



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

February 15, 2024

DIVISION MEMORANDUM

No. 0068, s. 2024

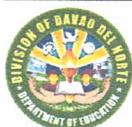
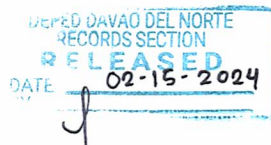
**2024 SCHOLARSHIP PROGRAM INVITATION OF TOYOTA DAVAO GROUP,
IN PARTNERSHIP WITH TOYOTA MOTOR PHILIPPINES FOUNDATION, INC.**

To: Dr. Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent
Eduard C. Amoguis, Ed D – Chief Education Supervisor -CID
Education Program Supervisors
Public Schools District Supervisors
School Heads of the Senior High School

1. Herewith is a letter from **METHUSHELLAH F. ADOLFO-SALVADOR**, Dealer Environment Safety and Health – Safety Consultant, Toyota Davao Group relative to the call of the company on the **2024 Scholarship Program for Automotive Servicing NC II-NC IV** course offered by and in partnership with Toyota Motor Philippines School of Technology, Inc. at Sta. Rosa, Laguna.
2. This program is open to individuals who meet the following criteria;
 - A. 18-25 years old;
 - B. High school graduate with good communication skills; and
 - C. Willingness and desire to work as an Automotive Technician in Toyota Davao Group and its affiliates.
3. Interested applicants must submit the following to Toyota Tagum City, Sitio Libertad, Canocotan, Tagum City on or before **February 24, 2024**.
 - A. Application Form with 2 pcs. 2x2 pictures taken within the last three months;
 - B. One (1) Photocopy of PSA Birth Certificate;
 - C. One (1) Photocopy of High School Transcript of Record or School Card; and
 - D. Endorsement Letter signed by the School Adviser and School Principal.
4. Attached in this memorandum are the following; Invitation Letter from Toyota Tagum, Application Form and the presentation slides of the Scholarship Orientation for your reference.
5. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
6. Immediate dissemination of this Memorandum to all concerned is desired.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Enclosed: As stated.
CID/ema





TOYOTA TAGUM CITY

Sitio Libertad, Canocotan, Tagum City
Tel. No.: 084 655-2994

DepEd Division of Davao del Norte
RECEIVED
RECORD SECTION

FEB 15 2024

February 12, 2024
Ref: E24-003 MAS

File: 24-08771

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent
DEPARTMENT OF EDUCATION – DAVAO DEL NORTE DIVISION
Mankilam, Tagum City

THRU:

RICARDO M. OLMEDO JR
School Head
STO TOMAS NATIONAL HIGH SCHOOL
Poblacion, Sto Tomas, Davao Del Norte

Dear Mr Olmedo:

Toyota Davao Group, in partnership with Toyota Motor Philippines Foundation, Inc. is now accepting applications for its 2024 Scholarship Program for **Automotive Servicing NC II – NC IV** course offered by and in partnership with Toyota Motor Philippines School of Technology, Inc., at Sta. Rosa, Laguna.

This program is open to individuals who meet the following criteria:

1. 18-25 years old;
2. High school graduate with good communication skills; and
3. Willingness and desire to work as an **Automotive Technician** in Toyota Davao Group and its affiliates.

Interested applicants must submit the following to Toyota Tagum City, Sitio Libertad, Canocotan, Tagum City on or before **February 24, 2024**


1. Application form with (2) pcs. 2x2 pictures taken within the last three months;
2. (1) Photocopy of PSA Birth Certificate;
3. (1) Photocopy of High School Transcript of Record or School Card;
4. Endorsement Letter signed by the School Adviser and School Principal

The screening process will include a short exam to assess the basic Math and English skills of the applicant. The top candidates will be invited to a panel interview. The free scholarship will be granted to the candidates who will pass the final interview.

Should you have any questions, please do not hesitate to contact us at (084) 655 2994 loc. 108 or in these mobile number 09637530540.

We look forward to working with you on this significant endeavor.

Yours truly,


METHUSHELLAH F. ADOLFO - SALVADOR
Dealer Environment Safety and Health – Safety Consultant
Toyota Davao Group

TOYOTA DAVAO GROUP

Document Number: AFS-CU 01

Revision No: 0

Date: February 12, 2024

SCHOLARSHIP APPLICATION FORM

Date of Application:	
Time Started:	Ended:

How did you know about our scholarship? Job Fair at _____ Website _____ Toyota Tarpaulin _____ Referred by _____
 (Please put a check mark on whichever applies.) School Ads _____ Newspaper _____ Walk-in _____

INSTRUCTIONS: This application form for scholarship with the Toyota Davao City, Inc. and its branches and Toyota General Santos, Inc. and its branches must be filled out and submitted by the applicant.
 Do not proceed with this application if you are not willing to:

- Continuously improve on your communication skills.
- Be trained in pursuit of a career in the company, when hired, and sign a corresponding training contract if needed.
- Be assigned anywhere within Mindanao when called for by any business expansion.
- Sign the Deposition on the last page.

