



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City



Telefax: (0880 or 088) 413-0094 email: depedmblblycity@gmail.com

DIVISION MEMORANDUM

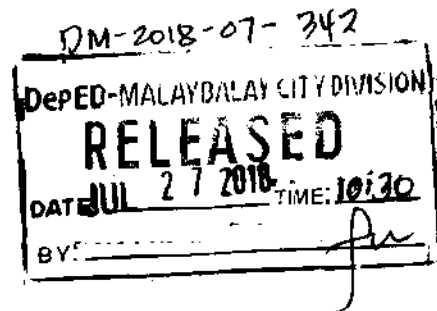
No. 342 s, 2018

To: Assistant Schools Division Superintendent
Chief Education Supervisors and Staff, CID and SGOD
Elementary and Secondary School Heads
All others concerned
This Division

From:  **REBONGAMIL R. BAGUIO**
Schools Division Superintendent

Date: July 27, 2018

Subject: **DISSEMINATION OF REGION MEMORANDUM NO. 390 s. 2018, RE:
INVITATION TO THE JAPAN EAST-ASIA NETWORK OF
EXCHANGE FOR STUDENTS AND YOUTHS (JENESYS) 2018:
RUGBY SPORTS EXCHANGE**



1. For information and guidance of all concerned, this Office hereby disseminates the herein Region Memorandum No. 390 s. 2018, Re: Invitation to the Japan East-Asia Network of Exchange for Students and Youths (JENESYS) 2018: Rugby Sports Exchange.
2. Any interested applicant is advised to submit letter of intent to **EDWIN A. CARIAGA, OIC, SEPS-HRD** at mobile no. **09173128818** or **09653310246**; and also for some queries.

Enclosure:
As stated

To be posted in the website



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION X

Regional Office 10-Northern Mindanao, Zone 1, Upper Bakalang, Cagayan de Oro City
Telephone Nos.: (088) 880-7072, 880-7071
Website: <http://www.deped.gov.ph/regions/region-x> Email Address: region10@deped.gov.ph



DepEd
Cagayan de Oro

July 16, 2018 11

REGION MEMORANDUM

No. 390, s. 2018

RE ⁶⁸¹⁰

INVITATION TO THE JAPAN EAST-ASIA NETWORK OF EXCHANGE FOR STUDENTS AND YOUTHS (JENESYS) 2018: RUGBY SPORTS EXCHANGE

To: **Schools Division Superintendents**
All Others Concerned
This Region

1. With reference to the attached memo dated July 11, 2018 (*received by this Office via email today*) from the Office of Undersecretary Alain Del B. Pascua, the Japanese Government, through the Japan International Cooperation Center (JICE) and the Japanese Embassy in Manila, in partnership with the Department of Education, is implementing the Japan East-Asia Network of Exchange for Students and Youths (JENSYS) 2018: Rugby Sports Exchange. It is designed and provided by ASEAN Secretariat (ASEC) and Japanese Government with great support and cooperation by Japan Rugby Football Union. It aims to enhance interest in Rugby Sports among Asian countries in anticipation of the 2019 Rugby World Cup in Japan.

2. The JENSYS 2018 is scheduled on September 18-25, 2018 in Shizuoka, Japan. In partnership with the JICE, DepEd will be sending twelve (12) high school students and two (2) supervisors who will represent the Philippines in the program.

3. Application is open to all qualified students and supervisors. Each Schools Division, through the Schools Governance and Operation Division, must conduct a division level screening and submit to the Regional Office (RO) a total of three (3) nominees – one (1) male student; one (1) female student; and one (1) supervisor who will be the division level candidates for the regional screening. The Schools Divisions must submit the shortlisted applicants to the RO together with their original and scanned application documents on or before July 25, 2018 (Wednesday), 5:00PM. Scanned documents must be sent via email at essd.regionx@deped.gov.ph. All division level shortlisted applicants must be endorsed by the Schools Division Superintendent.

4. The Regional Office, through the Education Support Services Division (ESSD), will review the shortlisted applications and conduct the regional screening. Regional level shortlisted applicants shall be submitted to the Central Office on or before August 1, 2018.



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DEPARTMENT OF EDUCATION
REGION X

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5. A pre-departure orientation and training on September 15-17, 2018 shall be held to prepare the official national delegates. Expenses for the board and lodging of the participants to this activity shall be charged to local funds, all subject to the usual accounting and auditing rules and regulations.
6. Kindly refer to the enclosed memorandum for the administrative notes and other guidelines relative to the invitation.
7. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO V
OIC - Regional Director

Encls.: As stated

To be indicated in the Perpetual Index under the following subjects:
Partnerships

essd-myra



Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

MEMORANDUM

11 July 2018

**For: Regional Directors
Regional Secretary, DepEd ARMM**

**Subject: INVITATION TO THE JAPAN EAST-ASIA NETWORK
OF EXCHANGE FOR STUDENTS AND YOUTHS (JENESYS) 2018:
RUGBY SPORTS EXCHANGE**

The Japanese Government, through the Japan International Cooperation Center (JICE) and the Japanese Embassy in Manila, in partnership with the Department of Education is implementing the Japan East-Asia Network of Exchange for Students and Youths (JENSYS) 2018: Rugby Sports Exchange. It is designed and provided by ASEAN Secretariat (ASEC) and Japanese Government with the great support and cooperation by Japan Rugby Football Union. It aims to enhance interest in Rugby Sports among Asian countries in anticipation of the 2019 Rugby World Cup in Japan.

The JENESYS 2018 is scheduled on **September 18 - 25, 2018** in **Shizuoka, Japan**. In partnership with the JICE, DepEd will be sending twelve (12) high school students and two (2) supervisors who will represent the Philippines in the program.

Application is open to all qualified students and supervisors. Each region must conduct a regional screening and submit to the Central Office (CO) a total of two (3) nominees - one (1) male student; one (1) female student; and one (1) supervisor who will be candidates for the national screening. The regions must submit the shortlisted applicants to the CO on or before **August 1, 2018 (Tuesday), 5:00PM**. All regional shortlisted applicants must be endorsed by the Regional Director.

A pre-departure orientation and training on **September 15-17, 2018** shall be held to help prepare the official national delegates. Expenses for the board and lodging of the participants to this activity shall be charged against BLSS-YFD Funds, the participant's local travel expenses shall be charged to local funds, all subject to the usual accounting and auditing rules and regulations. All Regional Offices are also requested to assist the delegates in facilitating the expenses.

