



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG-NAPOLCOM Center  
EDSA Corner Quezon Avenue, Quezon City



March 11, 2015

MEMORANDUM CIRCULAR  
No. 2015-30

Signature: *MA*  
Date: 3-11-15  
Control Number: \_\_\_\_\_

TO : ALL PROVINCIAL GOVERNORS, CITY/MUNICIPAL MAYORS,  
PUNONG BARANGAYS, DILG REGIONAL DIRECTORS AND FIELD  
OFFICERS AND OTHERS CONCERNED

SUBJECT : 42<sup>nd</sup> SHIP FOR SOUTHEAST ASIAN AND JAPANESE YOUTH  
PROGRAM (SSEAYP)

The Ship for Southeast Asia and Japanese Youth Program (SSEAYP) is a cultural exchange program that seeks to promote mutual understanding and cooperation between youths in ASEAN Member States and Japan, based on the joint statements between Japan and ASEAN Member States signed in 1974.

SSEAYP also aims to strengthen the youth's spirit of international cooperation and practical skills for international collaboration, and as a result, cultivate the youths who are capable to exercise their leadership skills in various fields in the globalizing society and to contribute in youth development.

In line with the mandated function of the National Youth Commission (NYC) under R.A. 8044, otherwise known as the Youth in Nation-Building Act, the NYC in partnership with DILG and other government agencies is implementing the program.

In this regard, all Local Chief Executives are hereby encouraged to promote, support and/or participate in the program through formal submission of application form or disseminate the information in their respective areas of jurisdiction.

Likewise, all DILG Regional Directors and Field Officers are hereby requested to disseminate this issuance with the attached 42<sup>nd</sup> SSEAYP application form and extend necessary assistance in the promotion of the program.

Application forms may be downloaded from [www.nyc.gov.ph](http://www.nyc.gov.ph) website, and may be sent by e-mail to [sseayp@nyc.gov.ph](mailto:sseayp@nyc.gov.ph). Deadline for submission of application is on March 31, 2015 at 5:00PM. Entries may also be mailed or hand-carried to the National Youth Commission (NYC), 4<sup>th</sup> Floor Bookman Building, 373 Quezon Avenue, Quezon City 1113.

For clarification/inquiries, please coordinate with the SSEAYP Secretariat at (02) 416-2833 or CP No. (0906)3066126.

For the information and guidance of all concerned.

*Mar Roxas*  
MAR ROXAS  
Secretary



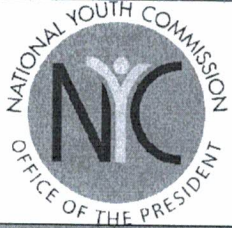
DILG-OSEC OUTGOING 15-00675



<b>Passport Information</b>	Passport No.:	Place of Issue:
Date of Issue:	Date of Expiry:	
<b>Other Information</b>	Special Skills or Talents:	
Food Restrictions:	Allergies:	
Dialect(s) or Foreign Language(s) Spoken:		
<b>Character References (Not related to you within the third degree of consanguinity or affinity)</b>		
<b>Name</b>	<b>Occupation</b>	<b>Address and Telephone No.</b>
<b>Kindly Answer the Following Questions Truthfully and Honestly</b>		
Please name any member of the SSEAYP Alumni Association you know		Relationship
Have you availed of any program or scholarship grant offered by the Japanese government? [ ] No [ ] Yes If yes, please indicate the program and year _____		
Have you attended any seminar, conference or trainings abroad? [ ] No [ ] Yes If yes, please indicate the program and year _____		
Are you on a scholarship granted by the Department of Science and Technology (DOST)? [ ] No [ ] Yes If yes, please indicate. _____		
Are you suffering from any illness? [ ] No [ ] Yes, please specify _____		
<b>SWORN STATEMENT</b>		
I hereby certify upon my honor that all facts and information indicated herein are true and correct to the best of my knowledge. I further declare that any information given by me that is untrue may constitute a ground for expulsion in the SSEAYP and prosecution for perjury.		
I expressly authorizes the National Youth Commission or its representatives to use, share and process personal information that I have provided, shared, or declared in this form/document/site for any lawful purpose.		
Further, I subscribe and agree that the National Youth Commission has the sole prerogative to select and nominate the National Leader to the Ship for Southeast Asian and Japanese Youth Program [SSEAYP], and its decision is final and executory.		
I hereby commit myself to be available over the 3 months prior to the program: pre-departure training, pre-departure activities, cruise, and post-program evaluation.		
IN WITNESS hereof, I am executing and signing this statement voluntarily without compulsion.		
		_____ Signature
Date accomplished: _____		