ATTACH 2X2 PICTURE TAKEN WITHIN THE LAST SIX (6) MONTHS

Glue photo here. Do not staple.

PART I: PERSONAL DATA

COMPLETE NAME: _____
 LAST: _____ FIRST: _____ MIDDLE: _____ NICKNAME: _____

ASSIGNMENT PREFERENCE: _____

DRIVER'S LICENSE NUMBER: _____

DATE OF BIRTH:	AGE:	CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Widow(er) <input type="checkbox"/> Live-in
PLACE OF BIRTH:	NATIONALITY:	RELIGION:
COMPLETE CURRENT ADDRESS: (Include house number, street, city, state, or province and postal code)		
COMPLETE PROVINCIAL ADDRESS: (Include house number, street, city, state, or province and postal code)		
LANDLINE/MOBILE NUMBER/S:	EMAIL ADDRESS:	

HEIGHT: _____ ft	GENDER:
WEIGHT: _____ kgs	BLOOD TYPE:
Who recommended you to apply?	
Is he/she working with us?	How are you related?

FAMILY BACKGROUND

COMPLETE NAME	AGE	EDUCATIONAL ATTAINMENT	OCCUPATION	COMPANY NAME	If deceased, please indicate the cause of death:
FATHER:					
MOTHER (Maiden name):					
SPOUSE:					

If single and without children, provide the names of your brothers and sisters. If married, provide the names of your children. If you have other dependents, please specify relationship.

COMPLETE NAME	AGE	EDUCATIONAL ATTAINMENT	OCCUPATION	COMPANY NAME	If deceased, please indicate the cause of death:
1.)					
2.)					
3.)					
4.)					
5.)					

PART II: EDUCATIONAL BACKGROUND

HIGHEST EDUCATIONAL ATTAINMENT: BACHELOR'S DEGREE VOCATIONAL UNDERGRADUATE **COURSE:** _____

COMPLETE NAME OF SCHOOL	ADDRESS	YEAR OF ATTENDANCE	SCHOLASTIC HONORS
ELEMENTARY			
HIGH SCHOOL			
COLLEGE			

If you did not graduate, please indicate the reason:

Vocational Course/ Part-time jobs/ OJT Training

AUTOMOTIVE SKILLS & EXPERIENCE	WHERE OBTAINED?	INCLUSIVE PERIOD
1.		
2.		
3.		

PART III: EMPLOYMENT RECORD

COMPANY NAME	POSITION TAKEN	FROM - TO	SALARY	CONTACT PERSON & NUMBER	REASON/S FOR LEAVING
Current or latest employer: Address: _____					
2nd to last: Address: _____					
3rd to last: Address: _____					

PART IV: FINANCIAL INFORMATION

Do you Own your house? Board? Live with parents? Live with friends? Others, specify: _____

If renting/ boarding, how much is your monthly rent? Php _____

Do you belong to indigenous people group? Yes No

Do you own a car? YES NO Make and Model: _____

Is your spouse working? Full-Time Part-Time NO Position: _____ Name of employer: _____ Since when? _____

What other source of income/ kind of business? _____ How long has it been operating? _____ Location: _____

Is any property under mortgage or financing? YES NO Monthly amortization? _____

PART V: HEALTH RECORD

A.) Date of last physical examination and where (Petsa ng huling eksaminasyong pisikal?): _____ Location (Lokasyon): _____

B.) Do you have any experience of hernia, back trouble, asthma, hay fever, skin rash, allergies, hearing or vision loss, heart trouble, high blood pressure, lung trouble (TB, bronchitis, pneumonia), arthritis, rheumatic fever, polio-myelitis, epilepsy or occurred convulsion? NO YES, specify the illness and when it (Mayroon bang anumang karanasan ng luslos, problema sa likod, hika, hay fever, pantal sa balat, alerdyi, pagdinig o pagkawala ng paningin, sakit sa puso, mataas na presyon, rayum, problema sa baba (TB, bronkitis, pneumonia), lagnat, polio-myelitis, epilepsy o convulsion?): _____

