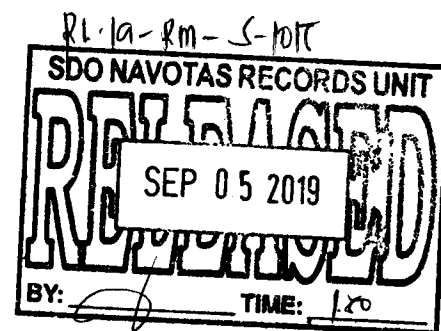



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF NAVOTAS CITY
Bagumbayan Elementary School Compound
M. Naval St., Sipac – Almacén, Navotas City



MEMORANDUM

To: OIC-Assistant Schools Division Superintendent
Chief of the CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Secondary School Principals
All Others Concerned



From:  **MELITON P. ZURBANO**
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Date: September 4, 2019

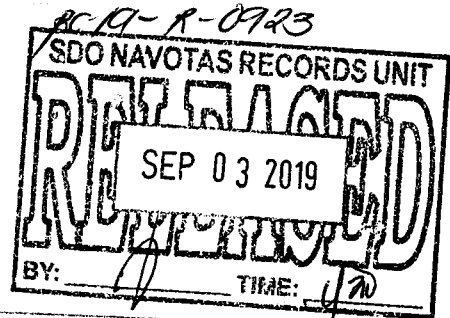
Subject: **CALL FOR THE NOMINATIONS TO THE JAPAN EAST ASIA
NETWORK OF EXCHANGE STUDENTS AND YOUTH (JENESYS)
2019: JAPANESE LANGUAGE COMMUNICATION EXCHANGE**

1. Attached is the copy of DepEd Regional Memorandum ROP-2019- 49 dated August 30, 2019, re: **“Call for the Nominations to the Japan East Asia Network of Exchange Students and Youth (JENESYS) 2019: Japanese Language Communication Exchange”**, contents of which are self-explanatory, for information and appropriate action.
2. Particular attention is invited to the enclosed Application Guidelines. In this regard, schools are encouraged to send nominees for this program. Deadline for submission is on or before September 9, 2019 for the division screening.
3. Immediate and wide dissemination of this Memorandum is desired.





Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



ROP-2019- 49
MEMORANDUM

TO : Schools Division Superintendents

FROM : **WILFREDO E. CABRAL**
Director III
Officer-in-Charge
Office of the Regional Director

SUBJECT : Call for Nominations to the Japan East Asia Network
of Exchange Students and Youth (JENESYS) 2019:
Japanese Language Communication Exchange

DATE : August 30, 2019

1. In partnership with the Japanese Government, through the Japan International Cooperation Center, DepEd NCR is calling for nominations for **high school students** to participate in the above-captioned program covering October 23-31, 2019, in Iwate Prefecture, Tokyo, Japan.
2. Relative to this, Schools Divisions are requested to submit the names of nominees for the regional screening, properly endorsed by the Schools Division Superintendent, on or before September 11, 2019, (**Attention: Ms. Leah N. Bautista**). Please find the attached program briefer, for reference and the enclosed entry form, for submission.
3. **Division Youth Formation Coordinators are enjoined to ensure that nominees have accomplished all the necessary pre-requisites before submission to the regional screening committee.**
4. Immediate dissemination of this Memorandum is desired.

/lanb.rd.off

09-0860-19

Work toward excellence. . . play to win!

JENESYS²⁰¹⁹

Application Guidelines for JENESYS2019 Inbound Program

Group Theme: Japanese Language Communication, Japanese Culture Exchange

(Country: Philippines)

1. Overview

JENESYS2019 is a people-to-people exchange program between Japan and the Asia-Pacific region launched by the Government of Japan, and will succeed JENESYS2018.

This program will include approximately 3,100 people who will be sent to or from Japan and the Asia-Pacific region in a year. Participants are expected to proactively disseminate information on Japan's attractions and contribute to promoting sustained attention to Japan.

*JENESYS: Japan-East Asia Network of Exchange for Students and Youths

2. Objectives

- (1) To promote mutual trust and understanding among the peoples of Japan and the Asia-Pacific region, and to build a basis for future friendship and cooperation.
- (2) To encourage an understanding of Japan's economy, society, history, diverse culture, politics and diplomatic relations.
- (3) To promote proactive dissemination on Japan's attractive points through all available methods of publication and communication.