Qualifications	Application Documents
<ol style="list-style-type: none"> <li>1. Filipino citizen;</li> <li>2. Must be 35 to 55 years old as of April 30, 2015;</li> <li>3. Must not have been charged with any case in any courts;</li> <li>4. Physically and mentally fit to travel;</li> <li>5. Experienced in handling or managing or supervising groups;</li> <li>6. Must have a strong background and knowledge in Philippine, ASEAN and Japan history, geography, culture, and government; and</li> <li>7. Any of the following may apply: <ol style="list-style-type: none"> <li>a) A government employee or official with permanent appointment or status whose position is not lower than supervisory</li> <li>b) An appointed official whose term will not expire before the Post-Program evaluation</li> <li>c) Private sector employees who have substantial involvement with the youth sector or active membership in socio-civic organizations for at least five (5) years and of managerial position who are duly certified and endorsed by the head of the institution they represent</li> <li>d) A former participating youth</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1. One (1) copy of application form, with a passport-sized photo attached. Photo should have a white background, original, and not scanned</li> <li>2. One (1) copy of the applicant's resume (maximum of 3 pages per set, no additional attachments)</li> <li>3. For elective officials, (1) copy of a clearance issued by the Office of the Provincial Prosecutor/Ombudsman/Sandiganbayan/CSC that the applicant has no pending administrative/criminal case</li> <li>4. For government employees, (1) copy of a clearance issued by the Office of the Provincial Prosecutor/Ombudsman/Sandiganbayan/CSC</li> </ol>





# 42<sup>nd</sup> SSEAYP

## Ship for Southeast Asian and Japanese Youth Program

### Application Form for NATIONAL LEADER (NL)

#### Personal Information

Surname: \_\_\_\_\_  
 First Name : \_\_\_\_\_  
 Middle Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
 Sex: [ M ] [ F ] Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
 Official Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Tel. No.: (\_\_\_\_) \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Religion : \_\_\_\_\_ Civil Status: \_\_\_\_\_  
 Present Occupation/Position: \_\_\_\_\_ Years of Service: \_\_\_\_\_  
 Name of Institution: \_\_\_\_\_  
 Address of Institution: \_\_\_\_\_

Passport-sized Photo

Date taken: \_\_\_\_\_

If married, Name of Spouse: \_\_\_\_\_ Occupation: \_\_\_\_\_

How many children do you have? \_\_\_\_\_ How old are they? \_\_\_\_\_

#### Educational Background

	Name of School	Course / Inclusive Dates	Honors Received
Elementary			
Secondary			
Tertiary			
Vocational			
Post Graduate			

#### Scholarship Grants (Maximum of 3 grants)

Name of Scholarship Grants	Donor	Inclusive Dates	Honors Received

#### Extra-Curricular Activities (For the last 5 years, insert rows if necessary)

Name of Organization	Position	Years of Membership	Contact Person / Contact No.

#### Related Trainings and Seminars Attended (For the last 5 years, insert rows if necessary)

Title of Seminars/Trainings Attended	Inclusive Dates	Conducted by	Contact No.

#### Work Experiences (For the last 5 years, insert rows if necessary)

Name of Company / Contact No.	Position	Inclusive Dates	Salary

### Requirements

1. Must be committed to training sessions over the three (3) months prior to the program; and
2. Any of the following shall be disqualified as an applicant:
  - a) Grantee or recipient of any NYC-coordinated international program, which round-trip airfare, food and accommodation were borne by the organizers, for at least two (2) years immediately preceding the date of application;
  - b) Grantee or recipient of NYC-coordinated international program, which round-trip airfare was shouldered by the participant, at least one (1) year immediately preceding the date of application;
  - c) Any individual who is known to have a pending transaction with any incumbent NYC official within the course of the latter's official duties or in connection with any operation being regulated which may be affected by the functioning of his office.

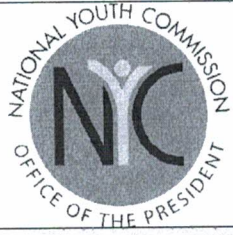
### Submission of Application Documents

1. Applications for the SSEAYP may be hand-carried, mailed or emailed to the National Youth Commission Central Office.
2. The deadline for submission of complete documents is on **March 31, 2015 at 5:00 PM.**
3. For hand-carried applications, they may be submitted not later than 5:00 pm of the set deadline to:
 

Regional Youth Development Division, National Youth Commission, 4<sup>th</sup> floor, Bookman Building, 373 Quezon Avenue, Quezon City  
(02) 416-3570
4. For submission through mail, the SSEAYP Secretariat should receive the requirements post marked on or before the set deadline.
5. Application documents, together with the scanned requirements may be submitted online to **sseayp@nyc.gov.ph** on or before the set deadline.
 

E-mails must contain the following **Subject** format: **NL (Surname, First Name)**  
*Example: NL Laurel, Criselda Joy*
6. Applicants with incomplete requirements by 5:00 pm on the set deadline shall automatically be disqualified.





