



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus Street, Pulungbulu, Angeles City



Tel. No. (045) 322-5722; 322-4702/Fax Nos. (045) 887-6099
email address: angeles.city@deped.gov.ph

March 14, 2018

DIVISION MEMORANDUM

No. 121, s. 2017

SEAMEO RELC'S 50TH ANNIVERSARY SCHOLARSHIP YEAR 2018 By

To: Heads of Public Secondary School
Secondary English Teachers

1. The Department of Education announces the SEAMEO RELC's 50th anniversary this year and its offering of new SEAMEO RELC scholarship programme on "Certificate in English Teaching-Secondary (CELT-s).
2. SEAMEO RELC scholarships cover the registration and tuition fees, subsistence allowance, airfare and accommodation cost for the period of residential stay at RELC.
3. All required documents must be submitted via email at neap.pdd@deped.gov.ph on or before May 18, 2018.
4. Details of the programme are found in the attached Scholarship Advisory No. 06, s. 2018. For further inquiries and clarifications, please contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at neap.pdd@deped.gov.ph.
5. Wide dissemination of this Memorandum is desired.


MARIA CELINA L. VEGA

OIC – Assistant Schools Division Superintendent
Officer-in-Charge



Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: (632) 633-7202/687-4146 Fax: (632) 631-5057

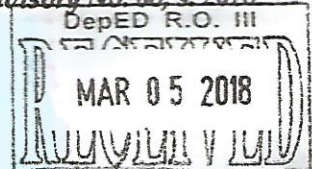


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Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-00 058

Scholarship Advisory No. 06, s. 2018



TO : Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools

FROM : *Lorna A. Dino*
LORNA DIG DINO, Ph.D.
Undersecretary for Curriculum and Instruction

SUBJECT : SEAMEO RELC'S 50TH ANNIVERSARY SCHOLARSHIP YEAR
2018

DATE : 27 February 2018

In conjunction with SEAMEO RELC's 50th anniversary this year, the Centre will be offering new SEAMEO RELC scholarship programme on "Certificate in English Teaching-Secondary (CELT-s)." This program is designed by Cambridge English for in-service teachers of English working in secondary schools. It is a blended learning course that can be completed with formal assessment, leading to CELT-S qualification.

SEAMEO RELC scholarships cover the registration and tuition fees, subsistence allowance, airfare and accommodation cost for the period of residential stay at RELC.

All other required documents must be submitted via email at neap.pdd@deped.gov.ph on or before 18 May 2018.

The application form and other details of the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at neap.pdd@deped.gov.ph.

Immediate dissemination of and appropriate action for this memorandum is desired.

- Annex A: List of Requirements
B: Cambridge Certificate in English Language Teaching - Secondary (Course Information)
C: Application Form
D: Medical Examination Form

LIST OF REQUIREMENTS

A. Qualifications

- a. Filipino citizen
- b. Must have rendered at least two (2) years of service in the government (DepEd) at the time of nomination
- c. Must hold a permanent appointment at the organization nominating him/her
- d. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive period preceding the nomination
- 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 applied for
- g. Must have no pending nomination for scholarship in another program/course
- h. Must have already rendered the required service obligation for a scholarship previously enjoyed
- i. Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- j. Must have a good command of the English language (spoken and written)
- k. Physically and medically fit to travel
- l. Must have above average ICT skills
- m. Not an expectant mother

B. Documentary

- a. Endorsement from RO and SDO
- b. Detailed and updated Curriculum Vitae
- c. Letter of Application addressed to the donor organization
- d. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
- e. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- f. Personal Data Sheet
- g. Service record
- h. Performance rating for two (2) consecutive rating periods immediately preceding the nomination
- i. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution but not the same institution where the applicant is presently employed
- j. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- k. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer
- l. Photocopy of Valid Passport (2 copies)



