

Checklist of Documents to be Submitted by the Applicants

Important Notes

- All documents must be in **English** and typewritten in an A4 sized paper.
- Use the designated forms for the YL Application Form, Additional Required Data Form, Job Report, Young Leader's Certification, and Certificate of Health.
- Course materials and requirement forms can be accessed thru the link below:
 - <https://jica.gigapod.jp/g40ff17cf5dabd7a09e2952c89e2e5732066c85bc>
 - Guest ID: KCCP / Password: rp2wFIA8

Please check whether you have submitted the document:

Requirements to be submitted by the Applicant	
1. Nomination Letter signed by the Department Secretary (or authorized signatory following the nomination protocols of your agency), addressed to: <ul style="list-style-type: none"> • SAKAMOTO TAKEMA Chief Representative JICA Philippine Office 40th Floor, Yuchengco Tower, RCBC Plaza 6819 Ayala Avenue, Makati City 	<input type="checkbox"/>
2. YL Application Form with Japan visa size photo (4.5cm x 3.5cm) in white background. (Handwritten will not be accepted). <ul style="list-style-type: none"> • The applicant should use the downloadable YL Application Form 	<input type="checkbox"/>
3. Additional Required Data Form (Handwritten will not be accepted). <ul style="list-style-type: none"> • The applicant should use the downloadable Additional Required Data Form 	<input type="checkbox"/>
4. Country Report (Handwritten will not be accepted). <ul style="list-style-type: none"> • Refer to Annex 1 of the course's GI 	<input type="checkbox"/>
5. Recommendation Letter from Immediate Supervisor stating the applicant's performance at work and certifying their relevant qualifications in participating in the program. The letter should be addressed to Mr. SAKAMOTO Takema, Chief Representative of JICA Philippine Office.	<input type="checkbox"/>
6. Young Leader's Certification signed by an authorized signatory/officer of the nominating organization (e.g. Human Resource Officer/Training Officer/Supervisor/Head of Office) containing: <ul style="list-style-type: none"> • employment status • no administrative or criminal case • no pending nomination to other local and foreign scholarship/s • no pending service obligation/s from previous training/scholarship/s • PES rating of at least Very Satisfactory for 2 consecutive semesters • non-withdrawal without justifiable reason and without prior notice <p style="text-align: center;"><u>The applicant should use the downloadable Young Leaders Certification Form</u></p>	<input type="checkbox"/>
7. Official Service Record of the applicant from the nomination organization	<input type="checkbox"/>
8. Photocopy of Passport valid at least 6 months from the date of travel.	<input type="checkbox"/>
9. A one-page " As a young leader, what can I do to help my country? " Essay (1 page, A4 size, 1.0 spacing, Arial 11).	<input type="checkbox"/>
10. Certificate of Health from licensed physician stating that the nominee is 'fit to travel and undergo training in Japan'.	<input type="checkbox"/>
11. Results of Laboratory Tests (refer to the Certificate of Health for the laboratory tests to be taken)	<input type="checkbox"/>
12. Valid original NBI clearance obtained within the month since the opening of the application for the program	<input type="checkbox"/>

False information made by the applicant in his/her application will automatically disqualify him/her from the Program.

For applicants from government organizations, kindly ensure that you are following proper endorsement process by contacting your central office. For some government organizations, endorsement by regional or bureau director is enough, and would be a valid basis for the issuance of travel authority when accepted.

Kindly submit the accomplished form and other requirements via email not later than 5pm on the prescribed deadline to:

TRAINING PROGRAM SECTION
Japan International Cooperation Agency (JICA)
40th Floor, Yuchengco Tower, RCBC Plaza
6819 Ayala Avenue, Makati City
Telephone no.: 8889-7119
Email Address: jicapp_tps@jica.go.jp