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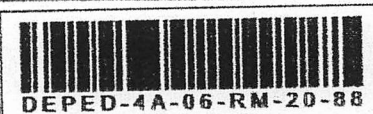


Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

Schools Division of Tarlac City
RECORDS SECTION

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BY: *A. Jura*
DATE: *2/4/20* Time: *10:10*
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30 January 2020

Regional Memorandum

SUBMISSION OF QUALIFIED NOMINEE FOR SEAMEO RELC SCHOLARSHIP PROGRAM
ON "CERTIFICATE IN ENGLISH TEACHING -SECONDARY (CELT-S)"

To Schools Division Superintendents

1. In reference to DepEd Memorandum CI-2020-0021 on Southeast Asian Ministers of Education Organization - Regional Language Center (SEAMEO-RELC) on its course "Certificate in English Teaching -Secondary (CELT-S)" and SEAMEO Research Fellowship for Fiscal Year 2020. This Office, through the Human Resource Development Division (HRDD) requests each Schools Division Office to submit the name and documents of (1) one qualified nominee, for this scholarships program. Please send the document (soft copy) via email at hrd.calabarzon@deped.gov.ph or hard copy at DepEd RO HRDD Office, Gate 2 Karangalan Village, Cainta Rizal before the application deadline on February 14, 2020.
2. This program is designed for English Teachers working in secondary schools. It is a blended learning course that can be completed with formal assessment, leading to CELT-S qualification.
3. The program will be conducted in four phases from August 10, 2020 to February 28, 2021. They are:

Phases	Duration
I	10 August to 1 November 2020 (Online)
II	3 to 27 November 2020 (Residential)
III	7 December 2020 to 31 January 2021 (Online)
IV	10 February to 24 February 2021 (Teaching, Observations)

4. Attached is the list of **required documents** on the said scholarship program.
5. Immediate dissemination of and appropriate action for this Memorandum is desired

WILFREDO E. CABRAL
Director IV

hrdd/cris



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon



ANNEX A
LIST OF REQUIREMENTS

Qualification	Documentary Requirements
a. Filipino citizen	<ol style="list-style-type: none"> 1. Updated Personal Data Sheet 2. Endorsements from the head of office <ol style="list-style-type: none"> a. endorsement from school principal/division chief b. endorsement from the Schools Division Office through the Office of the SDS c. Nomination Letter from the Regional/ Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs) 3. Screening Form
b. Must be 50 years old below	
c. Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination	
d. Must hold a permanent appointment at the organization nominating him/her	
e. Must have no pending administrative and/or criminal case	
f. Must have a college degree and/or sufficient demonstrated ability and experience related/ relevant to the course he/she is applying for	
g. Must have a good command of the English language (spoken and written)	
h. Must have professional development needs aligned with the KRAs of the organization	
i. Must have outstanding accomplishments related/ leading to the program applying for	
j. Must have no pending nomination for scholarship in another program/ course or have already rendered the required service obligation for a scholarship previously enjoyed	
k. Physically and mentally fit	
l. Not an expectant mother	



Southeast Asian Ministers of Education Organization
Regional Language Centre
Centre of Choice

COURSE INFORMATION 2020

CELTS-S

Cambridge Certificate in English Language Teaching - Secondary

**10 Aug 2020
 to
 28 February
 2021**

(Important: This document should be read by all applicants prior to completing the application form for admission.)