Office of the Undersecretary for Administration

(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)
Department of Education, Central Office, Meralco Avenue, Pasig City
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207
Email: uscc.admin@deped.gov.ph; Facebook/Twitter @dcpedtayo

A. Qualification for the Student Participants

- ✓ A bona fide Filipino citizen, single, 15 to 18 years old (birth date must be between April 1, 2000 and March 31, 2003)
- ✓ Philippine passport holder (valid until March 18, 2019 or later)
- ✓ Mentally and physically fit to travel
- ✓ Must be presently enrolled in high school (Junior or Senior)
- ✓ Must have strong interest in sports (Rugby Sports Exchange)
- ✓ Must understand and agree to the objectives of JENESYS 2018 and its guidelines
- ✓ Must commit to sharing and disseminating both information on Japan and their experiences of the program to social networking service

B. Requirements for the Student Participants

- ✓ **Accomplished JENESYS 2018: Rugby Entry Form.** The entry form must be filled out in BLOCK LETTERS *strictly by the student applicant's parents.*
- ✓ **Passport-sized photo.** Staple the passport-sized photo taken within the last three (3) months on the allocated space on the JENESYS 2018 Entry Form.
- ✓ **VISA Application Form.** Write complete name in BLOCK LETTERS and then sign using ballpoint pen, other areas on the form must be left blank.
- ✓ **45mm x 45 mm photo.** Staple the 45 mm x 45 mm photo taken within the last three (3) months on the allocated space on the VISA application form.
- ✓ **Original Passport** (valid until March 18, 2019 or later)
- ✓ **Original and updated NSO Birth Certificate.** Photocopy NSO Birth Certificate will not be accepted.
- ✓ **Medical Certificate**
- ✓ **Scanned copy of Information Page and Emergency Contact Page of Passport**
- ✓ **DSWD Clearance.** Fill out the attached DSWD Clearance Form and submit to the nearest DSWD Field Office; DSWD Field Office may require other documentary requirements (*for minor participants only*), (for the requirements, please refer to <http://www.dswd.gov.ph/faqs/travel-clearance-for-minors/>)

C. Qualification for Supervisor Participants

- ✓ A bona fide Filipino citizen, under the age of 40
- ✓ Must be a teacher in DepEd

- ✓ Philippine passport holder (valid until March 18, 2019 or later)
- ✓ Mentally and physically fit to travel
- ✓ Must have strong interest in sports (Rugby Sports Exchange)
- ✓ Must understand and agree to the objectives of JENESYS 2018 and its guidelines
- ✓ Must commit to sharing and disseminating both information on Japan and their experiences of the program to social networking service

D. Requirements for Supervisor Participants

- ✓ **Accomplished JENESYS 2018: Rugby Entry Form.** Fill out the form with necessary information and answer in BLOCK LETTERS.
- ✓ **Passport-sized photo.** Staple the passport-sized photo taken within the last three (3) months on the allocated space on the JENESYS 2018 Entry Form.
- ✓ **VISA Application Form.** Write complete name in BLOCK LETTERS and then sign using ballpoint pen, other areas on the form must be left blank.
- ✓ **45mm x 45 mm photo.** Staple the 45 mm x 45 mm photo taken within the last three (3) months on the allocated space on the VISA application form.
- ✓ **Original Passport** (valid until March 18, 2019 or later)
- ✓ **Original and updated NSO Birth Certificate.** Photocopy NSO Birth Certificate will not be accepted.
- ✓ **Scanned copy of Information Page and Emergency Contact Page of Passport**
- ✓ **Original NSO-Certified Marriage Certificate.** Photocopy of Marriage Certificate will not be accepted (for married participants only).
- ✓ **Approved Travel Authority** (for the requirements, please refer to DepEd Order No. 43, s. 2014) (for qualified applicants only)

Note: Submission of plagiarized documents would mean automatic disqualification to the program.

Applicants who have visited Japan through any invitation program organized by the Japanese Government, ministries or agencies of Japan such as JENESYS/KIZUNA, SSEAYP (Ship South East Asian Youth Program) JICA, Japanese Government (Monbukagakusho: MEXT) Scholarship Program, Invitation Program of JF (Japan Foundation), JNTO (Japan National Tourism Organization), AOTS (Association for Overseas Technical Cooperation and Sustainable Partnerships) or HIDA (Overseas Human Resources and Industry Development Association) **before are not allowed to take part again.**

E. Expenses

- ✓ Travel expenses within the Philippines from their residence (province) to Manila (NAIA) and back shall be charged against local funds, MOOE. Board and lodging

during the pre-departure orientation and training for the qualified student and supervisor delegates shall be charged against BLSSS funds, all subject to the usual accounting and auditing rules and regulations.

- ✓ The organizer (JICE) will shoulder the delegates expenses in Japan which include the roundtrip international airfare (Manila – Japan – Manila), travel tax, terminal fees, board and lodging, and local transportation in Japan.

F. Application Procedures

Step 1: Regional Level

1. Each region through the Education Support Services Division (ESSD) must conduct a regional screening and must submit to the Central Office a total of **three (3) nominees** – one (1) male student; one (1) female student; and one (1) supervisor who will be the regional candidates for the national screening. The regions must submit the shortlisted applicants to the CO together with their original and scanned application documents on or before **August 1, 2018 (Tuesday), 5:00PM**. Scanned documents must be sent via e-mail at blsss.yfd@deped.gov.ph. All regional shortlisted applicants must be endorsed by the Regional Director.

Step 2: National Level

1. The Central Office through the Youth Formation Division(YFD) will review the applications and conduct the national screening and interview.
2. The YFD will deliberate and provide the list of official Philippine delegates to the JENESYS 2018 program.

G. Timeline of Activities

Japan East-Asia Network of Exchange for Students and Youth (JENESYS) 2018 Rugby Sports Program

Activity	Date
Conduct of Regional Screening of the JENESYS 2018 Students and Supervisor Applicants	July 25 – 27, 2018
Submission of the Regional Office's shortlisted nominees to CO	August 1, 2018
National Screening and Interview	August 7 – 9, 2018
Announcement of the Final Philippine Delegation to JENESYS 2018	August 14
Pre-departure training and orientation	September 15 – 17, 2018
Exchange program to Japan	September 18 – 25, 2018

For inquiries, all concerned may contact Ms. Dianne Teves of the Youth Formation Division at (02) 637-9814, or e-mail at blsss.yfd@deped.gov.ph with the subject heading: Query: JENESYS 2018.