3. Outlines of the Program

- (1) Period of the Program: 23 October, 2019 – 31 October, 2019 (Period of Stay in Japan)
- (2) Expected total number of the participants: 21, including 1 supervisor
- (3) Country of participants : Philippines
- (4) Language: English
- (5) Place: Tokyo/ Iwate-prefecture
- (6) Contents:
 - (i) To attend lectures related the theme.
 - (ii) To visit site(s) related the theme.
 - (iii) To exchange through Japanese Language Communication, Japanese Culture Exchange.
 - (iv) To visit traditional culture sites and school exchange with Japanese youths of same generation in Iwate prefecture.
 - (v) To have workshop/reporting session.

- (vi) To make courtesy.
- (vii) To convey/spread information about Japan's attractions by SNS during and after the program, the implementation of each action plan after returning home, and cooperation to questionnaire for three months after returning

4. Qualifications for Participations

- (1) Must have nationalities of Philippines
- (2) Must understand and agree to the purpose of JENESYS 2019 and this guideline.
- (3) Must be high school student who is learning Japanese language
*Supervisor must be under 35 years old as of the program date.
- (4) Must be in good health.
Persons affected with chronic diseases (diagnosed or undiagnosed) might be accepted by presenting medical certificate and/or declaration of consent. Pregnant person shall not join the program.
 - (i) Chronic Diseases
In principle, applicants who suffer from chronic diseases are not allowed to participate in the program. Chronic diseases include: Chronic lung disease (asthma, chronic obstructive lung disease, etc.), Immunodeficiency state (T cell immunodeficiency etc.), Chronic heart disease (congenital heart disease, coronary artery disease etc.), Metabolic disease (diabetes), renal dysfunction, obesity, myasthenia gravis, etc.
 - (ii) Pregnancy
Pregnant applicants will not be accepted to participate in this program for the reasons related to the health of such applicants.
 - (iii) Body Temperature
If a participant's body temperature is 37.5°C or higher on the day of departure, he/she shall not be able to depart for Japan and shall not be eligible to participate.
- (5) Must keep group behavior.
- (6) Must commit to sharing and disseminating information on Japan and on their experiences in the program respectively by Social Networking Service (SNS) during and after the program and/or their publications etc., and have a Facebook account for active postings.
- (7) Must commit to cooperating for the questionnaires during and after the program and Post-Return Activities.
- (8) Persons correspond to any of the following conditions shall be disqualified;
 - Already studied/stayed in Japan for over 3 month period.
 - Already participated in JENESYS/KIZUNA, SSEAYP (Ship for South East Asian Youth Program), JICA, Japanese Government (Monbukagaku-Shou: MEXT) Scholarship Program, Invitation Program of JF (Japan Foundation), JNTO (Japan National Tourism Organization) or AOTS* (HIDA**).
 - *Association for Overseas Technical Cooperation and Sustainable Partnerships
 - **The Overseas Human Resources and Industry Development Association (the previous name of AOTS)
- (9) Additional consideration will be given to applicants who are:
 - (i) Engaged in activities which are related to Japan or Japanese culture, etc.
 - (ii) Majoring in Japan-related studies

【For Supervisor/Leader】

- (10) Applicants must supervise participants as an educator for the smooth implementation of the program.

See Annex 1 for the roles of supervisors/Leaders for JENESYS2019. Further details of the roles of the Supervisors/Leaders will be explained upon arrival in Japan by JTB.

5. Necessary Procedure for Application/Selection of Participants

All of the following application documents shall be submitted to the responsible organization.

(1) Entry Form (Form attached : Annex2)

The form shall be completed electronically and send in EXCEL format (not PDF).

(2) Passport Sized Photograph

A passport sized photograph taken within the latest 3 months shall be attached in the space provided on Application Form. A digital photograph shall be accepted, however, it shall be a passport styled photograph.

Please note that selfies or photographs not in a white background shall not be accepted.

(3) Scanned Copy of the Applicant's Passport (Pages of photograph and the "ENDORSEMENT")

If an applicant does not have a valid passport, such applicant shall immediately obtain a valid passport and submit the photocopy of the page of the photograph as soon as the decision was made for the acceptance of the applicant to the program.
(As a general rule, the participants shall have a passport valid for more than 6 months at the time of entry to Japan.)

* Visa must be applied on your own.

("Letter of Guarantee" and "Letter of Reason for Invitation" will be prepared by JTB.)