Rationale	CELTS-S is a qualification designed for English language teachers working in secondary education (ages 11-18).
Aims	<p>CELTS-S aims to help participants improve the quality of their classroom practice by:</p> <ul style="list-style-type: none"> ▪ developing and extending teachers' knowledge and skills; ▪ focusing on the strategies, methods and materials teachers need to teach language effectively; ▪ helping teachers to manage and motivate large classes; and ▪ providing teachers with strategies to ensure that all learners achieve their potential.
Duration	CELTS-S is a 150-hour blended learning course, comprising eight modules (see Course Syllabus for details) and a practical component (comprising portfolio tasks and teaching observations).
Period and Nature of Study	<p>CELTS-S will be conducted in four phases. They are:</p> <ul style="list-style-type: none"> ▪ Phase 1: 10 August to 1 November 2020 12-week online learning phase (with at least 40 hours of online study) ▪ Phase 2: 3 to 27 November 2020 4-week residential training in Singapore at SEAMEO RELC (with 84 hours of face-to-face study, *TP1: 6 hours of micro-teaching and peer observation and TKT (Module 1) which will be taken on Fri, 27 Nov 2020 in Singapore. ▪ Phase 3: 7 December 2020 to 31 January 2021 8-week online learning phase (with at least 20 hours of online study) ▪ Phase 4: 10 February to 17 February 2021 or 17 February to 24 February 2021 (exact dates to be confirmed by RELC trainer and the hosting schools) 1-week on-site visit and teaching observations (*TP2 & *TP3) by RELC trainer

Course Syllabus

Module Content	Phase / Mode
Module 1 - Managing the secondary classroom <ul style="list-style-type: none"> • Unit 1: Creating and maintaining a constructive learning environment • Unit 2: Managing classroom activities effectively • Unit 3: Managing differences in the classroom 	1 Online
Module 3 - Developing listening, speaking, reading and writing skills in the secondary classroom <ul style="list-style-type: none"> • Unit 1: Teaching listening and reading • Unit 2: Teaching speaking • Unit 3: Teaching writing 	1 Online
Module 5 - Developing language use in the secondary classroom <ul style="list-style-type: none"> • Unit 1: Teaching language • Unit 2: Teaching vocabulary • Unit 3: Teaching pronunciation 	1 Online
Module 2 - Language learning and the teenage learner <ul style="list-style-type: none"> • Unit 1: Learning language in the secondary education sector • Unit 2: Learning needs, styles, motivations and preferences • Unit 3: Encouraging and supporting active and independent learning 	2 Face-to-face at RELC
Module 4 - Language awareness for teaching <ul style="list-style-type: none"> • Unit 1: Grammar • Unit 2: Vocabulary • Unit 3: Pronunciation 	2 Face-to-face at RELC
Module 8 - Assessing language learning in the secondary context <ul style="list-style-type: none"> • Unit 1: Principles and purposes of classroom-based assessment • Unit 2: Classroom-based assessment tools • Unit 3: Formative and summative assessment 	2 Face-to-face at RELC
Module 6 - Planning language learning in the secondary context <ul style="list-style-type: none"> • Unit 1: Planning a lesson • Unit 2: Writing lesson plans • Unit 3: Planning a scheme of work 	3 Online
Module 7 - Resources for learning in the secondary classroom <ul style="list-style-type: none"> • Unit 1: Evaluating, selecting, using and adapting coursebook materials • Unit 2: Evaluating, selecting and using supplementary materials • Unit 3: Using teaching aids effectively, including technology 	3 Online

Course Requirements

The course completion and assessment requirements are:

(1) Methodology

- Completion of the eight modules and progress tests
- A multiple-choice teaching knowledge test (TKT Module 1) to be taken at an authorized test centre in Phase 2

(2) Teaching practice

- Completion of portfolio tasks

Teaching observations (to be conducted in Phase 4 on-site visit by RELC trainer)

Course Award

Course participants who complete all the modules and assessments will receive the CELT-S qualification from Cambridge Assessment English and a Certificate for TKT (Module 1).

The CELT-S qualification is awarded at Pass or Pass with Merit level.