C.) Approximately how much time have you lost from work during the past two (2) years as a result of illness? (Tinatangilang ilang aras na nawalan ka ng trabaho sa loob ng nakaraang dalawang (2) taon bilang resulta ng sakit?): _____

Have you ever been charged of any misdemeanor or crime before any court or administrative body? (Nakarating na kayo ay isinampa ng anumang misdemeanor o krimen sa harap ng anumang hukuman o administratibong katawan?) NO YES, specify the nature and place (tukuyin ang uri at lugar): _____

Do you have any political, religious, customary, or traditional practices that will restrict you from working Mondays thru Saturdays? (Mayroon ka bang pampulitikang, relihiyoso, kaugalian, o tradisyonal na mga gawi na hahadlang sa iyo mula sa pagpasok sa trabaho ng Lunes hanggang Sabado?) NO YES, Specify the nature (Kung OO, ana-ito?): _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:		CONTACT NUMBER:	RELATIONSHIP:
NAMES OF CLOSEST FRIENDS		ADDRESS	CONTACT NUMBER
1.)			
2.)			
NAMES OF FRIENDS OR RELATIVES WORKING WITH US		DEPARTMENT/POSITION	CONTACT NUMBER
1.)			
2.)			

PART VI: ADDITIONAL REFERENCES NOT RELATIVES NOR PREVIOUS EMPLOYERS

NAME	OCCUPATION	ADDRESS	CONTACT NUMBER

D E P O S I T I O N

I, _____ DO HEREBY CERTIFY that I have read and understood all the questions set forth in this form and the answers I have furnished are true and correct. I understand that any falsification of information or misleading statement shall result in the denial of employment or for termination of employment at any point in the future if I am hired.

Ako, _____ sa pamamagitan nito ay nagpapatunay na nabasa ko na at nunaawaan ang lahat ng mga katanungan na nakalagay sa pormang ito at ang mga sagot na ibinigay ko ay totoo at tama. Nunaawaan ko na ang anumang pagsipikasyon ng impormasyon na nakaliligaw na pahayag ay magresulta sa pagtangi sa trabaho o sa pagwawakas ng trabaho sa anumang punto sa hinaharap kung ako ay tinanggap.

I AUTHORIZE Toyota Davao City, Inc. and its branches and Toyota General Santos, Inc. and its branches, to obtain any information from any person who may have information concerning me and as such information is furnished at this my expressed request, I hereby release any such person from any and all liability of whatever nature, an account of obtaining and/ or furnishing such information. Subsequently, Toyota Davao City, Inc. and its branches and Toyota General Santos, Inc. and its branches, are likewise authorized to furnish information concerning me, to any person with whom I may hereafter seek employment, and hereby release Toyota Davao City, Inc. and its branches and Toyota General Santos, Inc. and its branches, from any and all liability of whatever nature on account of furnishing such information.

Pinatutunayan ko ang Toyota Davao City, Inc. at ang mga sangay nito at Toyota General Santos, Inc. at ang mga sangay nito, upang makakuha ng anumang impormasyon mula sa sinumang tao na maaaring may impormasyon tungkol sa akin at dahil ang naturang impormasyon ay ibinigay sa aking ipinahayag na kahilingan, iniilabas ko ito anumang naturang tao mula sa anumang at lahat ng pananagutan ng anumang kalikasan, dahil sa pagkuha at / o pagbibigay ng naturang impormasyon. Kasunod, ang Toyota Davao City, Inc. at ang mga sangay nito at Toyota General Santos, Inc. at ang mga sangay nito, ay pinahintulutan din na magkaloob ng impormasyon tungkol sa akin, sa sinumang tao na maaari kong makahanap ng trabaho sa hinaharap, at sa pamamagitan nito ay naglabas ng Toyota Davao City, Inc. at ang mga sangay nito at Toyota General Santos, Inc. at ang mga sangay nito, mula sa anumang at lahat ng pananagutan ng anumang kalikasan dahil sa pagbibigay ng naturang impormasyon.

I AGREE, that any employment that may proceed from this application is subject to the condition that I must pass the required physical examination and stay physically fit for the duration of my employment, submit an acceptable fidelity bond when required, and that I am agreeable to sign and enter into a Training and Employment Contract with Toyota Davao City, Inc. and its branches and Toyota General Santos, Inc. and its branches. I likewise agree that I shall not work for any person or entity or enter a business similar to or in competition with the company or in the area of the company's business within 3 years after the date of my separation.