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

COURSE INFORMATION 2018

CELT - S

**Cambridge Certificate in English
 Language Teaching - Secondary**

**13 Aug 2018
 to
 28 February
 2019**

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

Course Overview

Rationale	<ul style="list-style-type: none"> Designed by Cambridge English for in-service teachers of English working in the secondary schools. It is a blended learning course that can be completed with formal assessment, leading to the CELT-S qualification
Aims	<ul style="list-style-type: none"> Help teachers create strategies for the key challenges of teaching English as a second or foreign language in a secondary school context Build on teachers' pedagogical knowledge and skills through a combination of face-to-face instruction, online study and observed teaching practice Help teachers improve the quality of their classroom practice
Period and Nature of Study	<ul style="list-style-type: none"> Phase 1: 13 August to 5 October 2018 8-week online learning phase (with at least 20 hours of online study) Phase 2: 22 October to 9 November 2018 3-week residential training in Singapore at SEAMEO RELC (with 66 hours of face-to-face study and *TP1: 6 hours of micro-teaching and peer observation) Phase 3: 19 November 2018 to 8 February 2019 12-week online learning phase (with at least 40 hours of online study) Phase 4: 13 February to 20 February 2019 or 20 February to 27 February 2019 1-week on-site visit and teaching observations (*TP2 & *TP3) by RELC trainer
Delivery	<ul style="list-style-type: none"> Blended with 3-week face-to-face instruction and 3-month online learning 1-week on-site visit and teaching observations

Description of Modules

Module	Phase	Content
a) Classroom management in the secondary classroom	One	<ul style="list-style-type: none"> • Creating and maintaining a constructive learning environment • Managing classroom activities effectively • Managing differences in the classroom.
b) Language learning and the teenage learner	One	<ul style="list-style-type: none"> • Learning language in the secondary education sector • Learning needs, styles, motivations and preferences • Encouraging and supporting active and independent learning.
c) Teaching language skills	Two	<ul style="list-style-type: none"> • Teaching listening and reading • Teaching speaking • Teaching writing.
d) Language awareness for teaching	Two	<ul style="list-style-type: none"> • Grammar: word classes, grammar structures and how to use language for different functions • Vocabulary: key concepts, word formation and combining words • Pronunciation: key concepts, word and sentence stress, connected speech and intonation.
e) Assessing language learning in the secondary context	Two	<ul style="list-style-type: none"> • Principles and purposes of classroom-based assessment • Classroom-based assessment tools • Formative and summative assessment.
f) Teaching language in the secondary classroom	Three	<ul style="list-style-type: none"> • Key concepts, principles and techniques in teaching grammar, lexis and phonology.
g) Planning language learning in the secondary context	Three	<ul style="list-style-type: none"> • Planning a lesson • Writing lesson plans • Planning a programme of work.
h) Language learning resources and materials for the secondary classroom	Three	<ul style="list-style-type: none"> • Evaluating, selecting, using and adapting coursebook materials • Evaluating, selecting and using supplementary materials • Using teaching aids effectively, including technology.

Each module has a number of lessons, which have the following structure:

- a) An introduction to the topic
- b) Learning activities
- c) Activities that check learning
- d) Activities that focus on practical classroom applications
- e) A review of what has been learned
- f) A short, multiple-choice progress test
- g) Further reading.

Assessment Components

- 1. English Language Teaching methodology
 - a. Completion of the 8 modules and progress tests
 - b. A multiple-choice teaching knowledge test (TKT: Module 1) to be taken at an authorized test centre in Phase 4
- 2. Teaching Practice (TP)
 - a. Completion of portfolio tasks
 - b. Assessment of teaching (TP2 and TP3 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 English, a Certificate for TKT (Module 1) and a Certificate of Achievement from SEAMEO RELC.

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

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) Candidates must meet the minimum language scores for any of the following:
 - o CEFR: B1
 - o IELTS: 5.0
 - o PTE: 50
 - o TOEFL iBT: 35-45
 - o APTIS: B1

Without meeting any of the above, applicants 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 being 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

Two copies of each of the following documents must be submitted:

- ☐ Application Form A238 (completed and endorsed)
- ☐ Medical Examination Form A228 (1 original and 1 copy)
- ☐ 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)

The above documents should be returned to RELC by:

- (1) Email : scl@relc.org.sg ; and
- (2) Registered mail : Scholarship & Chinese Language
SEAMEO Regional Language Centre (RELC)
30 Orange Grove Road
Singapore 258352
Republic of Singapore

Closing Date

The closing date for application is **31 May 2018**.

