

**MEMORANDUM**

**TO :** ALL CUSTOMS EMPLOYEES

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

**SUBJECT :** KOICA-Yonsei University Master's Degree Program in e-Government and Public Management (Asia)

**DATE :** March 3, 2022



BOC-03-14063

- 1.0 This is with regard to the invitation to the Korea International Cooperation Agency (KOICA) – Yonsei University Master's Degree Program in e-Government and Public Management (Asia) to be held from August 16, 2022 to December 21, 2023 at the Yonsei University, Seoul & Seongnam, Republic of Korea.
- 2.0 The objectives for this scholarship are the following:
  - a. To cultivate core experts who contribute to economic and social development in Asian countries;
  - b. To educate future leaders who can contribute to the development of Asian regions as well as foster bilateral relationships between Asian countries and Korea.
- 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.



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- 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. Yonsei University, Department of Public Administration Forms (Application Form 1 and Personal Statement and Research Plan Form 2);
  - g. Official Bachelor's Certificate of Graduation and Transcript;
  - h. Copy of applicant's passport;
  - i. Copies of both parent's passport;
  - j. Official document indicating parent-child relationship between the applicant and parents;
  - k. Curriculum Vitae;
  - l. Certificate of Employment;
  - m. Proof of English proficiency;
  - n. Recommendation letters (from two recommenders).
- 6.0 For more information, you may contact Nicole Headerre Alarcon, ITDD at (02) 8527-4642, 956-809-4668 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=Zm5jdDF8QE8JTJGYmJzJTJGY2lhdCUyRjE5NTIIMkYzODAxMzUIMkZhcRjbFZpZXcuZG8IM0Y%3D>) for more information.
- 7.0 For your information.