Admission Requirements

The requirements for admission to the programme are:

- a) An approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or Education;
- b) At least two years of full-time English language teaching experience or experience in English language/curriculum planning and language development programmes; and
- c) Meeting the minimum language scores for any of the following:
 - IELTS: 4.0 and above
 - TOEFL: 57 and above (internet based); 437 and above (paper based); 140 and above (computer); ITP: 490; iBT: 32
 - APTIS (all four macro skills) B1 and above
 - PTE: 40 and above
 - CEFR: B1
 - GCE O Level English: A1-C6
 - GCE A Level General Paper: A1-D7
 - Cambridge Advanced English (CAE): A-C
 - SPM 1119 English: C and above (GPK/PNG 2.00 and above)/Kepujian Tinggi and above
 - STPM General Paper/English Literature: C and above (CGPA/NGMP 2.4 and above)
 - Malaysian University English Test (MUET): Band 3,4,5 or 6
 - CU TEP with a score of 40 (equivalent to IELTS 4.0) and above

Note: Applicants who do not meet Criteria (c) are required to pass the RELC English selection test.

IT Requirements

As this is an online course, participants must ensure that they have the following minimum requirements before they can use the LMS program:

- Mozilla Firefox or Internet Explorer (IE) 8.0 internet browsers
- Desktop/Notebook PC minimum technical specifications:
 - CPU: Intel Core i3 (minimum)
 - Main memory: 2 GB (minimum)
 - Hard disk: 320GB
 - Webcam
- Internet speed: A minimum of 1 MB/sec
- Software specifications:
 - Desktop/Notebook Operating System: Windows 7, Vista or XP SP3
 - Adobe Flash Player 11 or later
 - Adobe Shockwave Player 11.5 or later
 - Sun Java TM 6 Update 23 or later
 - Cookies (activated)
 - Microsoft Office (2003 upwards) or Open Office

Application

Interested applicants must submit the following documents:

- ☐ Application Form A238 (completed and endorsed)
- ☐ Medical Examination Form A228
- ☐ Copies of your certificates of degrees/diplomas, certified by your institution
- ☐ Copies of your transcripts, certified by your institution. Where a transcript is in a language other than English, it should be accompanied by a certified translation into English. (In the absence of a transcript, a certified statement on the degrees/academic qualifications achieved with a listing of subjects studied and subject examination results is required.)
- ☐ Reference letters (The two reference letters can be from an academic staff who has supervised you or a current/previous employer.)
- ☐ Copies of current/valid IELTS or official TOEFL results certified by your institution (for applicants from non-English medium education systems)

Closing Date

The closing date for application is 28 February 2020.

SEAMEO Regional Language Centre

GUIDELINES FOR RESEARCH FELLOWSHIPS

- 1** RELC will offer at least one Research Fellowship in the year 2020 to the region.

The intent of the SEAMEO RELC Research Fellowship is to:

- promote research capacity in the region in studies relevant to the development of language education in the region;
- enhance the quality of research efforts in a relevant or related area of language education, to attain international recognition and understanding; and
- foster rigour in research efforts through sharing and discussion.

- 2** Applications for Research Fellowships will be considered by RELC in the light of such priorities as may be established, and of the availability of funds, but especially in the light of the probable value of the project for the development of language education in a SEAMEO member country or in the SEAMEO region.

- 3** The admission requirements for the Research Fellowships are as follows:

- a) Applicants must be nationals of SEAMEO member countries;
- b) Applicants must possess a rich background in research with a good number of research articles that have been published in English by international language and linguistics journal(s);
- c) The research project or proposal put forward must be sound, feasible and relevant to language and/ or education;
- d) Application reflects ability to analyse, explain and write cogently; and
- e) Applicants must possess a Doctoral degree in Linguistics, Applied Linguistics, TESOL, English Language, Education, or Training. Applicants without the equivalent academic qualifications could be considered, strictly on the merit of their known and published research work and experience, in English, backed by a solid curriculum vitae of project leadership and research involvement.

RELc reserves the right to make the final decision in the selection and award of the Research Fellowships.

- 4** Applicants are expected to be capable of independent work on their proposed research projects. The proposed research project must not be part of or associated with any research project intended for a university degree or for meeting the requirements of a non-RELc grant or award.