30 Orange Grove Road Singapore 258352 | Tel: (65) 6885 7883 | Fax: (65) 6734 2753



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.
 b) Two original application forms and **two** copies of each set of supporting documents must be submitted (see checklist on page 7).

Passport-sized
 Photograph

- Please indicate course code, title and dates below:

Course Code	Course Title	Course Dates

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

- ☐ Nominated by SEAMEO Ministry of Education, _____ (Country)
 for SEAMEO RELC Scholarship
☐ 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

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

 (Please PRINT and underline surname)
- Gender[^]: ☐ Male ☐ Female
- Home address: _____
 _____ Tel no: _____ Email: _____
- Office address: _____
 Fax no: _____ Tel no: _____ Email: _____
- Address for correspondence[^]: ☐ Home address ☐ Office address
- Date of birth: _____ Age: _____ Place of birth: _____
 (DD/MM/YY) (Country & Province)
- Nationality/Citizenship: _____ Religion: _____ Marital status: _____
- Race[^]: ☐ Chinese ☐ Indian ☐ Malay ☐ Others _____

* Please delete whichever is not applicable. ^ Please tick (✓) accordingly.

▪ Identification[^]:

☐ Singapore Citizen ☐ Singapore Permanent Resident NRIC no: _____
☐ Student Pass ☐ Employment Pass ☐ Other Pass FIN no: _____

For International Applicants

▪ Passport no: _____ Country and Place of Issue: _____
 Passport Expiry Date (valid for at least 6 months): _____
 Passport Issue Date: _____ (DD/MM/YY)
 (DD/MM/YY)

▪ Identification Card number: _____

▪ Person to contact in an emergency:

Name: _____
 Contact no (including area code): _____
 Relationship to Applicant: _____

PART B: PROFESSIONAL QUALIFICATIONS

(1) ACADEMIC QUALIFICATIONS

List colleges/universities and/or other tertiary institutions attended, including courses at SEAMEO Regional Language Centre (in chronological order):

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 results below[#]:

▪ 'A' Level: _____
 ▪ 'O' Level: _____

If English was not the language of instruction in your previous institution, please indicate your IELTS/TOEFL/CAE results below[#]:

▪ IELTS: _____
 ▪ TOEFL: _____ paper/computer/internet* based
 ▪ CAE: _____

* Please delete whichever is not applicable. [^]Please tick (✓) accordingly. [#] Please indicate N.A. if it is not applicable.

(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

(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).

Previous occupation(s)

Position	Name of institution/employer	Year	
		From	To

(3) OVERSEAS CONFERENCES/SEMINARS ATTENDED

Period attended	Name of conference/seminar	Venue

(4) RESEARCH EXPERIENCE

Title of research	Duration	
	From	To

(7) Please ensure that you answer the following questions to the best of your ability:

I. Describe the training that you have had on the teaching of English. Give details of courses that you have attended and how the training has helped you in your teaching.[#]

II. Describe the challenges you face teaching a particular subject other than the English Language (e.g. Mathematics, Science or any other subject) using the English Language.[#]

III. How would this course contribute to your professional development?

IV. Describe how knowledge and expertise you hope to gain from this course would be used in your institution/country.

[#] Please indicate N.A. if this question is not applicable.

STATEMENT BY APPLICANT

I certify that the information I have provided is true, complete and accurate, and I understand that my candidature will be subject to the rules and regulations of RELC.

Signature

Date

Endorsement of Application by:

Name of Principal/Sponsor/Agency

Signature and Official Stamp

Address of School/Sponsor/Agency

Date

Please tick (✓) if you consent to the following:

- ☐ 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.

Completing your application

Two copies of each of the following documents must be submitted:

- ☐ Application Form A238 (completed and endorsed) and the Victoria University of Wellington Application to Study (for MA TESOL applicants only)
- ☐ Medical Examination Form A228 (1 original and 1 copy)
- ☐ 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.)
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The above documents should be returned to RELC by:

- (1) Email : scl@relc.org.sg ; and
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SEAMEO Regional Language Centre (REL)
30 Orange Grove Road
Singapore 258352
Republic of Singapore



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

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: _____