Sumasang-ayon ako, na ang anumang trabaho na maaaring magpatuloy mula sa aplikasyong ito ay napapailalim sa kondisyon na dapat kong ipasa ang kinakailangang pisikal na eksaminasyon at manatiling pisikal na angkop para sa tagal ng ating trabaho, magsumite ng katanggap-tanggap na bono ng katapatan kapag kinakailangan, at na ako ay sang-ayon sa mag-sign at pumasok sa isang Pagsasanay at Kontrata ng Pagtatrabaho sa Toyota Davao City, Inc. at ang mga sangay nito at Toyota General Santos, Inc. at ang mga sangay nito. Sumasang-ayon din ako na hindi ako dapat gumana para sa sinumang tao o entidad o magpasok ng isang negosyo na katulad ng sa kumpetisyon sa kumpanya o sa lugar ng negosyo ng kumpanya sa loob ng 3 taon matapos ang petsa ng aking paghihiwalay.

I certify that all the above information are accurate. I hereby authorize Toyota Davao City, Inc. and its branches and Toyota General Santos, Inc. and its branches to view, transcribe, copy, mail, fax, email, or otherwise communicate the above personal information to its officers, employees, agents, components and affiliates in relation to the purpose of this document. I understand this may include, but is not limited to, reports, evaluations, and notes of any kind, contained in any record keeping system maintained by or on behalf of Toyota Davao City, Inc. and its branches and Toyota General Santos, Inc. and its branches, its officers, employees, agents, components and affiliates. I intend to be bound fully by my consent to disclosure as described in this document, in confirmation of which I do hereby sign this document in my own hand.

Pinapatunayan ko na ang lahat ng impormasyon sa itaas ay tama. Pinahihintulutan ko ang Toyota Davao City, Inc. at ang mga sangay nito at Toyota General Santos, Inc. at ang mga sangay nito na tingnan, kopyahin, kopyahin, mail, fax, email, o kung hindi man ay ipapalagam ang personal na impormasyon sa itaas sa mga opisyal, empleyado, ahente, mga sangkap at mga kaanib kaugnay sa layunin ng dokumentong ito. Naiintindihan ko na ito ay maaaring kabilang, ngunit hindi limitado sa, mga ulat, mga pagsusuri, at mga tala ng anumang uri, na nakapaloob sa anumang sistema ng pag-iingat ng rekord na pinapanatili ng o sa ngalan ng Toyota Davao City, Inc. at ang mga sangay nito at Toyota General Santos, Inc. at ang mga sangay nito, mga

CERTIFIED AND SIGNED this _____ day of _____, 20____ at _____ city, Philippines.

Pinatunayan at Pinirmahan itong _____ araw ng _____, 20____ sa Lungsod ng _____ Pilipinas

NAME AND SIGNATURE OF APPLICANT

WITNESSES:

CTC No: _____

SSS No. TIN No: _____

PHILHEALTH No: _____

HDMF No: _____

PART IX: SKETCH OF ADDRESS

Permanent Address:

Current Address:



SCHOLARSHIP ORIENTATION

TMP SCHOLAR

Prepared by: TOYOTA DAVAO GROUP



OUTLINE

**I. BRIEF COMPANY
BACKGROUND**

- THE COMPANY
- 3S OF TOYOTA
DEALER

**II. TTC
SCHOLARSHIP
PARTNER**

- TMP SCHOOL
OF
TECHNOLOGY

**III. MEMORANDUM
OF AGREEMENT**

- SPONSOR
- SCHOLAR
- BREACH OF
CONTRACT

I. BRIEF COMPANY BACKGROUND

I. COMPANY BACKGROUND



TOYOTA DAVAO CITY INC., is a corporation duly registered with the SEC in May 1994. Represented by its principal stockholder **JOSE A. LIM III**, a business man since the 70's in Davao City. It was granted a dealership franchise of **TOYOTA MOTOR PHILIPPINES CORPORATION** on February 28, 1995 serving Region XI. It's main facility is located at Km. 6, Lanang, Davao City.

It opened **TOYOTA TAGUM CITY** on December 13, 2013 serving Southeastern part of Davao Region.

May 2, 2008, it opened **TOYOTA GENERAL SANTOS CITY** serving Region XII.

March 15, 2017, it opened **TOYOTA MATINA** serving the south area of Region XI.

August 18, 2017, it opened **TOYOTA KIDAPAWAN CITY** focusing North Cotabato.

TOYOTA DAVAO GROUP operates two Body and Paint Service Center in **TOYOTA CATITIPAN** and **METRO GENSAN**.

