



Ruj. Fail : JPA(I)S.175/8/36-12/2 Klt.2 (I)
Tarikh : 28 Jun 2018/ 14 Syawal 1439H

Ketua-Ketua Setiausaha Kementerian

Setiausaha-Setiausaha Kerajaan Negeri

Ketua-Ketua Jabatan/Perkhidmatan Persekutuan

Ketua-Ketua Badan Berkanun dan Pihak Berkuasa Tempatan

YBhg. Tan Sri/Datuk/Dato'/Datin/Tuan/Puan,

PENCALONAN BAGI MENGIKUTI PROGRAM LEP2.0 MANAGEMENT TRAINING PROGRAM FOR JUNIOR OFFICER 2018

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Sukacita Jabatan ini mempelawa pihak YBhg. Tan Sri/ Datuk/ Dato'/ Datin/ Tuan/ Puan untuk mengemukakan pencalonan daripada Kementerian/ Jabatan/ Agensi YBhg. Tan Sri/ Datuk/ Dato'/ Datin/ Tuan/ Puan untuk mengikuti **Program LEP2.0 Management Training Program for Junior Officer 2018**. Program ini akan berlangsung selama 30 hari mulai 9 Oktober 2018 hingga 7 November 2018 di Negara Jepun.

3. Objektif kursus ialah untuk meningkatkan kecekapan dan keupayaan pegawai muda Kerajaan Malaysia di dalam bidang Pengurusan bagi membolehkan mereka melaksanakan tugas dengan lebih baik dan menyumbang kepada organisasi di masa hadapan. Modul kursus ini meliputi ceramah, kajian kes dan lawatan ke agensi Kerajaan.

4. Tarikh Tutup Permohonan/Pencalonan

4.1 Tarikh tutup permohonan *online* bagi pegawai yang ingin memohon adalah pada **13 Julai 2018 (Jumaat)**.

- 4.2 Tarikh tutup pencalonan oleh Ketua Jabatan/Ketua Perkhidmatan adalah pada **13 Julai 2018 (Jumaat)**.
- 4.3 Keputusan pencalonan yang berjaya akan diumumkan di laman web JPA iaitu **www.jpa.gov.my** atau **http://esilav2.jpa.gov.my** pada **September 2018**.
5. Keterangan lanjut mengenai Program LEP2.0 Management Training Program for Junior Officer 2018, syarat-syarat permohonan dan tatacara pencalonan boleh diperolehi dengan melayari portal **www.jpa.gov.my** atau **http://esilav2.jpa.gov.my** mulai tarikh iklan ini disiarkan.
6. Pencalonan yang lengkap hendaklah dikemukakan ke Jabatan ini di alamat:

Ketua Pengarah Perkhidmatan Awam
Jabatan Perkhidmatan Awam Malaysia
Bahagian Pembangunan Modal Insan
Aras 3, Blok C2, Kompleks C
Pusat Pentadbiran Kerajaan Persekutuan
62510 PUTRAJAYA.

(u.p: Unit Pengurusan Penawaran Dalam Perkhidmatan)

Sebarang pertanyaan atau kemusykilan dalam urusan ini, sila hubungi:

Unit Pengurusan Penawaran Dalam Perkhidmatan

Telefon : 03-8885 3546

Emel : ldp@jpa.gov.my

7. Kerjasama pihak YBhg. Tan Sri/ Datuk/ Dato'/ Datin/ Tuan/ Puan mengenai perkara ini didahului dengan ucapan terima kasih.

“BERKHIDMAT UNTUK NEGARA”

Saya yang menurut perintah,



(AZURA BINTI AZIZ)