* Visa is not required for the following cases (as of March,2019) ;

【Ordinary Passport holder】

Brunei / Malaysia (IC passport) / Singapore / Thailand (IC passport)

【Official Passport holder】

Cambodia / Indonesia / Laos / Thailand/ Vietnam

(4) Letter of Understanding (Form attached : Annex3)

Each participant shall be requested to review carefully the conditions described in the Letter of Understanding before applying to the program. The Letter of Understanding must be signed by the applicant (or Parent/Guardian for participants under the age of 18).

Deadline to submit the required documents: 20. September, 2019

【Requests for Focal Point/Selecting Agency】

- (i) Participants' List (form attached : Annex4) shall be sent to JTB by the deadline.
- (ii) Requirements prepared and presented by the participant shall be verified if

satisfactorily fulfilled or not. The presented Entry Form shall be verified to review if the participant may be well qualified or not. If any parts of the Entry Form are improperly filled or left blank, the participant shall be requested to fill the Form properly.

(iii) The deadline for the submission of the documents shall be observed strictly. If any of the documents fails to reach JTB by the deadline, the applicant shall not be considered applicable for the program.

(iv) The corresponding data shall be sent directly to JTB under password protection by e-mail.

Address : jenesys2019asean@jtb.com

Password : asean19

Query : Application Documents

Group Theme: Japanese Language Communication, Japanese Culture Exchange in the mail title

6. Participants' Handbook

After a notification results to the applicants, a tentative program in Japan and Participants' Handbook for JENESYS2019 prepared/created by JTB will be provided to the participants by e-mail.

The Participants' Handbook contains information about the outline of the Program, travel information, travel tips on how to stay in Japan etc. The participants are highly requested to read the handbook carefully so that they can sufficiently prepare for the participation in the program.

*Some Focal Points/the Embassy of Japan shall have an orientation meeting before departure.

*On the departure day, if the participant has either of the following symptoms, the leader/supervisor decides if the participant may travel or not after consultation with Focal Point or the Embassy of Japan.

Anyone with a body temperature over 37.5°C shall not travel to Japan.

☐Feeling feverish or chilly ☐Sore throat ☐Cough ☐Stuffy or runny nose

☐Headache or muscle ache

7. Post-Arrival Orientation in Japan

After the participants' arrival in Japan, JTB shall hold an orientation to explain matters below;

- (1) Outline of JENESYS2019
- (2) Program schedule
- (3) Introduction of Japan; its lifestyle and customs
- (4) Questionnaire for participants
- (5) Dissemination on Japan's attractive points

(6) Others

8. Post-Return Activities and Questionnaires (Mandatory)

All participants shall be required to share their experiences/knowledge acquired through the visit to Japan with friends, family or people in the local community, etc. in order to disseminate the current/accurate understandings on Japan, and to report their activities to the Embassy of Japan in their country.

Each participant shall submit questionnaires on his/her experience/impression in the visit to Japan after return to their countries (within 3 months after the program). The questionnaire shall be sent to each participant approximately within 3 months after the program. In addition, participants shall be highly expected to develop policy recommendations related to their field based on their experience in Japan and to share their findings and experiences in their field publicly and with peers by delivering presentations and disseminating information on Japan through all available methods of publication and communication.

All participants shall be requested to fill it out and return it to JTB. The Government of Japan is also likely to contact participants to share announcements about nearby programs on Japan or invite program alumni to Japan-related events. The participants shall be requested to report their post-program activities and to continue exchanging opinions and information with Japanese people through the online community sites of the Ministry of Foreign Affairs of Japan (MOFA)* and JTB**.

*Facebook of Youth Exchange Program of MOFA:
<https://www.facebook.com/youthexchange.mofa>

** JTB Youth Exchange Program
Under construction

9. Terms and Conditions

(1) The Arrangements and Expenses Covered by the Program

- Round trip international air tickets from/to the international airport in the participant's home country and to/from Japan. An economy class seat is applied.

*Excess baggage charge shall be incurred by the participant, if any.

*International departure and arrival airport cannot be changed for any reason.

- Overseas travel accident insurance

*Chronic diseases, dental diseases and pregnancy diagnosed by a Japanese medical doctor and cases disapproved by the insurance company will NOT be covered by the insurance. Expenses for above mentioned matters are to be incurred personally.

Insurance	Coverage	Amount (JPY)
Accident	Death Benefit	¥10,000,000
	Physical Impediment Benefit	¥10,000,000
	Medical Expense	¥10,000,000
	Sickness Medical Expense	¥10,000,000
Rescuer's Expense		¥3,000,000
Personal Liability		¥50,000,000

- For scheduled activities in Japan

- ✓ Accommodation
- ✓ Transportation
- ✓ Meals
- ✓ Admission fees

*No cash allowance is provided to participants including supervisors/leaders .