3S OF TOYOTA FRANCHISED DEALER

- 1. SALES SHOWROOM**
- 2. SERVICE WORKSHOP**
- 3. SPARE PARTS**

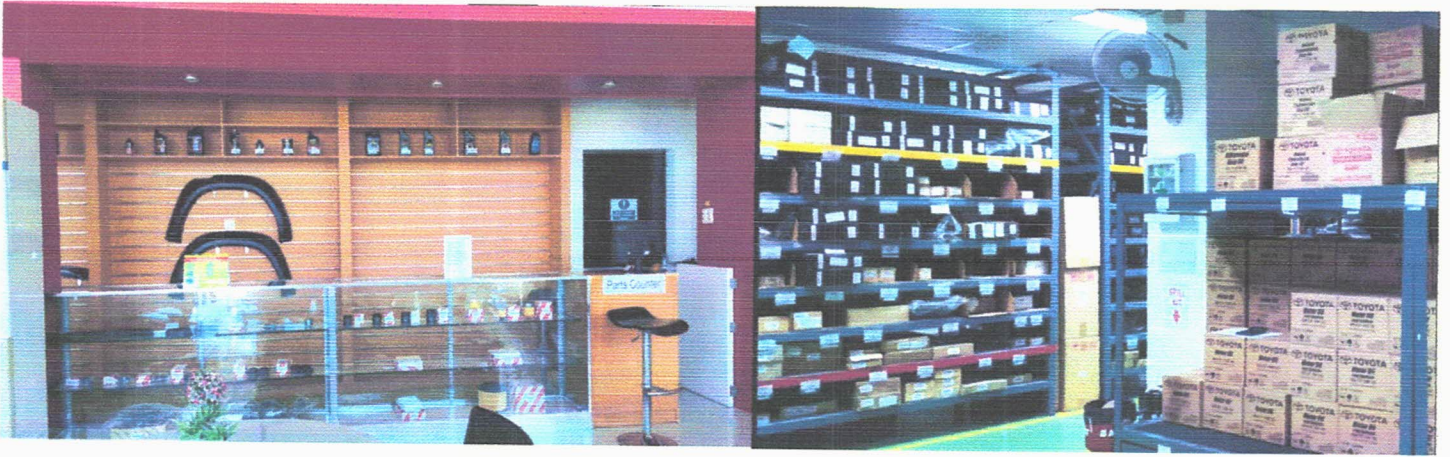
SALES SHOWROOM



SERVICE WORKSHOP



SPARE PARTS



II. TOYOTA DAVAO GROUP SCHOLARSHIP PARTNER

A. TOYOTA MOTOR PHILIPPINES SCHOOL OF TECHNOLOGY, INC

A non-stock, non-profit educational institution duly organized under Philippine laws, with office address at Toyota Special Economic Zone, Santa Rosa-Tagaytay Highway, Santa Rosa City, Laguna, 4026



III. MEMORANDUM OF AGREEMENT

A. SPONSOR

Sponsor will cover the following:

- Tuition Fees
- Miscellaneous Expenses
- Cost of living allowance (Dormitory and Meals)
- Transportation (Air Fare)

B. SCHOLAR

The scholar shall undergo and complete the Automotive Servicing Courses Offered by
TMP Tech.

The Scholar will cover the following:

- Requirements
- Day-to-day expenses
- Personal necessities

AUTOMOTIVE TECHNICAL COURSES OFFERED BY TMP TECH.

- a. Automotive Servicing NC II (Classroom Lecture & Practicum)
- b. Automotive Servicing NC III (Classroom Lecture & Practicum)
- c. Automotive Servicing NC IV (Classroom Lecture & Practicum)
- d. 10 months On-the-Job Training at Dealer

THE SCHOLAR IS EXPECTED TO:

- Deliver at least 95% attendance and 100% completion of all TMP Tech Automotive Servicing NC II – NC IV with in the 2 – year duration.
- Maintain an average grade of at least 85% and no grade lower than 80% in all subjects/ modules; otherwise, he loses the scholarship grant
- The Scholar must pass the TESDA assessment for NC II – to NC IV.

BREACH OF CONTRACT

- Poor Attendance
- Non-completion of Training Course
- Below average grade
- Failed in TESDA Assessment
- Withdrawal and or Abandonment or Dismissal due to unsatisfactory performance

BREACH OF CONTRACT

Incase of Abandonment, withdrawal or dismissal of the SCHOLAR, the SCHOLAR shall reimburse the SPONSOR within thirty (30) calendar days from the date of the abandonment, withdrawal or dismissal, without the need of a formal demand.