Bahagian Pembangunan Modal Insan
b.p. Ketua Pengarah Perkhidmatan Awam
MALAYSIA

**SYARAT PERMOHONAN DAN TATACARA PENCALONAN
PROGRAM LEP2.0 MANAGEMENT TRAINING PROGRAM
FOR JUNIOR OFFICER 2018**

1. Syarat-syarat pencalonan adalah seperti berikut:

- (a) Berumur tidak melebihi **48 tahun pada 1 Januari 2018**;
- (b) Pegawai-pegawai Kerajaan **Kumpulan Pengurusan dan Profesional**;
- (c) Telah **disahkan jawatan dalam gred 41 hingga 44** pada tarikh tutup permohonan;
- (d) Mencapai markah **Laporan Nilain Prestasi Tahunan (LNPT) purata 85 markah ke atas bagi tempoh genap 3 tahun skim perkhidmatan terkini berturut-turut (2015, 2016 & 2017)**. Penilaian setahun LNPT genap 12 bulan;
- (e) Mempunyai **penguasaan Bahasa Inggeris yang baik**;
- (f) Tidak mengikuti **kursus pendek dalam tempoh satu (1) tahun kebelakangan atau kursus panjang dalam tempoh dua (2) tahun kebelakangan** (dikira dari tarikh kursus ini bermula);
- (g) Bersih daripada pertuduhan/tindakan tatatertib dan bebas daripada dakwaan Mahkamah;
- (h) Telah mengisytiharkan harta;
- (i) Tidak tersenarai dalam senarai hitam JPA;
- (j) Tidak mempunyai sebarang kecacatan fizikal dan mental;
- (k) Tidak mengandungi bagi wanita; dan
- (l) Keutamaan diberikan kepada pegawai yang menjalankan tugas terkini dalam **bidang pengurusan**.

2. Kemudahan

Pegawai yang terpilih untuk mengikuti program ini layak dibayar elaun-elaun dan kemudahan mengikut ketetapan kemudahan dan kelayakan Pegawai Perkhidmatan Awam Semasa Berkursus di bawah Pekeliling Perbendaharaan WP1.10/2013.

3. Tatacara Permohonan/Pencalonan.

3.1 Tanggungjawab Pegawai.

3.1.1 Pegawai-pegawai yang berminat hendaklah mengisi borang permohonan secara dalam talian di laman web JPA www.jpa.gov.my atau <http://esilav2.jpa.gov.my>. Permohonan dibuka **mulai 28 Jun 2018 sehingga 13 Julai 2018.**

3.1.2 Borang permohonan yang telah lengkap diisi hendaklah dimuat turun dan dicetak untuk dihantar kepada Ketua Jabatan/Ketua Perkhidmatan masing-masing dengan disertakan bersama-sama:

- (i) Borang JPA(L)LDP 1A/96 (**LAMPIRAN B**);
- (ii) Borang Perakuan Ketua Jabatan (**LAMPIRAN C**);
- (iii) *JICA Application Form* (**diisi dalam 2 salinan**);
- (iv) Salinan Keputusan TOEFL/TOEIC/IELTS/Ujian Bahasa Inggeris yang diiktiraf;
- (v) *Questionnaire* (**diisi dalam 2 salinan**); dan
- (vi) Salinan Senarai Tugas.

3.1.3 Permohonan dengan **tanpa borang permohonan secara dalam talian, dokumen yang tidak lengkap dan tidak dikemukakan melalui Ketua Jabatan/Ketua Perkhidmatan serta tidak memenuhi syarat kelayakan yang ditetapkan** tidak akan diproses untuk tujuan pertimbangan.

3.2 Tanggungjawab Ketua Jabatan/Ketua Perkhidmatan.

3.2.1 Ketua Jabatan/Ketua Perkhidmatan adalah dinasihatkan supaya membuat semakan yang teliti dan memberi sepenuh perhatian kepada syarat-syarat yang ditetapkan. Sehubungan itu, adalah menjadi tanggungjawab Ketua Jabatan/Ketua Perkhidmatan untuk memperakukan pegawai-pegawai yang sesuai serta memenuhi syarat-syarat yang ditetapkan sahaja.

- 3.2.2 Semua pencalonan hendaklah diperakukan oleh Panel Pembangunan Sumber Manusia seperti yang dinyatakan dalam Pekeliling Perkhidmatan Bil.6 Tahun 2005 dengan menggunakan borang **JPA(L)LDP 1A/96 (LAMPIRAN B)**. Hanya pencalonan yang disokong dan diperakukan oleh Ketua Jabatan/Ketua Perkhidmatan sahaja yang perlu dikemukakan kepada Jabatan ini. Perakuan pencalonan mestilah dikemukakan bersama-sama **dokumen-dokumen di Perenggan 3.1.2**.
- 3.2.3 Setiap Agensi/Jabatan di bawah setiap Kementerian layak mengemukakan bilangan pencalonan yang merangkumi **dua (2) orang calon tetap** sahaja. Bilangan pencalonan di atas turut terpakai bagi calon-calon di peringkat Kementerian. Jika bilangan pencalonan bagi setiap Agensi/ Jabatan/ Kementerian melebihi bilangan calon-calon yang ditetapkan, Jabatan ini hanya akan **memberi keutamaan kepada 2 calon teratas** bagi melalui proses-proses pemilihan selanjutnya.