*Participants are expected to bear personal expenses, such as passport fees, fees for vaccination, excess baggage charges, travel expenses between their home and departure airport, fees for accommodation and meals in their countries, and fees for purchasing souvenirs or personal goods before or during the program.

(2) Cancellation Policy

The participant shall be fully responsible for the costs incurred by JTB, if a cancellation of all or a part of the program is made due to the applicant's own reason just before the start of the program.

The participant shall make payments for such costs immediately when JTB requests the participant to make such payments in the way as instructed by JTB.

Such payments shall be made for the cost incurred by JTB for unused portion of the arrangements, even if no additional payments are made by JTB due to such cancellation.

Once accepted the participant's application and arranged the flight and accommodation, participants are likely to be responsible for costs associated with cancellations or unexpected changes which are attributable to the participants and due to reasons other than medical or personal emergencies.

(3) Participants shall NOT be allowed to do any of the following actions;

- ✓ To take the flight or the class of flight different from those designated by the program even if there is no additional cost;
- ✓ To take someone (family, friend or any person of similar position) with the participant as a companion;
- ✓ To skip the official program including scheduled meals or visits for personal reasons such as meeting with someone (relative, friend in Japan, or any person of similar position);
- ✓ Not to stay in the designated accommodation by the program;
- ✓ To arrive before starting the program;
- ✓ To remain in Japan after the program;
- ✓ To travel to the third country on the way to Japan or back to home country;
- ✓ To violate the laws or regulations of Japan. A violator shall be subject to penalties under the Japanese law and;
- ✓ To interrupt the program.

(4) Rules during Stay in Japan

- ✓ All participants have to attend all the programs planned by JTB and they need to follow the rules/guidelines indicated by JTB.
- ✓ Participants that interrupted the program shall be dismissed and shall be responsible for cancellation fees and leaving Japan at their own expense.
- ✓ The participants, including supervisors/leaders, shall stay in a twin or triple room. Sharing the room with person from other country is likely to be necessary depending on the case.

*If homestay is included as a part of program, supervisors will not homestay.

- ✓ JTB will try to prepare the followings matters if necessary for religious reasons. However, such matters are likely to be unavailable depending on situations.

◇ Time and place for prayers

◇ Meals suitable for persons with food restriction for religious reasons

The program schedule shall be followed strictly. Therefore, it is impossible for the participants to have time to meet friends or relatives in Japan during the program.

*This program has no free time.

In the event a participant catches the flu during their stay in Japan, such participant shall be quarantined for 5 days according to Japanese regulation. If the

quarantine period overlaps with the date of departure from Japan, the participant's return flight shall be postponed.

(5) Photographs/Videos Taken during the Program

While participating in the program, photographs and videos, participants' comments, etc. are likely to be recorded by JTB or other participating organizations. In addition, all of the participants shall agree that such photographs, comments and contents posted to SNS by participants may be used in various media for the purpose of introducing JENESYS2019 or in business reports.

The participant shall agree to grant permission to JTB and the organizations participating in the program to use his/her photographs, films, or recorded items taken or collected during the program. The participant shall authorize the publication of his/her name and pictures, the sound/video recordings of his/her voice, and printed/electronic copy of his/her information, in any and all media including, without limitation, cable/broadcast television, internet, newspaper, magazines, brochures or other printed media for all purposes including, but not limited to, promotion, advertising, meetings, and educational conferences. This permission shall extend to all languages, media or formats currently or hereafter devised, and shall continue without time limit unless the participant revokes the permission in writing to JTB.

(6) Respect for Japanese Law and Regulations

During the stay in Japan, participants shall respect the laws and regulations of Japan, and any violators shall be subject to penalties under Japanese law. Any legal dispute arising out of the application and admission of, or relating to, this program between the participants and the Government of Japan or JTB shall be governed by and construed in accordance with the domestic laws of Japan, without regard to principles of conflicts of laws, and shall be subject to the exclusive jurisdiction of the applicable courts in Japan.