For immediate dissemination and appropriate action.



Attachments:

1. JENESYS 2018 Rugby Entry Form
2. VISA Application Form
3. Briefer on Rugby Sports

JENESYS2018

Application Guidelines For JENESYS2018 Inbound Program 2nd Batch

**Country: ASEAN Member States, and Timor-Leste
(Sports) Japan-ASEAN Youth Sports Exchange (Rugby)**

1. Objective of JENESYS2018

JENESYS*2018 is a people-to-people exchange program between Japan and the Asia-Pacific region launched by the Japanese Government.

JENESYS2018 consists of INBOUND Program from Asia-Pacific region and OUTBOUND program to Asia-Pacific region.

The program aims at promoting mutual trust and understanding among the peoples of Japan and the Asia-Pacific region and building a basis for future friendship and cooperation by these INBOUND and OUTBOUND programs. It also encourages an understanding and dissemination of Japan's economics, society, history, diverse culture, politics and diplomatic relations.

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

Rugby Exchange

Rugby Exchange is designed and provided for by ASEC and Japanese Government with great support and cooperation by Japan Rugby Football Union. This program aims at enhancing interest in rugby among Asian countries anticipating 2019 Rugby World Cup held in Japan. Sports-minded students are invited and will learn future diplomacy through sports activities and play Tag Rugby with the same age students of Japan as well as the other Asian countries. They will also learn Japanese society and culture by making courtesy call to the Prefectural Government or having visits to Japanese historical landmarks and commercial facilities. They will have a Workshop Presentation at the end of the program and make an Action Plan when they return to their home countries. They are encouraged to talk and chat through Social Networking Service (SNS) about what they have learnt during the course of the program disseminating Japanese attraction, or Japanese sports, society or culture.

Tag Rugby was introduced in Japan by those who studied rugby in the UK and came back to Japan in 1996 with equipment and guidebooks. Tag Rugby was first played as an introductory game for kids to start playing rugby. Then Tag Rugby was later recognized as an independent ball game being taught in physical education classes. Tag Rugby was newly listed as an example of ball games to be taught in physical

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education classes in the curriculum guidelines of elementary school revised in 2008 (See Annex-7 for details).

2. Program Overview

Date : 18/September/2018 ~ 25/September/2018,

Place : Tokyo, Shizuoka prefecture (Gotemba city),

Participation : 12 Students, 2 Supervisors and 1 Official per country*
(15 participants per country)

*<Detail of participants each country>

Brunei, Indonesia, Laos, Malaysia, Philippines, Singapore, Thailand,			
	Student	Supervisor	Official*
Male	6	1	1
Female	6	1	

Cambodia, Myanmar, Timor-Leste, Vietnam			
	Student	Supervisor	Official*
Male	6	Total 3	0
Female	6		

***Official of each county will be assigned by Rugby Union of each country separately. Regarding Cambodia, Myanmar, Timor-Leste and Viet Nam which have no Rugby Unions, the number of supervisor should be total 3 instead of 1 Official.**

3. Qualifications for Participations

- (1) Bona fide citizens of ASEAN Member States and Timor-Leste (11 countries in whole)
- (2) Must understand and agree to the objective of JENESYS 2018 and this guideline.
- (3) Students' birth date must be between 1st April 2000 and 31st March 2003.
- (4) Supervisors and Officials' age should be 40 or below at the program date.
- (5) Must be in good health*
- (6) Must commit to sharing and disseminating both information on Japan and their experiences of the program by social networking service (SNS) etc., and Possession of a Facebook account with active postings
- (7) Students who are versatile in sports at the specified age**

* Some persons suffering from chronic diseases (diagnosed or undiagnosed) may be accepted by obtaining medical certificate and / or declaration of consent. Pregnant person cannot join the program.

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** Those students involved in activity in Japan or Japanese culture over 1 year have priority.

Following persons are disqualified;

-Already studied / stayed in Japan for over three months' period

-Already participated in JENESYS/KIZUNA, SSEAYP(Ship for South East Asian Youth Program), JICA, Japanese Government (Monbukagakusho: 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)

4. Requirements for Applicants

(1) Entry Form (Form & Sample attached) (Annex1)

(2) Letter of Understanding (Annex2)

(3) Passport copy (including both of "DATA PAGE" and "ENDORSEMENT" page)
(Refer Annex-6)

(4) Visa Application Form* (Form & Sample attached) (Annex3)

* The following are not required a visa.

Brunei, Singapore, Malaysia (IC passport), Thailand (IC passport), Laos/Vietnam public passport holders

Deadline of the documents: 21/August/2018

5. Request for Focal Point / Participants Selecting Agency

(1) Participants' List (Form provided :(Annex4)) to be sent to JICE by the deadline.

(2) Make sure the requirements prepared by the applicants. Look into the Entry Forms and confirm participants' qualification. If any part of the Entry Forms are improperly filled or left blank, tell the participant to fill in properly.

(3) Strictly observe the deadline. If any of the documents fails to reach JICE by the deadline, the participant will not be considered.

(4) Have the data (Entry Forms, Letter of Understanding and Passport copies) sent with password protection directly JICE or the travel agency in your country entrusted by JICE.

6. Implementation Agency

JICE (Japan International Cooperation Center) is an official agent for JENESYS2018 conducting the program schedule, travel arrangements and acceptance of the participants. JICE is a guarantor for their identity during the program in Japan.

JENESYS 2018

7. Terms and Conditions

(1) Program Coverage

- Round trip economy class ticket from/to the international airport in home country to/from Japan * Excess baggage charge, if any, shall be paid by the participant.
 - Visa application fee
 - Overseas travel insurance * Chronic diseases, dental diseases and pregnancy are NOT covered. Insurance company may disapprove some other cases where the participant shall be responsible for his / her own medical cost.
 - Accommodation, transportation and meals during the program in Japan
 - Admission fees for scheduled activities in Japan
- * No cash allowance is provided to any participants.
- * Participants shall pay their personal expenses, including passport fee, travel expenses between their home and the international airport, accommodation and meals in their home country, and purchasing souvenirs or personal goods before or during the program.

(2) Cancellation Policy

The participant is fully responsible for the costs incurred by JICE as a result of last-minute cancellation of all or any part of the program for his/her own personal reason.