LIQUIDATED DAMAGES

PARTICULARSA	AMOUNT	FREQUENCY	TOTAL
1 ST SEM	125,000.00 / year	2 years	250,000.00
2 ND SEM	85,000.00 / year	2 years	170,000.00
AIR FARE	5,000.00 / trip	12 trips	60,000.00
TOTAL			480,000.00
		X	2
LIQUIDATED DAMAGES			960,000.00

AFTER GRADUATION

- SECURED EMPLOYMENT WITH TOYOTA DAVAO GROUP
- CAREER ADVANCEMENT

SCHOLAR shall render minimum of 5 years with the SPONSOR'S dealership upon successful of the 2 years course.



Thank you



TOYOTA DAVAO GROUP

FULL SCHOLARSHIP WITH 5 YEARS EMPLOYMENT OPPORTUNITY

AUTO BODY REPAIR | AUTO BODY PAINTING | AUTO GENERAL JOB



- FREE BOARD AND LODGING
- FREE TUITION FEE
- FREE MEALS
- FREE UNIFORM
- FREE TRANSPORTATION

APPLY NOW!

TEST CENTERS:

TOYOTA DAVAO CITY
 TOYOTA MATINA, DAVAO
 TOYOTA TAGUM CITY
 TOYOTA GENERAL SANTOS CITY
 TOYOTA KIDAPAWAN CITY



Qualifications:

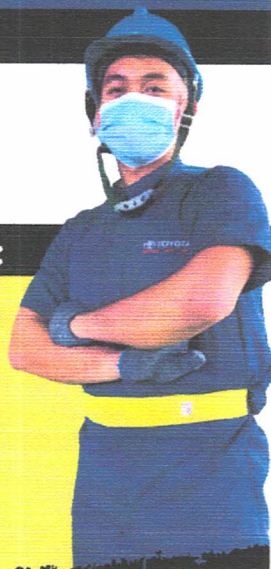
- At least High School Graduate;
- Physically Fit; and
- Good and employable character

WILLING TO BE ASSIGNED AT:

TOYOTA DAVAO CITY
 TOYOTA MATINA, DAVAO
 TOYOTA TAGUM CITY
 TOYOTA GENERAL SANTOS CITY
 TOYOTA KIDAPAWAN CITY

And other caravan sites:

Digos City
 Cotabato City
 Koronadal City



(084) 655-2994
0920-958-2733



recruitment@toyotatagum.com.ph



Sitio Libertad, Canocotan,
Tagum City

Study at Toyota Motor Philippines School of Technology, Inc. (TMP Tec) Located at Toyota Special Economic Zone, Santa Rosa, Laguna

Open to individuals who meet the following criteria:

- 18-25 years old
- High School Graduate with good communication skills
- With the willingness and desire to work as Automotive Technician in any of our dealer

Interested applicants must submit the following:

1. Application Letter
2. Bio-data with two (2) pcs, 2x2 pictures taken within the last three months
3. (1) photocopy of PSA Birth Certificates
4. (1) photocopy of High School Transcript of Records (school card)
5. (1) photocopy of High School Diploma
6. Certificate of Good Moral Character
7. Certificate of Low Income issued by the Baranggay

You may send your documents to the nearest Toyota Dealers at:

TOYOTA TAGUM CITY

Sitio Libertad, Canocotan, Tagum City

Email: recruitment@toyotatacum.com.ph

Tel. No.: (084) 655-2994

Cellphone No: 0920-958-2733

TOYOTA GENERAL SANTOS CITY

National Highway, City Heights, General Santos City

Email: recruitment@toyotageneralsantos.com.ph

Tel. No.: (083) 554-2994

Cellphone No: 0998-953-4313

TOYOTA DAVAO CITY, INC.

Km. 6 Lanang, Davao City

Email: recruitment@toyotadavao.com.ph

Tel. No.: (082) 234-2994

Cellphone No: 0917-146-1551

TOYOTA KIDAPAWAN CITY

Lot 7, Blk 18, Brgy. Balindog, Kidapawan City

Email: recruitment@toyotakidapawan.com.ph

Cellphone No: 0966-229-4144 / 0917-104-3035

TOYOTA MATINA, DAVAO

General Douglas MacArthur Highway, Davao City

Email: recruitment@toyotamatina.com.ph

Tel. No.: (082) 226-2994

Cellphone No: 0920-957-8442