Knowledge Co-Creation Program (Country Focus)

GENERAL INFORMATION ON

LEP2.0 MANAGEMENT TRAINING PROGRAM FOR JUNIOR OFFICER

**国別研修「LEP2.0 行政初級職人材育成・プロジェクト管理」
JFY 2018**

NO. J1821550 ID. 1700373

Course Period in Japan: From October 9, 2018 to November 7, 2018

This information pertains to one of the JICA Knowledge Co-Creation Programs (Country Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

‘JICA Knowledge Co-Creation (KCC) Program’ as a New Start

In the Development Cooperation Charter which was released from the Japanese Cabinet in February 2015, it is clearly pointed out that *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* We believe that this ‘Knowledge Co-Creation Program’ will serve as a center of mutual learning process.

I. Concept

Background

In July 1981, Prime Minister Dato' Seri Dr. Mahathir bin Mohamad announced an initiative to learn from the experiences of Japan (and Korea) in the nation-building of Malaysia. He considered that the secret of Japanese success and its remarkable development lies in its labor ethics, morale, and management capability. He felt a program enabling that young Malaysians to learn in Japan would contribute to the economic and social development of Malaysia. For this purpose, Malaysia decided to dispatch their students to Japan, to study not only academics and technical know-how but also to learn labor ethics and discipline of the Japanese people.

This initiative is called "Look East Policy" and since its launch, it has served as an important vehicle for Malaysians to learn from the successful Japanese models and adapting them to Malaysian needs. Education and training program was implemented under the Look East Policy Program (LEP), sponsored by Public Service Department (JPA) from 1982 to 2005.

The program has continued its implementation from 2006 to 2015 under the Economic Partnership Program (EPP) with appropriate revisions and upgrades of the contents, after the Japan Malaysia Economic Partnership Agreement (JMEPA) was signed and ratified by both Japan and Malaysia Governments in 2006.

As the LEP approached its 30th Anniversary, a decision was made to re-evaluate and update the concept of the LEP to better reflect Malaysia's current needs. Based on that, the second wave of LEP, also known as LEP2.0, was announced during the ASEAN-Japan Commemorative Summit in 2013, and both country leaders reiterated the significant contribution of LEP, particularly on human resource development. As a result, LEP2.0 Training Program, a new cost-shared training program in line with Malaysia's Economic Transformation Program, was launched for the next five years to year 2020.

II. Description

1. **Title (J-No.): LEP2.0 Management Training Program for Junior Officer (J1821550)**

2. **Course Period in JAPAN**
October 9 to November 7, 2018

3. **Eligible / Target Organization**
Junior Governmental Officers with working experience of more than 3 years up to 10 years.

4. **Course Capacity (Upper limit of Participants)**
20 participants

5. **Language to be used in this program:** English

6. **Course Objective:**

To develop the junior officers' capability and competence in management, in order for them to perform their public services effectively and efficiently.

7. **Overall Goal**

To foster junior officers who meet the Malaysia's strategy in improving public service.

8. **Expected Module Output and Contents:**

This program consists of the following components.