The participant shall pay such costs immediately when JICE requires payment of the amount in the way JICE gives direction to the participant.

This payment includes such cost as JICE incurs for unused portion of the arrangements even though JICE makes no additional payment as a result of such cancellation.

(3) Strict Prohibition

The participants are strictly prohibited:

- ✓ To take different flight or different class of the flight from those designated by the program even though there is no additional cost
- ✓ To take someone (family, friend or anybody) 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 anybody)
- ✓ Not to stay in the designated accommodation by 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. Offenders are subject to penalties under the Japanese law.

JENESYS 2018

- ✓ To cause hindrance to the program. Those who cause such hindrance shall be dismissed during the program and is responsible for the cancellation costs. The participant shall leave Japan at his/her own expense.

(4) Other conditions in Japan

- The participant must attend all the scheduled programs and follow the rules / guidelines / directions given by JICE.
- The participant, including leaders / supervisors, stays at a twin or triple room. One may need to share the room with someone from the other country.
- JICE tries to prepare the following when necessary for religious reasons, however, they may not always be provided depending on the situation.
 - * time and place for prayers
 - * meals suitable for food restriction

(5) Photos / Videos Taken

The participant agrees to grant permission to JICE and the organizations participating in the program to use his/her photographs, films, or recordings taken or collected during the program. The participant authorizes 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 extends to all languages, media or formats now or hereafter devised and shall continue forever unless the participant revokes the permission in writing to JICE.

(6) Attribution of Responsibility

The participant takes 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 agrees to indemnify, defend and hold JICE and its staff free from/against any and all claims, demands or liabilities as a result of his/her own conduct. The Japanese government or JICE should in no manner be responsible for such troubles.

8. Before Departure

(1) Japanese Visa

The participant is given direction to apply for a visa by the designated travel agent.

(2) Travel Information

JENESYS 2018

The participant is provided with the following. Some Focal Points/Japanese Embassy have an orientation meeting before departure.

- **Participants' Handbook (with Tentative Schedule and Departure Information)**
- **Medical Interview Sheet (To be filled out on the departure day)**

On the departure day, if the participant has one of the following symptoms, the leader/supervisor decides his/her travel in consultation with Focal Point or Japanese Embassy.

- Feeling feverish or chilly
- Sore throat
- Cough
- Stuffy or runny nose
- Headache or muscle ache

Anyone with a body temperature over 38.0°C shall not travel to Japan.

Annex

- 1- Entry Form & Its Sample
- 2- Letter of Understanding
- 3- Visa Application Form & Its Sample
- 4- Participants' List Form
- 5- Basic Program Schedule
- 6- Passport copy sample
- 7- Tag Rugby Guide Book

Attention to: All JENESYS2018 Program Participants

Secretary General
Personal Information Administrator
Japan International Cooperation Center (JICE)

Handling of Personal Information

JICE has been making every effort to handle appropriately all personal information it receives. We hope that you will understand the matters stipulated below and agree to provide the requested personal information.

We are acquiring personal information for the purpose of conducting the following business matters. Your personal information will not be used for any other purposes.

- (1) Implementation of JENESYS2018 Program
- (2) Others: provision of information on JICE's activities, such as support for management of international training programs and overseas student programs, international exchange programs, social integration, support for development education, convention and seminar services, etc.

The personal information you provide to JICE includes Nationality, Religion, Health Condition, Medicine, Pregnancy, Food Allergies, Hobbies, Photos including images of your face taken during the program and attached in Entry Form, Reports or Presentation documents you prepare etc...and will be used only for such purposes as smooth implementation of the program.

JICE may pass on the personal information you provide to the related companies to which JICE contracts its business for the purpose of printing, translating and disposing of the documents.

In addition, JICE may provide the organizations specified below with the personal information JICE obtains from you for the implementation of JENESYS2018 Program. The attribution, the purposes of the provision of the information by JICE, and the information items are as stipulated below:

- a) The organizations to be provided with your personal information
Host families, Japanese schools and the related organizations or facilities.
- b) The purpose(s) of the provision
To arrange the program properly.
- c) Personal information items to be provided
Name, Age, Sex, Health Condition, Food Allergies, Passport, Smoking Habit, Information of your School/Organization, Mother Tongue, Hobbies, Academic Awards, Photos including images of your face taken during the program and attached in Entry Form, Reports or Presentation documents you prepare etc...

The provision of personal information to JICE is left to your discretion. However, in cases where some personal information is not provided, it may not be possible for JICE to make an appropriate judgment regarding implementation of JENESYS2018 Program.

JICE will ask you to complete a questionnaire during/after your participation in JENESYS2018 Program. JICE may use what you have written in the questionnaire for the purpose of promoting its public relations or enhancing its business performance.

In addition, JICE will keep your personal information, as well as your written questionnaire, for years in order to follow up/analyse its business activities.

In regards to the personal information provided to JICE, you have the right to request notification of the purpose of the utilization of the information, disclosure of the information, amendments to the information, additions or deletions of information, complete elimination of or cessation of the utilization of the personal information itself, and the suspension of the provision of the information. If you wish to request any of the above, please contact the following department.

Personal information liaison, General Affairs Department, JICE TEL: 03-6838-2702 E-mail: privacy@jice.org
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JENESYS2018 Inbound Program
Letter of Understanding

In agreeing to participate in *Japan's Friendship Ties Programs, the JENESYS2018 Inbound Program*, hereafter referred to as "the Program," I,

 (← your name here)

agree and consent to the following;

- I have read and fully understand and accept the Application Guidelines, paying special attention to the Qualifications for Participants, Mandatory Assignments for all Participants, and Terms and Conditions. I have also read and fully understand and accept the Annex 1, Roles of Supervisors/Group Leaders if I have applied to be a group leader or supervisor in the Program.

- I certify that I filled out the Entry Form myself, and that my entries and declarations are true and correct without any omissions.

- I must present a copy of my valid passport with ENDORSEMENT page.

- I am fully responsible for arranging and paying for travel between my residence and the international airport designated by the Program.