(7) The Attribution of Responsibility during the Program

All participants shall agree to release JTB (including its employees and agents) of and from any and all claims, demands, damages, losses, liabilities and expenses including, without limitation, reasonable attorneys' fees and expenses (collectively, "Claims") arising from or relating to a participant's participation in JENESYS2019; provided, however, that this release shall not apply to any Claims related to or arising from JTB's gross negligence, bad faith or wilful misconduct. Finally, all participants shall agree to indemnify JTB (including its employees and agents), and hold it harmless, of and from any and all claims arising from or relating to their breach of the terms and conditions of this Application Guideline.

All participants shall take responsibility for any and all consequences of his/her own behaviour not obeying any rules, regulations or warnings, or injury, loss or damage to any person or property due to his/her accident, theft, crime or any conduct. The participant shall agree to indemnify, defend and hold JTB and its staff free from/against any and all claims, demands or liabilities as a result of his/her own

conduct. JTB shall in no manner be responsible for such troubles.

10. Personal Information Protection (Attached : Annex5)

Personal information collected under JENESYS2019 shall be treated in compliance with Personal Information Protection Law in Japan. JTB shall ensure the appropriate handling of personal information.

JTB may provide personal information to publishers, cooperation organization, etc. in order to operate and report the program by means of postal mail, fax or E-mail. Personal information shall not be used for any purposes other than operating and reporting the program.

The participants shall disclose their personal information to JTB at their sole discretion. If the participants refuse to disclose such information, difficulties in the operation of the program are likely to occur. Therefore, the participants shall be requested to understand and provide consent to the provision on personal information.

11. Inquiries

Questions relating to the JENESYS 2019 shall be e-mailed to JTB at jenesys2019asean@jtb.com). Please enter **“Query: JENESYS2019 Group Theme: Japanese Language Communication, Japaese Culture Exchange”** in the mail title as the subject heading.

Implementing Agency: JTB Corp.(JTB)

The JTB Group

- Established: November 12, 1963 (Founded: March 12, 1912)
- Number of employees: 28,510 (JTB Group employees as of March 31, 2019)

The JTB Group was founded as the “Japan Tourist Bureau” in 1912, with the objective of contributing to Japan’s economy by welcoming overseas travellers to Japan. For over 100 years since then, the JTB Group has been the driving force behind Japan’s tourism industry.

The JTB Group is building an expansive network that currently covers 143 cities and 510 offices across 39 countries/regions. In keeping with the JTB Group philosophy of “Contributing to the realization of a peaceful and enriched society by creating opportunities for human exchange and interaction across the world stage”, around 29,000 JTB Group employees worldwide work in close coordination to offer high value services.

Annex

- 1 Role of Supervisors/Leaders for JENESYS2019 ASEAN
- 2 Entry Form
- 3 Letter of Understanding
- 4 Participants' List Form
- 5 Handling of Personal Information

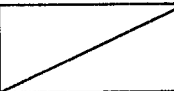
JENESYS2019

Reg.No. _____

Entry Form for JENESYS2019 for Inbound Program
Group Theme: Japanese Language Communication, Japanese Culture Exchange
(Country: Philippines)

- * Read and confirm Qualifications for Participants in the Application Guidelines for JENESYS2019 before filling out this Entry Form.
- * Refer to the Sample and Fill in All the relevant Columns and Sections . Blank Columns are Not Accepted.
- * Please submit the Scanned Copy of your Passport (Pages of photograph and the "ENDORSEMENT")

1. Personal Information*** Please fill in the form in BLOCK LETTERS.**

Photo (taken within 3 months) Please write your name on the back of your photo.	Full Name (Exactly the same as your passport , make sure to check the Endorsements)					
	Given name (English)		Family Name (English)		Middle Name (English) (if any)	
	Full Name (in Mother language)					
Date of Birth (as shown on your passport)	(Day)	(Month)	(Year)		Age (as of the starting day of the programme)	
Nationality					Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> married <input type="checkbox"/> Widowed <input type="checkbox"/> divorced					
Religion	<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> No Religion <input type="checkbox"/> Others ()					
Mother Tongue						
Passport	Number			Type of Passport (*MRP : Machine-Readable Passport)		
				<input type="checkbox"/> Private <input type="checkbox"/> Diplomat <input type="checkbox"/> Official		
				<input type="checkbox"/> MRP <input type="checkbox"/> Not MRP		
	Date of Issue (Day) (Month) (Year)			Date of Expiry (Day) (Month) (Year)		
*If you have a valid passport, please fill in the passport section. **If you don't have a passport, please leave the section blank.						
Social Media User Account(s)	Facebook		Twitter		Instagram	
	others		*Japanese government and JTB might use your postings related to this program through above mentioned SNS in our reports and website, that will possibly be open to the public.			
Current Address	Address:					
	Tel:			Mobile:		
	E-mail:					
	*Regarding your E-mail address, please write the most sure one, so that notices or requests from JTB or Japanese government will be sent to that address after the program. (only one mail address)					
*If you do not have phone at your current address, please write contact person , phone number and e-mail.	Name :		Phone Number :		E-mail :	
Contact Person in Emergency *It shall be your parent. *If you live with him/her, please leave address blank.	Full Name					Relationship
	Address:					
	Tel:			Mobile:		
	E-mail:					
	Profession/Occupation:					