Topics	Contents	Seminar Methods
<p>(1) Current situations and issue analysis Participants will identify their current situation and issues that they are facing.</p>	<ul style="list-style-type: none"> ◆ Identifying participant's issues as a junior officer at their current department (assignment before coming to Japan) ◆ Analyzing current issues 	<ul style="list-style-type: none"> ◆ Self-analysis ◆ Questionnaire submission ◆ Presentation ◆ Group discussion ◆ Workshop
<p>(2) Basic Information about Japan Participants will gain basic information about Japan for better understanding of the following training course contents.</p>	<ul style="list-style-type: none"> ◆ Japanese society (i.e. society, culture, language, education, etc.) ◆ Japanese economy 	<ul style="list-style-type: none"> ◆ Lectures ◆ Site visits ◆ Discussion

	<ul style="list-style-type: none"> ◆ Japanese administrative structure ◆ Current situation in disaster risk reduction in Japan 	
<p>Management of Japanese organization</p> <p>Participants understand the management method carried out by various organizations in private and public sectors, as well as the roles performed by managerial staff. Participants will have a chance to observe the recent situation how Internet of Things (IoT) is utilized to increase productivity in Japanese organization.</p>	<ul style="list-style-type: none"> ◆ Management of Japanese enterprises ◆ The role of managerial staff ◆ Management skill such as: team management, leadership, problem solving ability, human resource management ◆ Others 	<ul style="list-style-type: none"> ◆ Lectures ◆ Site visits ◆ Discussion
<p>(4) Ethic of Public Officer</p> <p>Participants understand the appropriate roles of public officer, work ethics and expected attitude through the case studies.</p>	<ul style="list-style-type: none"> ◆ Mission of the public officer ◆ Work ethics 	<ul style="list-style-type: none"> ◆ Lectures ◆ Discussion
<p>(5) Action Plan Presentation</p> <p>Each participant will compile and present the Action Plan that summarizes the ideas of their own practical future action to deal with the issues set at the beginning of the course.</p>	<ul style="list-style-type: none"> ◆ Summarize the learning from the program ◆ Preparation of Action Plan ◆ Presentation of Action Plan 	<ul style="list-style-type: none"> ◆ Self-analysis ◆ Group discussion ◆ Presentation ◆ Submission of the Action Plan

*The contents are subject to change without prior notice.

III. Conditions and Procedures for Application

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to utilize the program for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications:

- 1) Experience in the relevant field: More than 3 years up to 10 years, and under 48 years of age
- 2) Educational Background: University graduate
- 3) Language: Competent command of spoken and written English (This program includes active participation in discussions, which requires high competence of English ability. Please attach an official certificate for English ability such as TOEFL, TOEIC etc., if possible.)
- 4) Health: must be in good health, both physically and mentally, to participate in the program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus.

3. Required Documents for Application:

(1) Application Form: The Application Form is available at **the JICA office (or the Embassy of Japan)**.

(2) Photocopy of passport: to be submitted with the Application Form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

(3) Nominee's English Score Sheet (photocopy): to be submitted with the Application Form, if you have any official documentation of English ability (e.g. TOEFL, TOEIC or IELTS).

(4) Questionnaire: to be submitted with the Application Form. Fill in **ANNEX-VI** of this General Information.

(3) Procedures for Application and Selection:

(1) Submission of the Application Documents:

Closing date for applications: **Please inquire to the JICA office (or the Embassy of Japan).**

(After receiving applications, the JICA office will send them to **the JICA Kansai Center in JAPAN by August 9, 2018**)

(2) Selection:

After receiving the documents through proper channels from your government, the JICA office will conduct screenings, and then forward the documents to the JICA Center in Japan. Selection will be made by the JICA Center in consultation with concerned organizations in Japan. The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection. Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance:

Notification of results will be made by the JICA office (or the Embassy of Japan) **not later than August 31, 2018.**

(4) Conditions for Attendance:

- (1)** to strictly adhere to the program schedule,
- (2)** not to change the program topics,
- (3)** not to extend the period of stay in Japan,
- (4)** not to be accompanied by family members during the program,
- (5)** to return to home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (6)** to refrain from engaging in any political activities, or any form of employment for profit or gain,
- (7)** to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances, participants may be required to return part or all of the program expenditure depending on the severity of said violation, and
- (8)** to observe the rules and regulations of the accommodation and not to change the accommodation designated by JICA.

IV. Administrative Arrangements

1. Organizer:

(1) **Name:** JICA Kansai

(2) **Contact:** Ms. Yoshiko Oi (Oi.Yoshiko@jica.go.jp)

2. Implementing Partner:

(1) **Name:** Pacific Resource Exchange Center (PREX)

http://www.prex-hrd.or.jp/index_e.html

The Pacific Resource Exchange Center was established in 1990. It integrates consensus among Kansai's industry, government and academia. It endeavors to promote international exchanges through human-resource development projects and their related activities in developing countries.