- I am fully responsible for any costs associated with cancellations or changes in travel arrangements that I initiate, except in the case of a medical emergency or other unavoidable circumstances.* Such costs may include, but are not limited to, international flights, domestic transportation or accommodations. I understand I must pay the costs immediately upon demand in accordance with the instructions provided by JICE. *In the event of cancellation due to a medical emergency or other unavoidable circumstances, cancellation fees may be waived upon presentation of a medical certificate and/or other documentation requested by JICE.*

- **The Ministry of Foreign Affairs of Japan (MOFA) and Japan International Cooperation Center (JICE) reserve the right to change or alter the itinerary, transportation, accommodation, or any other arrangements without notice or reasons.**

- MOFA, JICE, associated subcontractors and cooperative organizations, including their staff and employees, are not and will not be held liable for my injury, accident, illness, loss or damage to personal property or other contingencies, which may occur during or in connection with my participation in the Program, and are released from any and all claims, liabilities, actions and causes of action against them, except for their gross negligence or willful misconduct.

- MOFA, JICE, associated subcontractors and cooperative organizations, including their staff and employees, will not be held liable for any actions or negligence by any third parties including, but not limited to, commercial airlines, railroads, chartered buses, hotels, and restaurants.

• Costs that are not explicitly included in the Program are my own responsibility. Any and all costs I incur during or in connection with the Program are my own responsibility including, but not limited to, expenses for medical/dental treatment, replacement of lost passport or personal articles, or other personal expenditures (e.g., long distance calls), except for those covered by the travel insurance provided by JICE.

I understand I must immediately pay these expenses myself when necessary.

• I understand I must participate in all scheduled activities in the official Program, and that skipping lectures, meetings, visits, homestay programs, meals or any fixed programs is not permitted for any reason.

• I must abide by and adhere to Japanese laws and regulations and follow the instructions and rules given by JICE staff or coordinators throughout the Program.

• MOFA and JICE may remove me from the Program at any time for reasons they deem appropriate and necessary, including, but not limited to, my violation of the Terms and Conditions or this Letter of Understanding, or my attitude or behavior.

I am fully responsible for the expenses incurred for such removal and I will pay the expenses immediately upon demand in accordance with the instructions provided by JICE.

• I understand nobody, including family or friends, is allowed to accompany me or my group in the Program even if he/she pays the travel cost by himself/herself.

• I fully understand the Mandatory Assignments for all the Participants. I will share and spread my experience in the Program after returning to my home country, fill out questionnaires, and report implementation of my action plan. I understand that my name, pictures and videos of me taken during the Program may be used in reports, websites, promotional materials, or meetings, and that I may be contacted for follow-up on the Program by MOFA, JICE, or related parties.

By signing this Letter of Understanding, I agree to participate in the JENESYS2018 Inbound Program and certify that I have read and understand and consent to all of the foregoing.

Signature of Participant

Date

Signature of Parent/Guardian
(If the Participant is under 18)

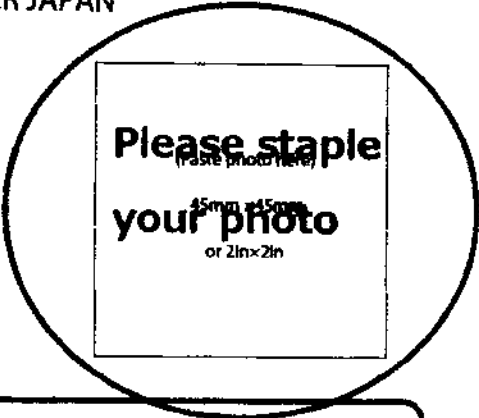
Date

PRINT

VISA APPLICATION FORM TO ENTER JAPAN

SAMPLE

*Official use only



Surname (as shown in passport) YAMADA

Given and middle names (as shown in passport) TARO

Other names (including any other names you are or have been known by) _____

Date of birth _____ (Day)/(Month)/(Year) Place of birth _____ (City) _____ (State or Province) _____ (Country)

Sex: Male Female Marital status: Single Married Widowed Divorced

Nationality or citizenship _____

Former and/or other nationalities or citizenships _____

ID No. issued to you by your government _____

Passport type: Diplomatic Official Ordinary Other

Passport No. _____

Place of Issue _____ Date of issue _____ (Day)/(Month)/(Year)

Issuing authority _____ Date of expiry _____ (Day)/(Month)/(Year)

Purpose of visit to Japan _____

Intended length of stay in Japan _____

Date of arrival in Japan _____

Port of entry into Japan _____ Name of ship or airline _____

Names and addresses of hotels or persons with whom applicant intends to stay

Name _____ Tel. _____

Address _____

Dates and duration of previous stays in Japan _____

Your current residential address (if you have more than one address, please list them all)

Address _____

Tel. _____ Mobile No. _____

Current profession or occupation and position _____

Name and address of employer

Name _____ Tel. _____

Address _____

*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan (Please provide details of the guarantor or the person to be visited in Japan)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)
Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

Inviter in Japan (Please write 'same as above' if the inviting person and the guarantor are the same)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)
Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

*Remarks/Special circumstances, if any _____

Have you ever:

- been convicted of a crime or offence in any country? Yes No
- been sentenced to imprisonment for 1 year or more in any country? ** Yes No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? ** Yes No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes No

** Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

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

Signature of applicant Taro Yamada

* It is not mandatory to complete these items.

Any personal information gathered in this application as well as additional information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.

VISA APPLICATION FORM TO ENTER JAPAN

*Official use only

(Paste photo here)
45mm x45mm
or 2in x2in

Surname (as shown in passport) _____

Given and middle names (as shown in passport) _____

Other names (including any other names you are or have been known by) _____

Date of birth _____ Place of birth _____

(Day)/(Month)/(Year)

(City)

(State or Province)

(Country)

Sex: Male Female Marital status: Single Married Widowed Divorced

Nationality or citizenship _____

Former and/or other nationalities or citizenships _____

ID No. issued to you by your government _____

Passport type: Diplomatic Official Ordinary Other

Passport No. _____

Place of issue _____

Date of issue _____

(Day)/(Month)/(Year)

Issuing authority _____

Date of expiry _____

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Purpose of visit to Japan _____

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Name _____ Tel. _____

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Address _____

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*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan(Please provide details of the guarantor or the person to be visited in Japan)

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Address _____

Date of birth _____

Sex: Male Female

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

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Name _____ Tel. _____

Address _____

Date of birth _____

Sex: Male Female

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

*Remarks/Special circumstances, if any _____

Have you ever:

- been convicted of a crime or offence in any country? Yes No
- been sentenced to imprisonment for 1 year or more in any country? ** Yes No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? ** Yes No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes No

** Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

[Empty box for providing details]

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

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Date of application _____ Signature of applicant _____

(Day)/(Month)/(Year)

* It is not mandatory to complete these items.