2. Health Condition

Blood Type	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> O <input type="checkbox"/> AB <input type="checkbox"/> UNKNOWN
Health Condition	<input type="checkbox"/> Good (Nothing to declare) <input type="checkbox"/> I have been diagnosed (serious disease) Name of disease : () <input type="checkbox"/> Fully recovered <input type="checkbox"/> Under treatment <input type="checkbox"/> Having Chronic disease Please specify: <div style="margin-left: 20px;"> <input type="checkbox"/> chronic lung disease (asthma, chronic obstructive lung disease etc.) <input type="checkbox"/> immunodeficiency state (T cell immunodeficiency etc.) <input type="checkbox"/> chronic heart disease (congenital heart disease, coronary artery disease etc.) <input type="checkbox"/> metabolic disease (diabetes) <input type="checkbox"/> renal dysfunction <input type="checkbox"/> obesity <input type="checkbox"/> myasthenia gravis <input type="checkbox"/> infectious diseases (Specified:) <input type="checkbox"/> others () </div> <p>* Medical treatment cost related to the chronic disease is not covered by the programme insurance.</p>
Medicine	<input type="checkbox"/> Not taking any medicines <input type="checkbox"/> Taking medicines regularly (Specified:)
Pregnancy	<input type="checkbox"/> No <input type="checkbox"/> Yes *Pregnant women <u>cannot</u> participate in JENESYS 2019 Programme owing to maternal and child health reason.
Physical Difficulty	<input type="checkbox"/> No <input type="checkbox"/> Yes (Specified:)
Food Allergies (which may cause allergic reaction)	<input type="checkbox"/> None <input type="checkbox"/> Shrimp <input type="checkbox"/> Crab <input type="checkbox"/> Shellfish <input type="checkbox"/> Fish <input type="checkbox"/> Egg <input type="checkbox"/> Pork <input type="checkbox"/> Beef <input type="checkbox"/> Chicken <input type="checkbox"/> Mutton/Lamb <input type="checkbox"/> Others ()
Food Restriction (for religion or custom reason)	<input type="checkbox"/> None <input type="checkbox"/> Shrimp <input type="checkbox"/> Crab <input type="checkbox"/> Shellfish <input type="checkbox"/> Fish <input type="checkbox"/> Egg <input type="checkbox"/> Pork <input type="checkbox"/> Beef <input type="checkbox"/> Chicken <input type="checkbox"/> Mutton/Lamb <input type="checkbox"/> Others ()
Dietary Requirements	<input type="checkbox"/> None <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <input type="checkbox"/> Halal <input type="checkbox"/> Others ()
*Please be noted that the meals provided in the program cannot meet all the requests from the participants.	
Other Allergies and Restriction	<input type="checkbox"/> None Physical reason : <input type="checkbox"/> Dogs <input type="checkbox"/> Cats <input type="checkbox"/> House dust <input type="checkbox"/> Others () Religion or Custom reason : <input type="checkbox"/> Dogs <input type="checkbox"/> Cats <input type="checkbox"/> House dust <input type="checkbox"/> Others ()

3. School / University / Organization

Information of your High School / University	Name of School / University		Location (city,province)	
	Tel:		Fax:	
	Field of study or Name of Faculty / Department (for university student only)			
	Grade/school year (for student)			
	* I confirm that I am a student (possess student ID)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
	For Supervisor only	Profession/Occupation:		
		Title		
Information of your Company / Organization	Name of Organization		Location (city,province)	
	Tel:		Fax:	
	Department / Division		Title / Position	
Language	English Proficiency certificated score (if any, e.g. TOEFL)			
	<input type="checkbox"/> TOFEL Score :		<input type="checkbox"/> IELTS Score :	
	<input type="checkbox"/> TOEIC Score :		<input type="checkbox"/> Other Score :	
	Level of English		Level of Japanese	
	Speaking : <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		Speaking : <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
	Writing : <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		Writing : <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Reading : <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		Reading : <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		