5 The period of research may stretch up to six months, with the last one month to be on attachment at RELC. Research Fellows from outside Singapore will be provided with return airfares (economy class), accommodation at the RELC International Hotel, and an allowance of S\$600 during the one-month attachment. The Research Budget (excluding airfare, accommodation and allowance in Singapore) should not exceed S\$1,500.

6 The proposed research project must not be started and no expenses are to be incurred until the outcome of application is made known to the applicant that the research fellowship award has been awarded.

7 RELC Research Fellows will have available to them all the relevant resources of the Centre, including one of the finest specialist libraries for research in linguistics and language teaching and consultancy, and advisory services of highly qualified academic and research staff.

8 Research Fellows will be required to present their research findings at a staff seminar during the period of attachment at RELC and submit a copy of the research project at the end of the attachment period. The report of the research project should be at least 8,000 words in the form of a journal article. The journal article shall first be submitted to the RELC Journal for consideration of publication. In the event that RELC does not wish to take up the publication of the journal article, it may then be submitted to other journals of linguistics or language education for publication.

9 In accordance with the established policy of RELC, all copyright in the report of the research project shall belong to RELC and the Research Fellow shall execute and deliver the necessary documents required to transfer the copyright in the report of the research project to RELC.

10 Persons applying for RELC Research Fellowships are required to submit research project proposals for evaluation and approval. Information on the proposed research project should be as specific and detailed as possible. All proposals must include a budget and all costs should be stated in Singapore dollars. The award does not provide for the payment of honoraria.

11 Payment of expenses will be on a reimbursement basis upon presentation of invoices/receipts, while on attachment at RELC and upon submission of the completed research project.

12 There are no specific deadlines for applications for the Research Fellowships. Quality applications will be considered throughout the year. For interested applicants, please complete the application form (Annex E) and submit it to us via your respective Ministries.



**Southeast Asian Ministers of Education Organization
Regional Language Centre**

APPLICATION FOR A RESEARCH FELLOWSHIP

(To be completed in typewritten form)

To: Centre Director
SEAMEO Regional Language Centre
30 Orange Grove Road
Singapore 258352
REPUBLIC OF SINGAPORE

I wish to apply for a Research Fellowship at the SEAMEO Regional Language Centre (REL C) and I set out in Parts I and II of this form, my personal and professional particulars and the proposed research project.

Date

Signature of Applicant

(The Guidelines for the Award of Research Fellowships should be carefully read before the application form is completed.)

PART I: PERSONAL AND PROFESSIONAL PARTICULARS

1. Name of Applicant: _____

2. Date of Birth: _____ Place of Birth: _____
(DD/MM/YY)

3. Citizenship: _____ Marital Status: _____

4. Home Address: _____

_____ Tel. No.: _____

5. Office Address: _____

_____ Tel. No.: _____

Fax No.: _____ Email Address: _____

Recent
photograph of
Applicant

6. National Registration Identity Card or Passport No.: _____

(Place of Issue)

(Date of Issue)

(Date of Expiry)

7. Name and Address of Spouse: _____

Tel. No.: _____

8. If single, name and address of person to be contacted in any emergency:

Tel. No.: _____

9. Previous Experience in Research: _____

10. Publications (list titles; append copies, if possible):

Title of Publication	Year Published

11. Academic Qualifications (in chronological order):

School / University / College / Institution	Year From / To	Cert. / Diploma / Degree	Major

12. Professional Experience since Graduation (list positions held, duties of position, dates, location):

Organization / Institution	Year From / To	Position	Subjects taught, if applicable

13. Present Position: _____

14. Brief Description of Present Duties: _____

15. References (list the names and addresses of three persons to whom reference may be made on your work and professional qualifications):

Name	Present Position	Years of Acquaintance	Address

16. Are you currently engaged in any research project? If so, indicate nature of the project and sources of support of project. Is your proposed RELC project to form part of any other on-going research?