Any personal information gathered in this application as well as additional information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.

Country: ASEAN 10 Countries and Timor-Leste
Theme: (Sports) Japan-ASEAN Youth Sports Exchange (Rugby)

<Tentative Basic Program Schedule>

Participating Country		Brunei, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, the Philippines, Singapore, Thailand, Timor-Leste, Viet Nam		Accommodation
Local Destination Area		Shizuoka prefecture		
Total Number of Participants		165 (15 persons x 11 countries)		
Number of Players		132 (12 students(MB, FB) x 11 countries)		Hotel in Gotemba city (Shizuoka prefecture)
Number of Supervisors/Official		33 ((2 supervisors)+1 Official) x 11 countries)		
Before Sep. 18		Most of the participating country teams will depart from their home country on September 17, Monday. (Due to flight schedule, some countries may depart before September 17. Concrete flight time will be informed later.)		
2	2018/9/18 Tue	AM	Arrival/Assemble at Tokyo (Due to flight schedule, some country teams may arrive in Japan before September 18.)	Hotel in Gotemba city (Shizuoka prefecture)
		PM	Move to Shizuoka prefecture by bus Orientation	
3	2018/9/19 Wed	AM	[Lecture on Understanding Japan/ Key Note Lecture] by Japan Rugby Football Union [Outline of the local government] Outline Introduction of Shizuoka prefectural region by Shizuoka Prefectural Government	
			[Lecture on Outline of ASEAN] Presentation by ASEAN Secretariat (ASEC) [Sports Exchange](for Supervisors) Explanation of Tag Rugby Rule	
		PM	[Sports Exchange]Explanation of Tag Rugby Rule / Joint Training, etc. (by country) [Sports Exchange] for Supervisors (1)	
4	2018/9/20 Thu	AM	[Sports Exchange] Joint Tag Rugby Training (mixed team)	
		PM	[Sports Exchange] Friendly Tag Rugby Match (mixed team) [Sports Exchange] for Supervisors (2)	
5	2018/9/21 Fri	AM	[Sports Exchange] Friendly Tag Rugby Match (mixed team, Exchange with Japan team)	
		PM	[Exchange Party] [Cultural Experience]	
6	2018/9/22 Sat	AM	[Observation of Historical Landmark] Move to Official Stadium by bus	
		PM	Watching Rugby Games [Sports Exchange] Exchange with Rugby Top-league Players	
7	2018/9/23 Sun	AM	[Workshop] (preparation for Reporting Session)	Hotel in Tokyo Area
		PM	Move back to Tokyo	
8	2018/9/24 Mon	AM	[Observation of Cutting-Edge Technology]	Hotel in Tokyo Area
		PM	[Observation of Commercial facilities]	
9	2018/9/25 Tue	AM	Reporting Session	
		PM	Departure from Narita Airport/Haneda Airport	

Passport copy sample

JENESYS 2018

Please make sure of submitting the BOTH COPIES of "DATA PAGE" and "ENDORSEMENTS PAGE."

渡 航 先

This Passport is valid for all countries and areas
unless otherwise endorsed.

旅 券

PASSPORT

JAPAN

X81234567

SAKURU
SAKURA
JAPAN 20 FEB 1979
KANAGAWA

01 JAN 2006
01 JAN 2011

SPECIMEN
外務省

*****NAKANA*****
2345673 JPN790220641101015*****

DATA PAGE

追 記

AMENDMENTS AND ENDORSEMENTS

*Please submit also the copy of this
ENDORSEMENTS PAGE
with or without the descriptions on it*

追 記

AMENDMENTS AND ENDORSEMENTS

ENDORSEMENTS PAGE



Everybody is a hero in tag rugby!



Easy rules!

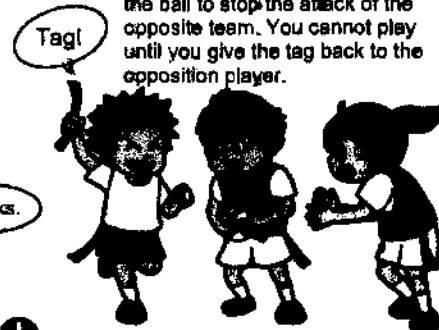
1 There is only one way to score
You score a point (try) by placing the ball anywhere in the wide goal.

2 Run and pass the ball when attacking
Hold the ball and run to the goal. Pass the ball if your tag is taken. You cannot pass the ball forward.



Stop and pass the ball immediately when someone takes your tag.

3 Take the tag when defending
Take the tag of the player who has the ball to stop the attack of the opposite team. You cannot play until you give the tag back to the opposition player.



Rules of tag rugby

- You are not allowed to tackle
- You have to give the tag back to the player as soon as you take it



Switch between attack and defense

- Attack and defense switches when a tag is taken four times in a row
- Attack and defense switches if the ball is dropped forward or passed forward
- Attack and defense switches if the ball goes over the touch-line

Notes on teaching tag rugby

As tag rugby was used as an example in "The Curriculum Guideline for Elementary School (Physical Education)" description revised in 2006 by the Ministry of Education, Culture, Sports, Science and Technology, the Japan Rugby Football Union created rules for tag rugby to be used mainly for elementary school physical education classes.

Please consider the children's physical condition and adjust the size of the playing field accordingly. We recommend that children use an oval ball for tag rugby. Each team should have four or five players and be played in five minute halves. However, please make any necessary adjustments depending on the children as tag rugby is physical. For more information, please see the official tag rugby website.

Playing field and equipment for tag rugby

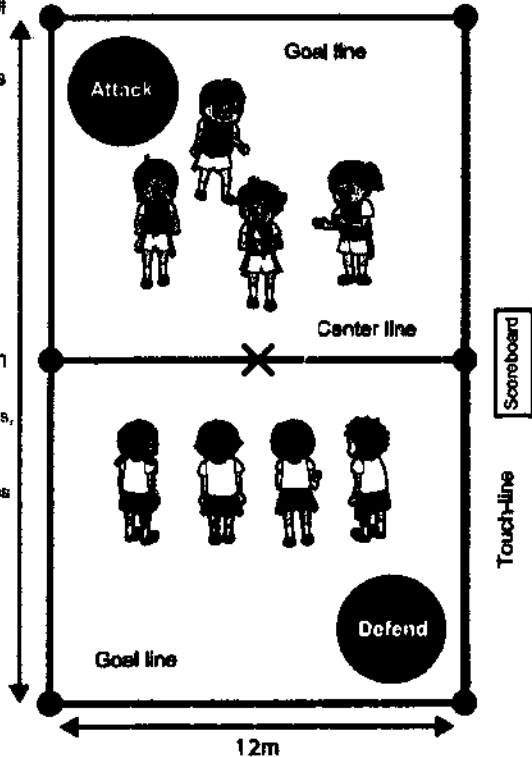
1 Guide for an easy tag rugby playing field (four to five-a-side)

The game starts when a player passes the ball to his or her teammate who is within two meters of and behind the "X", which is marked on the center of the center line. Each team has four to five players. The game is played in five-minute halves, with one minute for half time (the break between the first and second halves). The teams change sides for the second half.