4. Visiting Japan

Have you been to Japan before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, how long did you stay in Japan?	<input type="checkbox"/> More than 3 months <input type="checkbox"/> Less than 3 months	
If Yes, did you join any of the following?	<input type="checkbox"/> JENESYS / KIZUNA <input type="checkbox"/> SSEAAYP <input type="checkbox"/> JICA <input type="checkbox"/> MEXT <input type="checkbox"/> JF <input type="checkbox"/> JNTO <input type="checkbox"/> HIDA <input type="checkbox"/> None of the above	

*Person already stayed in Japan over 3 months cannot participate in JENESYS 2019 Programme

*Any candidates who have participated in the above Programme before are not allowed to take part

5. Experiences related to Japan

①Are you a learner of Japanese language, or a Japan scholar?	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If "Yes" How Many Years ?	year(s)
②Have you ever been involved in Japanese culture or Japanese	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If "Yes" How Many Years ?	year(s)
③Have you ever been involved in business related to Japan?	<input type="checkbox"/> No <input type="checkbox"/> Yes	→ If "Yes" How Many Years ?	year(s)
④If you have ever learned Japanese language, is your Japanese teacher a dispatched person as "NIHONGO Partners" by AISA Center in Japan?			<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Personal Activities

	Activities	Period of Involvement
Sports / Clubs		
Hobbies / Favorites		
Academic / Sports Awards (if any)		

7. Expectations

Please describe your expectation by participating in this program.?	
---	--

The Roles of the Supervisors / Leaders for JENESYS2019 ASEAN

In accordance with implementation of JENESYS2019, close cooperation among supervisors / leaders and JTB escorts are expected smooth and safe operation of the program.

As for the student batch, the supervisor / leader must be a teacher/professor of the High-school / university the participating students are attending, and is responsible for protecting and guiding the students, and must accompany with and be accountable in any situation where students get sick, injured, or any other instance where assistance is necessary.

1. Supervision during the visitation to Japan and the return from Japan

Supervisors / Leaders shall responsively lead the participants to travel to and from Japan (JTB escort will NOT accompany the travel).

(1) Arriving at Japan	<ul style="list-style-type: none"> ① Gather all of the participants and roll-call ② Confirm the passport, tickets, embarkation/disembarkation cards, etc. of the participants. ③ <u>Have a pre-travel health check of participants</u> If anyone has health problem the supervisor / leader is responsible for the decision as to whether he/she can travel to Japan. *Any participant with health hindering aspects such as pregnancy, pre-existing medical conditions (including chronic diseases), temperature over 37.5C, or any other health conditions is not allowed to travel. ④ Assist participants with their embarkation procedure and transit procedures at transit site, find the boarding gate and confirm the number of participants. ⑤ Assist with Japan immigration procedures
(2) Departing from Japan	<ul style="list-style-type: none"> ① Check the return route of each participant ② Assist with embarkation procedure and transit procedures at transit site, find the boarding gate and confirm the number of participants. ③ Assist with immigration procedures of applicable country ④ See off the participants

2. During the stay in Japan

During the stay, separate the duties with JTB escorts as shown below and cooperate together in order to manage the duties smoothly. Mainly the supervisor / leader must check the general status of the participants, report their status and share information with status with the JTB escorts.

	Supervisors / Leaders	JTB Escorts (JTB Interpreters)
(1) Orientation	① Give explanations on safety management to the participants (*1) ② Distribute SOS card (*2)	
(2) During the program	① Roll-call before leaving all sites ② Check for items left behind ③ Make sure everybody is aware of the meeting time ④ Reminder of the rules and prohibitions ⑤ Arrangement of speech by group representative for visit /observation ⑥ Supervise participant's health ⑦ Assist participants with questions about religion and cultural customs ⑧ Assist during coverage by the media ⑨ Collect pictures/data of dissemination related to the program by the participants through SNS etc., and submit to JTB	① Overall management of schedule ② Explanation of the visit/ observation summary and the purpose of the program ③ Guidance ④ Interpretation ⑤ Providing additional information pertaining to the subject at that time ⑥ Providing advices for living in Japan during the stay ⑦ Checkup visit during the homestay ⑧ Check dissemination related to the program by the participants through SNS
	<u>Emergency Protocol</u> In case of an emergency, supervisors / leaders and JTB escorts make an initial response by closely communicate with each other, and consult with JTB escorts. If a participant becomes ill, supervisor / leader must accompany the sick participant with the JTB escorts to the hospital.	
(3) Hotel	① Preliminary check of the emergency routes of hotels and the venues ② Relay the rules of going out; give permission	② Explanation of rules during the hotel stay ③ Reminder of the meeting time and the schedule

