



MEMORANDUM

TO : ALL CUSTOMS EMPLOYEES

FROM : REY LEONARDO B. GUERRERO
 Commissioner

SUBJECT : KOICA-Korea University Master's Degree Program in Finance and Tax Policy

DATE : March 3, 2022



BOC-03-14063

- 1.0 This is with regard to the invitation to the Korea International Cooperation Agency (KOICA) – Korea University Master's Degree Program in Finance and Tax Policy to be held from August 19, 2022 to January 17, 2024 at the Korea University, Seoul, South Korea.
- 2.0 The objectives for this scholarship are the following:
 - a. To develop human resources who can contribute to the socio-economic advancement of developing countries;
 - b. To train the key government experts in the field of finance and tax policy to meet the needs of developing countries;
 - c. To share Korea's economic development experience and train experts who can contribute to global economic development;
 - d. To enhance understanding on Korean industries and corporate management system in 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;



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- 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. Completed application forms (KU GSIS Application Form and KOICA application Form);
 - g. Statement of Purpose (SoP);
 - h. Two Photos (portrait shots): 3.5 x 4.5cm;
 - i. Certificate of Degree of College;
 - j. Official transcripts of all colleges and undergraduate schools (Must be apostilled or consul verified);
 - k. Copy of Passport;
 - l. Two letters of recommendation from professors familiar with the applicants academic work or from professional supervisors;
 - m. Certificate of employment (optional);
 - n. Certificate of English Proficiency (optional): TOEFL, IBT, IELTS or any other proof of English proficiency.
- 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. 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.