*You can change the number of players and game length as needed.

2 Equipment for tag rugby

- Tag rugby set for each player (One player: two tags and one tag belt)
 - ★ Alternatives: headbands, handkerchiefs, towels, or the like
 - Commercially- available tag rugby ball
 - ★ Alternatives: Oval ball made of paper or clothes packed in a small laundry bag
 - Six point markers
 - ★ Alternatives: Marker lines
- * The JRFU can loan required equipment.



"No side"

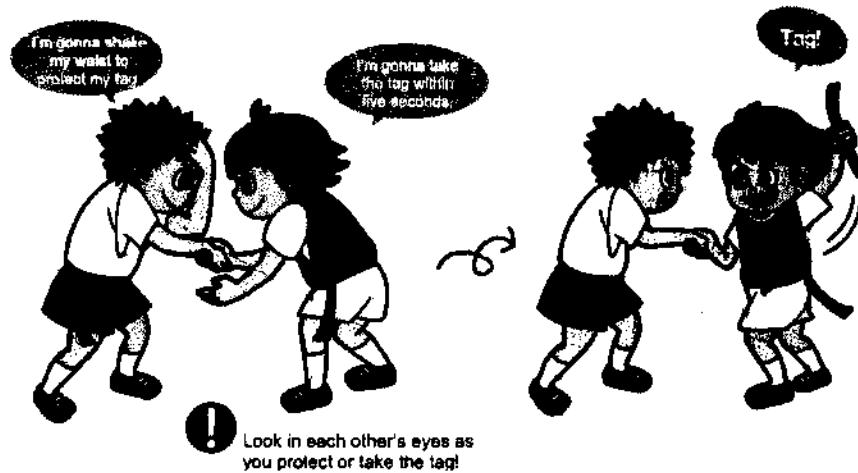
The end of the game is called "no side." Each player shakes hands and says "good game" and "thank you" to the opposition out of respect regardless of the result.

How to Practice

1 Let's get used to the tag

1 Shake hands and take the tag

Two players shake hands. The attacking player tries to take the tag of the defender quickly with his or her free hand. When the tag is taken, hold the tag up and say "tag" loudly. The defender puts their free hand on their forehead to protect their head from hitting the attacking player.



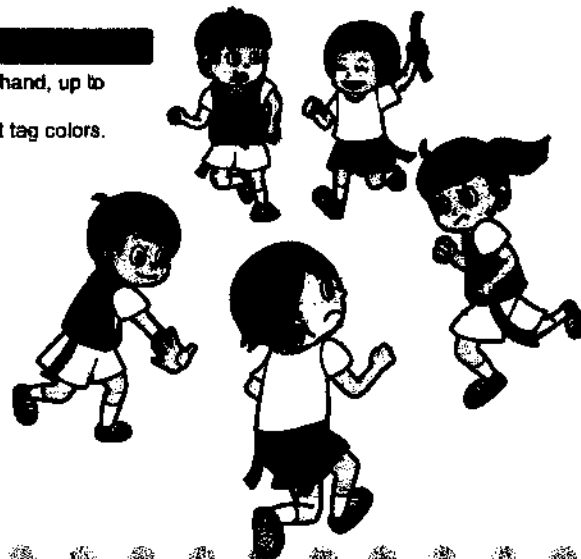
2 Play tag

A player can take one tag with each hand, up to two tags.

*You can make teams using different tag colors.

Even if both of your tags are taken, you can continue playing. If you take two tags, you just need to run away from the other children. Up to 20 players can play in half of the playing field!

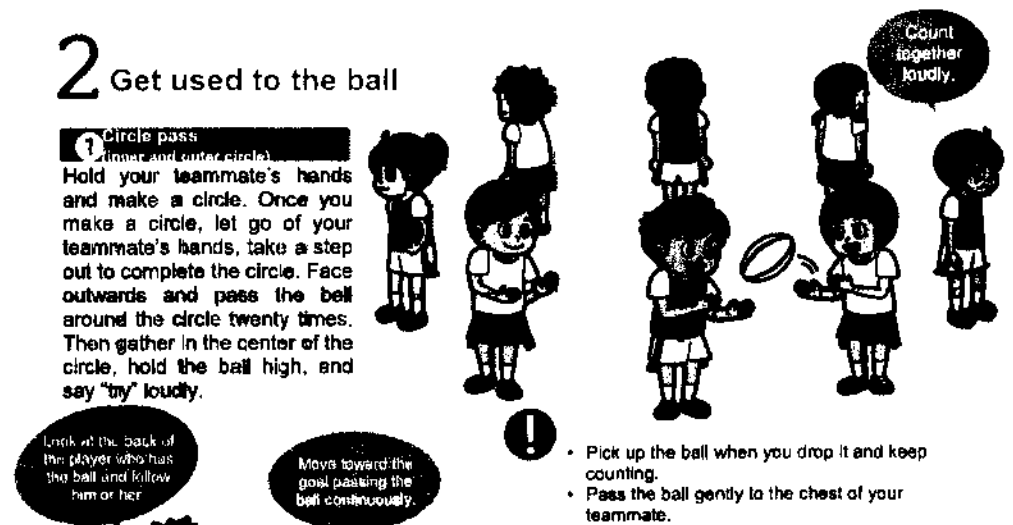
- Don't move backwards because you might bump into other children!



2 Get used to the ball

1 Circle pass

Hold your teammate's hands and make a circle. Once you make a circle, let go of your teammate's hands, take a step out to complete the circle. Face outwards and pass the ball around the circle twenty times. Then gather in the center of the circle, hold the ball high, and say "try" loudly.



