



## MEMORANDUM

**TO :** ALL CUSTOMS EMPLOYEES

**FROM :** REY LEONARDO B. GUERRERO  
 Commissioner

**SUBJECT :** KOICA-Seoul National University (SNU) Master's Degree Program in Public Management and Public Sector Reforms

**DATE :** March 3, 2022



BOC-03-14063

- 1.0 This is with regard to the invitation to qualified Bureau personnel to the Korea International Cooperation Agency (KOICA) – Seoul National University (SNU) Master's Degree Program in Public Management and Public Sector Reforms to be held from August 12, 2022 to December 31, 2023 at the Graduate School of Public Administration (GSPA), SNU, South Korea.
- 2.0 The objectives for this scholarship are the following:
  - a. To improve the analytical and managerial skills of mid-level public officials in developing countries by offering knowledge about personnel management, public organization, public economies, local government, and policy-making process;
  - b. To train public administration professionals to become changing agents for national development contributing to the economic and social development of their country and the global society as a whole;
  - c. To share Korean experiences of economic and social development and provide practical knowledge on public management and public sectors reforms that accelerated Korea's growth and ultimately assist mid-level public officials in promoting the advancement of their country;
  - d. To facilitate ongoing dialogue between public officials from Korea and participants from KOICA's partner countries.
- 3.0 KOICA will bear the airfare, tuition fees, monthly allowance, accommodation, settlement allowance, scholarship completion grants and insurance of selected scholars.
- 4.0 As per Customs Memorandum Order No. 13-2020 "Policies and Guidelines for the Availment of Scholarship Programs of the Bureau of Customs Personnel," the following additional requirements shall be imposed upon nominees for scholarship programs:
  - a. Must hold a permanent position and have rendered at least two (2) years of continuous service as permanent employees in the Bureau;



- b. Have at least Very Satisfactory performance ratings for the last two (2) consecutive rating periods preceding the period of application for scholarship program;
  - c. Have no foreign or local scholarship grant in the past two (2) years;
  - d. Have no pending service obligation from previous local or foreign scholarship; and
  - e. Have no pending criminal and/or administrative case.
  
- 5.0 Interested applicants must submit the following to the Interim Training and Development Division (ITDD) **on or before March 11, 2022** for evaluation of who will be nominated by the Commissioner:
  - a. Duly signed Endorsement/Recommendation Letter with justification from the Deputy Commissioner, for personnel assigned under Groups, or from the District Collector, for personnel assigned in Collection Districts;
  - b. Duly accomplished Personal Data Sheet with Work Experience Sheet (Civil Service Commission Form No. 212);
  - c. Individual Performance and Commitment Review Form for the last two (2) consecutive rating periods;
  - d. Certification from the ITDD stating that the personnel has no (1) foreign or local scholarship grant in the past two (2) years; and (2) pending service obligation from previous local and foreign scholarship;
  - e. Legal Clearance and notarized Affidavit of No Pending Criminal and/or Administrative Case;
  - f. KOICA Application Form;
  - g. Application Form (SNU Form 1);
  - h. Personal Statement and Study Plan (SNU Form 2);
  - i. Letter of Recommendation (SNU Form 3) from two (2) different recommenders;
  - j. Undergraduate Degree Certificate and Certificate of Undergraduate Transcript;
  - k. Proof of language proficiency;
  - l. Applicants Certificate of Nationality: Copy of unexpired passport, or original/ notarized Certificate of Nationality;
  - m. Birth Certificate;
  - n. Explanatory Statement (optional);
  - o. Curriculum Vitae;
  - p. Certificate of Employment.
  
- 6.0 For more information, you may contact Nicole Headerre Alarcon, ITDD at (02) 8527-4642, 0956-809-4668 and/or [ITDDCustoms@customs.gov.ph](mailto:ITDDCustoms@customs.gov.ph). Kindly visit the KOICA website (<https://www.koica.go.kr/ciat/7815/subview.do?enc=Zm5jdDF8QEB8JTJGYmJzJTJGY2lhdCUyRjE5NTIIMkYzODAxMzUIMkZhcjRjbFZpZXcuZG8IM0Y%3D>) for more information.
  
- 7.0 For your information.