PART II: PROPOSED RESEARCH PROJECT

Title of Project: _____

1. **Research Plan:** (Indicate in detail the background of the project, specific aims, plan of investigation)

2. **Time-Table:**

3. **Possible Results of Investigation:**

4. What is the significance of the proposed research project and its relevance to the improvement of language programmes in the Southeast Asian region?

5. Budget (in Singapore dollars):

☐ I agree that RELC will use my personal data for course registration and/or for statistical research and studies only. RELC may also use such data to inform me of related news and/or events. I understand that I may withdraw my consent for the use of my personal data at any time through SCE_PDPA@relc.org.sg.



Southeast Asian Ministers of Education Organization
Regional Language Centre
Centre of Choice

**APPLICATION FOR ADMISSION AS A CANDIDATE TO THE
 MA/DIPLOMA/CERTIFICATE COURSES**

IMPORTANT

- a) All entries must be completed. Please enter 'N.A.' if an entry is not applicable.

Passport-sized
 Photograph

- b) Please indicate course code, title and dates below:

Course Code	Course Title	Course Dates

- c) Please indicate the status of the applicant by putting a tick (✓) in the appropriate box.

- ☐ Nominated by SEAMEO Ministry of Education, _____
 for SEAMEO RELC Scholarship (Country)
- ☐ Applying as a private fee-paying applicant
- ☐ Applying as a non-SEAMEO RELC Scholarship/Bursary applicant
 If admitted, the Scholarship/Bursary will be awarded to me by _____

(Name of Sponsor/Agency)

(Address of Sponsor/Agency)

PART A: PERSONAL PARTICULARS

- a) Full name (as in passport): (*Dr/Mr/Mrs/Ms/Miss)

 (Please PRINT and underline surname)
- b) Gender*: ☐ Male ☐ Female
- c) Home address: _____
 _____ Tel no: _____ Email: _____
- d) Office address: _____
 Fax no: _____ Tel no: _____ Email: _____
- e) Address for correspondence*: ☐ Home address ☐ Office address
- f) Date of birth: _____ Age: _____ Place of birth: _____
 (DD/MM/YYYY) (Country & Province)
- g) Nationality/Citizenship: _____ Religion: _____ Marital status: _____
- h) Race*: ☐ Chinese ☐ Indian ☐ Malay ☐ Others _____

* Please delete whichever is not applicable.

* Please tick (✓) accordingly.

<p>▪ Identification*:</p> <p> <input type="checkbox"/> Singapore Citizen <input type="checkbox"/> Singapore Permanent Resident <input type="checkbox"/> Student Pass <input type="checkbox"/> Employment Pass <input type="checkbox"/> Other Pass </p>				
<p><u>For International Applicants</u></p> <p>▪ Passport no: _____ Country and Place of Issue: _____</p> <p>Passport Expiry Date (valid for at least 6 months): _____</p> <p>Passport Issue Date: _____ (DD/MM/YY)</p> <p style="text-align: center;">(DD/MM/YY)</p> <p>▪ Identification Card number: _____</p>				
<p>▪ Person to contact in an emergency:</p> <p>Name: _____</p> <p>Contact no (including area code): _____</p> <p>Relationship to Applicant: _____</p>				
PART B: PROFESSIONAL QUALIFICATIONS				
<p>(1) ACADEMIC QUALIFICATIONS</p>				
<p>List colleges/universities and/or other tertiary institutions attended, including courses at SEAMEO Regional Language Centre (in chronological order):</p>				
Period attended		Name of institution and country	Major subject(s)/field(s) of study	Qualifications obtained/pending
From	To			
DD/MM/YY	DD/MM/YY	XYZ University, ABC country	Applied Linguistics	Bachelor's Degree in Applied Linguistics

If applicable, please indicate your GCE 'A' Level General Paper / 'O' Level English Language results below*:

▪ 'A' Level: _____

▪ 'O' Level: _____

If English was not the language of instruction in your previous institution, please indicate your results of one of the below test*:

▪ IELTS: _____

▪ TOEFL: _____ paper/computer/internet* based

▪ SPM/STPM/MUET*: _____

▪ CU TEP: _____

▪ APTIS: _____

* Please delete whichever is not applicable.