(*1) Safety management lecture given at the orientation

- Regarding prevention of transmitting sickness (washing hands and throat, usage of masks and hand sanitizers, not sharing food and drinks.)
- Procedures for going to the hospital
- Constant reminders regarding situations such as robbery, lost items, incidents and accidents
- Procedures if a natural disaster (especially an earthquake) occur
- Check for allergies, the cause of allergic reactions, necessary procedures to take if the student gets sick, and the name of the medication the participant takes regularly

(*2) Includes the JTB Escort's emergency phone number

3. After returning to the home country

Support the participants in implementing Action plan, collect pictures/data of Action Plan/dissemination by the participants through SNS etc., and submit to JTB.

JENESYS²⁰¹⁹

Reg.NO. _____

JENESYS2019 Inbound Program

Group Theme: Japanese Language Communication, Japanese Culture Exchange

(Country: **Philippines**)

LETTER OF UNDERSTANDING

In consideration of my acceptance and participation in the above-mentioned “JENESYS 2019 Inbound Program”, hereafter referred to as “the Program”,

I, _____, agree and consent to the following:

Name in block letters

- I have read and fully understood the document entitled Application Guidelines for JENESYS2019.
- I hereby certify that the statement made by me in Entry Form is true and correct.
- I understood the personal information that provided in this application would be handled in accordance to the following standards of personal information set forth by JTB corp. Also I agree the personal information will be properly managed and provided to third companies / parties arranging the program as necessary.
- JTB Corp. and associated Subcontractors will not be held liable for any of the actions or negligence of any third parties including, but not limited to: commercial airlines, hotels, and restaurants. Also, if my citizenship requires visa to enter Japan and other country (for transit purpose), I am responsible for physically retrieving the visa.
- I am fully responsible for the arrangement, expenses, methods, and safety of transportation to/from my residence to/from the designated International Airport to be used for the Program, and it is not considered the responsibility of JTB Corp., or associated Subcontractors whatsoever.
- JTB Corp., its subcontractors, and the host organizations are not and will not be held liable for any injury, accident, illness, loss or personal property or other contingencies, which may ensue during, or in connection with my participation in this program except that such injury, accident, illness, loss of personal property or other contingencies are related to or arising from JTB Corp.'s gross negligence, bad faith or willful misconduct.
- Any and all debts incurred by me during this program including, but not limited to: medical, dental, hospital bills (over and above the provided traveler insurance coverage), replacing a lost passport, and personal expenses (e.g. long distance calls) are my own responsibility and will not be paid by JTB Corp., or its subcontractors.
- JTB Corp. and its subcontractors reserve the right to change or alter travel, lodging, or other arrangements

without notice or reason.

- JTB Corp. may remove me from the program at any time for reasons staff deems sufficient including, but not limited to, my attitude, or behavior. Expenses incurred for such removal are my responsibility and must be paid by me immediately upon demand.
- I am fully responsible for costs associated with last-minute cancellations or changes, initiated by me, due to any reason other than a medical or personal emergency.
- All costs that are not explicitly included in the program are my own responsibility.
- Photos taken of me during the course of the tour may be uploaded to the Program website and used in promotional materials.
- I understood that family members who are not participants in the Program are not allowed to accompany me or my group.
- I will abide by and adhere to Japanese laws and rules.
- I will share my experiences on the program after returning my home country and fill out a questionnaire about them. The Program administrators may contact me for follow-up surveys 3 months after the end of the program. These entities may also contact me to share announcements about nearby programs on Japan or invite me to Japan-related events.

By signing this Form, and agreeing to participate in the JENESYS2019 Inbound Program, I, the participant, have read the foregoing and consent and agree to its contents. I am also agreeing to release JTB Corp. (including its employees and agents) of and from any and all claims, liabilities, actions and causes of action arising from or relating to your participation in the JENESYS2019 Inbound Program, except for gross negligence of JTB Corp.

Signature of Participant

_____/_____/_____
Date (Day/Month/Year)

Signature of Parent / Guardian

_____/_____/_____
Date (Day/Month/Year)

* A minor under the 18 is required to have the consent of parent / guardian.