3. Travel to Japan:

(1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by Malaysian government.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan will not be covered.

(3) Allowances for accommodation, meals, living expenses, outfit, and shipping, will be borne by Malaysian government

4. Accommodation in Japan:

JICA will arrange the following accommodations for the participants in Japan:

JICA Kansai

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: 81-78-261-0388 FAX: 81-78-261-0465

(where "81" is the country code for Japan, and "78" is the local area code)

If there is no vacancy at JICA Kansai, JICA will arrange alternative accommodations for the participants. Please refer to facility guide of JICA Kansai at its URL, <https://www.jica.go.jp/kansai/english/office/index.html>

5. Expenses:

The following expenses will be provided for the participants by JICA:

(1) Expenses for study tours (basically in the form of train tickets),

(2) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, and dental treatment are not included), and

(3) Expenses for program implementation, including materials.

For more details, please see "III. ALLOWANCES" of the brochure for participants titled "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

6. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or Embassy of Japan), to provide participants with details on travel to Japan, conditions of the participation in the program, and other matters.

V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.
2. For the promotion of mutual friendship, JICA Kansai encourages international exchange between JICA participants and local communities, including school and university students as a part of development education program. JICA participants are expected to contribute by attending such activities and will possibly be asked to make presentations on the society, economy and culture of their home country.
3. Participants are recommended to bring laptop computers for your convenience, if possible. During the program, participants are required to work on the computers, including preparation of Action Plan(AP), etc. Most of the accommodations have internet access. Also, there is a computer room in JICA Kansai where 6 desk-top computers are available with internet access. Some facilities outside JICA Kansai may not have internet access.
4. Allowances, such as for accommodation, living, clothing, and shipping, will be deposited to your temporary bank account (opened by JICA) 2 to 5 days after your arrival in Japan. It is highly advised to bring some cash in order to cover necessary expense for this period.
5. It is very important that some of your currency must be exchanged to Japanese Yen at any transit airport or Kansai International Airport (KIX) in Osaka, Japan soon after your arrival. It is quite difficult to exchange money after that, due to limited availability of facility or time during the program.

VI. ANNEX: QUESTIONNAIRE

Each applicant is required to submit the questionnaire together with the Application Form, based on which the training institution will be able to grasp the needs of the participants. The effectiveness of the training will also be enhanced by informing those needs to lecturers and visiting sites. Furthermore, it will help you to do self-analysis about your current situations before participating the course.

Purpose of Answering the Questionnaire

- To have a chance to reflect your current situation in leading the team at work.
- To set the goal of necessary skills as a junior officer for better management of the team.

Instructions for giving answers to the Questionnaire

- a) Answer the Questionnaire (page 9) after reading the concept of this seminar “**II. Description**” (page 3-4) carefully.
- b) List three (3) problems/skills or less for each topic.
- c) Each problems/skills should be typewritten in thirty (30) words or less, and be
 - typed directly onto the Questionnaire in the ANNEX of this brochure, or
 - typed on an A4 size sheet of paper with double spacing.

★QUESTIONNAIRE

Please submit the questionnaire together with application form.

Name: _____

Organization you are attached to: _____

(1) Please describe three problems that you are facing as a junior officer, in managing your team at work.

(Three items maximum, each in 30 words or less)

1

2

3

(2) Please describe three management skills that you need to improve further in order to carry out your work as a manager.

(Three items maximum, each in 30 words or less)

1

2

3

Thank you for your cooperation.

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that “capacity development” is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, Knowledge Co-Creation programs (until 2015, so called “training”), JOCV programs, etc.

Within this wide range of programs, Knowledge Co-Creation Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the “*adopt and adapt*” concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this “*adoption and adaptation*” process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan’s developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of “tacit knowledge,” a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or Embassy of Japan. Further, address correspondence to:

JICA Kansai International Center (JICA Kansai)

Address: 1-5-2, Wakinohama-kaigandori, Chuo-ku, Kobe, Hyogo 651-0073, Japan

TEL: +81-78-261-0388 FAX: +81-78-261-0465