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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY



**DIVISION MEMORANDUM**

SGOD-2025-0769

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Education Program Supervisors  
Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All Concerned Personnel

Subject: **ADVISORY ON THE EXTENSION OF JDS APPLICATION DEADLINE**

Date: December 23, 2025

Attached is Regional Memorandum HRDD – 2025 – 312 re: **Advisory on the Extension of JDS Application Deadline**. Other details are found in the enclosures, the contents of which are self-explanatory.

For your information and guidance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

**DEC 23 2025**

RECORDS SECTION SDO PANABO CITY

Enclosed: As stated.  
SGOD/ABA/HRDS



**Address:** City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte  
**Telephone No:** (084) 823-1469, (084) 628-4066  
**Email:** panabocity.division@deped.gov.ph  
**Website:** www.depedpanabocity.com



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

December 28, 2025

REGIONAL MEMORANDUM  
HRDD-2025-312

## ADVISORY ON THE EXTENSION OF JDS APPLICATION DEADLINE

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to RM HRDD-2025-292 dated November 17, 2025, be informed that the JDS Scholarship application deadline is extended until December 19, 2025 at 1:00 PM PH Time. The submission of the required documents is acceptable until December 26, 2025. Other relevant details are found in the enclosure.
2. For queries, email [jds.philippines@jice.org](mailto:jds.philippines@jice.org).
3. Immediate dissemination of this Memorandum is desired.

**REBONFAMIL R. BAGUIO**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Encl.: As stated  
*ROH/lrc*

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
RELEASED

By: ✓ Time: Dec. 18, 2025  
(state) ✓

December 12, 2025

To: HR Offices of JDS Scholarship Target Agencies

**RE: Extension of JDS Application Deadline on December 19 (Fri), 2025**

Dear Sir / Madam,

First of all, we would like to express sincere appreciation for all of your great cooperation with us regarding JDS promotion in your agency.

We would like to kindly inform you that the JDS Scholarship application deadline is extended until **December 19th, 2025 (Fri) at 1:00 PM PH Time**. As mentioned below, the submission of the required documents is acceptable until **December 26<sup>th</sup> (Fri), 2025**.

**[IMPORTANT]**

- ✓ **Online Application System will be closed automatically on December 19<sup>th</sup> (Fri) after 1:00 PM.**
- ✓ Even if the applicants cannot prepare all required documents, please still submit the application through Online Application System before the deadline **December 19<sup>th</sup>** by following arrangement.
- ✓ If the applicants CANNOT submit any required documents by the deadline, **please make a "Reason Letter". This Reason Letter will be accepted tentatively in the required document section** and the applicants complete the online application by the deadline.
- ✓ In case the applicants submit the Reason Letter, **the submission of the required documents is acceptable by December 26<sup>th</sup> (Fri), 2025.**
- ✓ There is NO format for the **"Reason Letter"**, so please make sure to explain:
  - **Why** the applicant cannot submit the document by deadline
  - **When** the applicant expects to submit the document
  - Signature of the applicant

For more information and further inquiry,

- JDS Project Office in the Philippines: [jds.philippines@jice.org](mailto:jds.philippines@jice.org)
- JDS Philippines Website: <https://www.jds-scholarship.org/country/philippines/index.html>
- JDS Philippines Facebook: <https://www.facebook.com/jds.philippines/>

Sincerely yours,

小野田幹生

**ONODA Mikio (Mr.)**

Country Officer

Japan International Cooperation Center (JICE)

JDS Project Office in the Philippines

**JICE JDS Project Office in the Philippines**

Unit 20B, 20th Floor, The World Centre, Sen. Gil Puyat Ave., Salcedo Village, Makati City, Philippines  
TEL&FAX 63+(0)2-5310-3548 <https://www.jds-scholarship.org/country/philippines/index.html>

Records



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

1204  
November 17, 2025

REGIONAL MEMORANDUM  
HRDD-2025-292

DISSEMINATION FOR THE CALL FOR SUBMISSION OF NON-TEACHING  
NOMINEES TO THE JDS 2025 SCHOLARSHIP-THE PROJECT FOR HRD  
SCHOLARSHIP

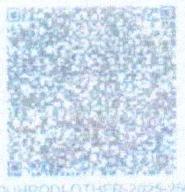
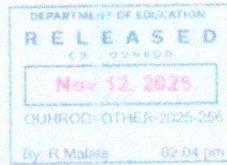
To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OUHRD-2025-3197 from USEC Wilfredo E. Cabral, Undersecretary Human Resource and Organizational Development, entitled: Call for Submission of Non-Teaching Nominees to the JDS 2025 Scholarship-The Project for Human Resource Development Scholarship.
2. Schools Division Offices are requested to submit at least one non-teaching nominee with complete and clearly scanned documents on or before December 3, 2025 through [hrddineapro11@gmail.com](mailto:hrddineapro11@gmail.com). Qualified nominee/s shall be endorsed by the Schools Division Superintendent to the Regional Office through the Human Resource Development Division and the Regional Scholarship Committee.
3. Application and nomination forms can be accessed at <https://jds.scholarship.org/country/philippines/apply.html>. Relevant details are found in the enclosures.
4. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO  
Director

Encl.: As stated  
ROH5/mbt

DEPARTMENT OF EDUCATION  
RELEASED  
By: \_\_\_\_\_ Date: 26 2025  
Time: \_\_\_\_\_



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2025-3197

11/25/2025

2:31

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

14 NOV 2025

FROM : WILFREDO E. CABRAL  
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@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph), following this format on the subject line: [JDSL] (Surname, First Name of Nominee)\_(CO or RO/Bureau/Office).

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 (BHRD) 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 BHRD-HRDD personnel at (02) 8470-6630 or through email at [bhrod\\_hrdd@deped.gov.ph](mailto: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

[BHRD-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
4. University Transcript of Academic Records/TOR	PDF (One file only)	Written in English or accompanied with official translation
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)