to vis-à-vis duration of the scholarship.	



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**Enclosure 2: List of Requirements for the SDGs Global Leader JFY 2026 Application**

**List of Requirements for the SDGs Global Leader JFY 2026 Application**

1. Official Nomination Letter (from NEAP-Central Office)
2. SDGs Application Form (JICA Format) – containing ID photo, Official Stamp/Dry Seal (if applicable) and Signature of the Nominator, and the Date indicated is within the application period
3. Annex 1: Declaration of Desired Universities Form (refer to SDGs Application Form for form) – provide up to 3 target universities/program
4. Annex 2: Research and Career Plan Form (refer to SDGs Application Form for form)
5. Annex 3: Medical History Form (refer to SDGs Application Form for form)
6. Master's Thesis (for Doctoral Application)
7. Certified true copy of Graduation Certificate/s (from Undergraduate and Graduate Degrees Completed)
8. Certified True Copy of Transcript of Records (from Undergraduate and Graduate Degrees Completed)
9. Valid English Certificate (ELTS, TOEFEL, Duolingo, Certificate of English as a Medium of Instruction in University) – please refer to list of Universities on the requirement per university
10. Medical Certificate – stating that the applicant is physically and mentally fit to study in Japan
11. Personal Data Sheet –CSC Format
12. Certification from the Head/Manager of the Human Resource Development Division stating:
  - That the said applicant has no pending administrative or criminal case
  - That the said applicant has no pending nomination in another course
  - That the applicant has rendered the required service obligation for a scholarship previously enjoyed
  - That the applicant's PES ratings for the two immediate rating periods were at least Very Satisfactory
  - That the applicant is physically and mentally fit to travel and attend training abroad; and
  - That the applicant shall not withdraw from the nomination and once accepted shall complete the course and not be allowed to cancel or terminate the



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scholarship/training without justifiable reason and without giving prior notice to and getting the approval from the JICA and the nominating agency

13. Official Passport Copy

- If not yet available, personal passport copy will suffice. If no passport is available at the time of application, any valid ID containing full name, nationality, sex and date of birth will suffice for the meantime.



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**Enclosure 3: Scholarship Clearance for SDGs Global Leader Program**

**SCHOLARSHIP CLEARANCE**

<b>I.</b>	<b>NAME</b>		
<b>II.</b>	<b>POSITION/DESIGNATION</b>		
<b>III.</b>	<b>PERMANENT STATION</b>		
<b>IV.</b>	<b>Has availed any scholarship program</b>	<input type="radio"/> YES <input type="radio"/> NO	If yes, fill out sections V-X, as applicable
<b>V.</b>	<b>Scholarship Program</b>	Program Type	Title of the Program
		<input type="radio"/> Degree <input type="radio"/> Non-Degree	
<b>VI.</b>	<b>Scholarship Duration</b>		
<b>VII.</b>	<b>Status</b>	<input type="radio"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="radio"/> Withdrawn from the Course (State the reason below)
<b>VIII.</b>	<b>Reasons for the Non-Completion (Must be supported by attachments)</b>	<input type="radio"/> Resignation <input type="radio"/> Transfer <input type="radio"/> Retirement <input type="radio"/> Others  Explain further.	
<b>IX.</b>	<b>Service Obligation</b>		No of months/ years completed
		No. of months/years required	
<b>X.</b>	<b>Reasons for the Non-Completion (Must be supported by attachments)</b>	<input type="radio"/> Resignation <input type="radio"/> Transfer <input type="radio"/> Retirement <input type="radio"/> Others  Explain further.	



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