*Please tick (✓) accordingly.

* Please indicate N.A. if it is not applicable.

(2) EMPLOYMENT HISTORY

Present Occupation

Position: _____

Name of institution/employer: _____

Date of joining: _____

Give a brief description of the applicant's present job (including duties and responsibilities).

Give a brief description of the applicant's present job (including duties and responsibilities):

.....

Previous occupation(s)

[illegible]

(3) OVERSEAS CONFERENCES/SEMINARS ATTENDED

Period attended	Name of conference/seminar	Venue

(4) RESEARCH EXPERIENCE

Title of research	Duration	
	From	To

(5) PUBLICATIONS		
Title of publication/Name of journal	Year published	

(6) LANGUAGES SPOKEN AND/OR WRITTEN		
Please indicate 'Excellent', 'Good' or 'Fair'.		
Language	Written	Spoken



Southeast Asian Ministers of Education Organization
Regional Language Centre
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MEDICAL EXAMINATION FORM
***APPLICATION FOR MA /DIPLOMA/CERTIFICATE COURSE**

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PART A: PERSONAL PARTICULARS (to be completed by Applicant)

1. Name: *(Mr/Mrs/Ms/Mdm) _____
(Please underline surname)
2. Course Code, Course Title and Course Dates: _____
3. Home Address: _____

Country: _____ Postal code: _____
4. Gender: *Male/Female
5. Date Of Birth: _____ (DD/MM/YYYY)
6. *Passport Number/NRIC No: _____
7. Nationality: _____

*Please delete whichever is not applicable

PART B: MEDICAL HISTORY (to be declared and completed by Applicant)

(Failure to disclose medical history in full may lead to the rejection or cancellation of the application/award).

Have you suffered from or undergone any of the following? Please circle either "Yes" or "No"

- | | | | |
|---------------------------------|----------|--------------------------------------------------|----------|
| 1 Tuberculosis | Yes / No | 15 Diabetes | Yes / No |
| 2 Pneumonia | Yes / No | 16 Epilepsy | Yes / No |
| 3 Pleurisy | Yes / No | 17 Poliomyelitis or other neurological disorders | Yes / No |
| 4 Asthma | Yes / No | 18 Nervous breakdown | Yes / No |
| 5 Allergic disorders | Yes / No | 19 Psychiatric disorders | Yes / No |
| 6 Rheumatic fever | Yes / No | 20 Eye disorders | Yes / No |
| 7 Heart disease | Yes / No | 21 Ear, nose or throat disorders | Yes / No |
| 8 Gastric or duodenal disorders | Yes / No | 22 Skin diseases | Yes / No |
| 9 Recurrent indigestion | Yes / No | 23 Anaemia | Yes / No |
| 10 Jaundice | Yes / No | 24 Gynaecological disorders | Yes / No |
| 11 Dysentery | Yes / No | 25 Malaria or other tropical diseases | Yes / No |
| 12 Varicose veins | Yes / No | 26 Operations | Yes / No |
| 13 Kidney or urinary diseases | Yes / No | 27 Serious accidents | Yes / No |
| 14 Rupture | Yes / No | 28 Any other serious disorders | Yes / No |
- If Yes, please specify: _____

Signature of Applicant

Date

PART C: CERTIFICATION BY EXAMINING PHYSICIAN (to be completed by physician)

Please tick (✓) accordingly.

- 1 Do you consider the candidate medically fit to undertake a (3 to 6 weeks/more than 6 months)*course of study abroad? (*Please delete whichever is not applicable)

Yes () No ()

If No, please specify reason: _____

2. Additional comments by Examining Physician (if any):

Signature of Examining Physician: _____

Name of Examining Physician: _____

Name of Medical Institution: _____

Address of Medical Institution: _____

Official Stamp: _____

Date: _____