# 42<sup>nd</sup> SSEAYP

Ship for Southeast Asian and Japanese Youth Program

## Application Form for PARTICIPATING YOUTH (PY)

### Personal Information

Surname: \_\_\_\_\_  
 First Name : \_\_\_\_\_  
 Middle Name: \_\_\_\_\_ Nickname: \_\_\_\_\_  
 Sex: [ M ] [ F ] Age: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
 Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
 Official Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Tel. No.: (\_\_\_\_) \_\_\_\_\_ Mobile No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Religion : \_\_\_\_\_ Civil Status: \_\_\_\_\_  
 Present Occupation/Position: \_\_\_\_\_ Years of Service: \_\_\_\_\_  
 Name of Institution: \_\_\_\_\_  
 Address of Institution: \_\_\_\_\_

Passport-sized Photo

Date taken: \_\_\_\_\_

**REGION TO BE REPRESENTED:**

Father's Name: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Mother's Name: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 No. of Brother/s: \_\_\_\_\_ No. of Sister/s: \_\_\_\_\_

Educational Background	Name of School	Course / Inclusive Dates	Honors Received
Elementary			
Secondary			
Tertiary			
Vocational			
Post Graduate			

### Scholarship Grants (Maximum of 3 grants)

Name of Scholarship Grants	Donor	Inclusive Dates	Honors Received

### Youth Organizations/Youth Serving Organizations Affiliations (List 6 entries only)

Name of Organization	Position	Years of Membership	Contact Person / Contact Number

### Related Trainings and Seminars Attended (List 6 from present to previous for the last 3 years)

Title of Seminars/Trainings Attended	Inclusive Dates	Conducted by	Contact No.





Qualifications	Application Documents
<ol style="list-style-type: none"> <li>1. Filipino, single, must be 18 to 30 years old, as of April 30, 2015;</li> <li>2. Must not have been charged with any case in any courts;</li> <li>3. Physically and mentally fit to travel;</li> <li>4. Must be residing at the place of representation for at least six (6) months at the time of application. *               <ol style="list-style-type: none"> <li>a) If not employed nor studying, must be residing in the region to be represented for at least two (2) years immediately preceding the date of application;</li> <li>b) If employed, the applicant must be working in the region to be represented for at least six (6) months immediately preceding the date of application;</li> </ol> </li> <li>5. Must be an active officer or member of a youth or youth servicing organization for at least one (1) year immediately preceding the date of application; and</li> <li>6. Must have a strong background and knowledge in Philippine, ASEAN and Japan history, geography, culture, and government.</li> </ol>	<ol style="list-style-type: none"> <li>1. One (1) copy of application form with a passport-sized photo. Photo should have a white background, original and not scanned</li> <li>2. One (1) original copy of the Certificate of Residency issued by the Punong Barangay where the applicant is currently residing</li> <li>3. One (1) original copy of a certification from the organization that the applicant is an active member for at least one (1) year immediately preceding the application period</li> <li>4. A photocopy of a COMELEC Identification Card (ID) or one (1) original copy of a certification from COMELEC that the applicant is a bonafide voter of a particular district</li> <li>5. A photocopy of an authenticated Birth Certificate from NSO</li> </ol>
Requirements	
<ol style="list-style-type: none"> <li>1. Preferably a first-time international traveler;</li> <li>2. Must be committed to training sessions over the three (3) months prior to the program; and</li> <li>3. Must present youth policy recommendations on youth in agriculture and disaster risk reduction and management on ASEAN perspective.</li> </ol>	
Submission of Application Documents	
<ol style="list-style-type: none"> <li>1. Applications for the SSEAYP may be hand-carried, mailed or emailed to the National Youth Commission Central Office.</li> <li>2. The deadline for submission of complete documents is on <b>April 15, 2015 at 5:00 PM.</b></li> <li>3. For hand-carried applications, they may be submitted not later than 5:00 pm of the set deadline to:           <p style="margin-left: 40px;">Regional Youth Development Division, National Youth Commission, 4<sup>th</sup> floor, Bookman Building, 373 Quezon Avenue, Quezon City (02) 416-3570</p> </li> <li>4. For submission through mail, the SSEAYP Secretariat should receive the requirements post marked on or before the set deadline.</li> <li>5. Application documents, together with the scanned requirements may be submitted online to <a href="mailto:sseayp@nyc.gov.ph">sseayp@nyc.gov.ph</a> on or before the set deadline.           <p style="margin-left: 40px;">E-mails must contain the following <b>Subject</b> format: <b>Region (Region Code/Number) – PY (Surname, First Name)</b>  <i>Example: Region VI – PY Dela Cruz, Juan</i>  <i>Region CARAGA – PY Santiago, Maria</i></p> </li> <li>6. Applicants with incomplete requirements by 5:00 pm on the set deadline shall automatically be disqualified.</li> </ol>	