2 Triangle running

Make a triangle and run. The child at the head holds the ball and pass it to either one of the two players running behind him or her.

- Once you pass the ball, move behind the receiver.
- Look at the face of the receiver and pass the ball gently.

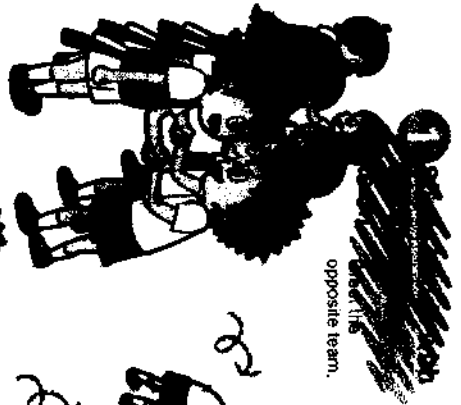
3 Hold the ball and run

1 One on one tag

Separate into two teams, one team runs toward the goal, and the other team tries to take a tag of the attacking team one on one. When you take a tag, you then attack.



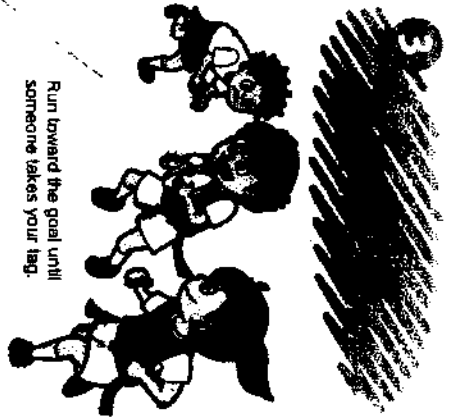
How to Play a Game



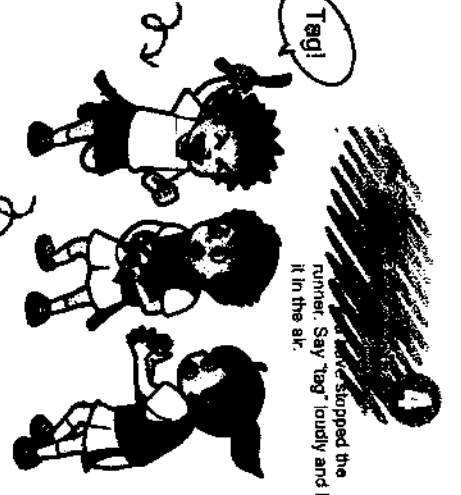
1 ... game starts when the carrier passes the ball. (defensive team starts behind the carrier line.)



2 ... Run toward the goal until someone takes your tag.



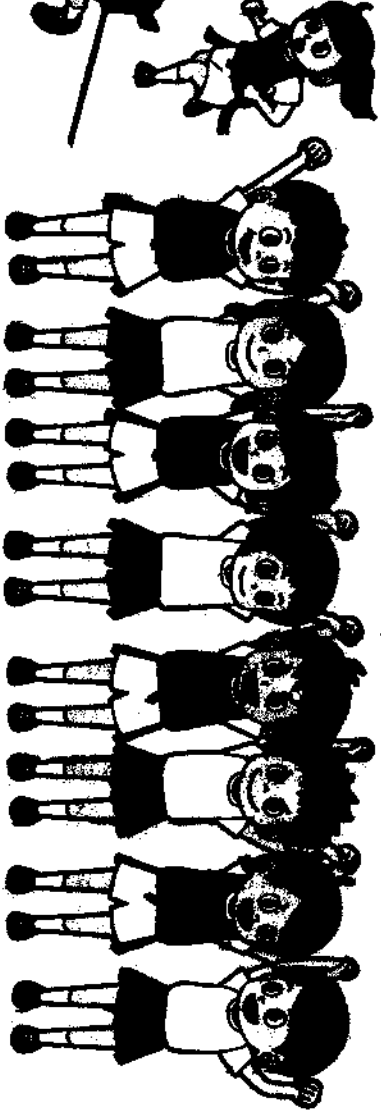
3 ... Tag!



4 ... Give the tag back to the player who you took the tag from. Put the tag back on your waist as soon as it is returned.



5 ... Make a try by placing the ball in the goal of the opposition team. Don't dive into the goal.



NO SIDE



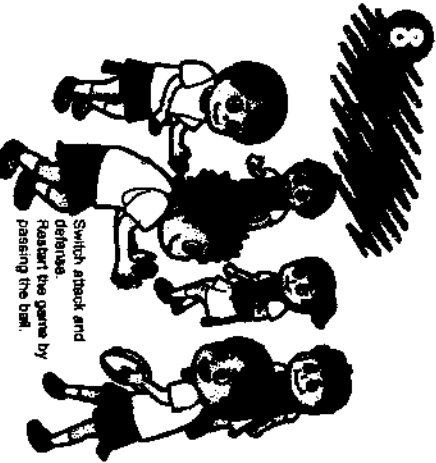
7 ... The game stops when the ball keeper touches or crosses over the touch-line.

Tag rugby

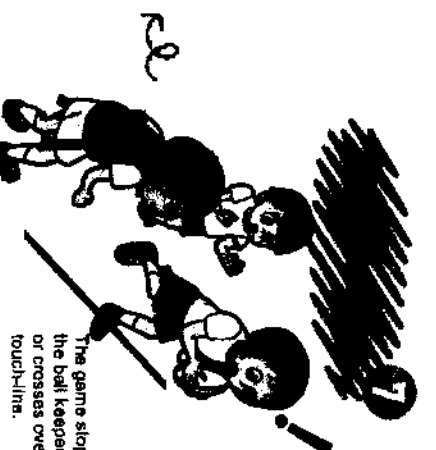
Prohibited Plays

Attack and defense switch if any of these plays take place:

- 1 ... Physical contact in areas with the players in the opposition team.
- 2 ... Do not throw the ball on the opposition team.
- 3 ... Do not pass the ball to someone in front of you.
- 4 ... Knock on.
- 5 ... Do not step the ball in front of you.
- 6 ... Pass out.
- 7 ... Do not interfere with the feet once after taking a tag or a free pass (offside).



8 ... Switch attack and defense. Restart the game by passing the ball.



9 ... The game stops when the ball keeper touches or crosses over the touch-line.



10 ... Give the tag back to the player who you took the tag from. Put the tag back on your waist as soon as it is returned.