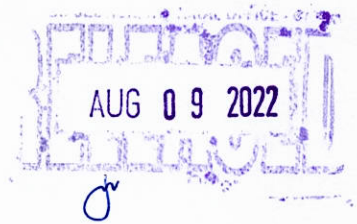




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



August 09, 2022

REGIONAL MEMORANDUM  
No. 0682, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

**SCHOLARSHIP PROGRAM OFFERINGS FROM SEAMEO  
REGIONAL LANGUAGE CENTRE FOR CY 2023**

1. The Southeast Asian Ministers of Education Regional Language Centre announces its scholarship offerings for language teachers for the calendar year 2023.
2. The titles, course descriptions, application forms, nomination forms, registration forms, delivery modalities, target participants, duration and the deadline of submission of documentary requirements to these short courses/training programs are attached to this memo for your information.
3. The Division is encouraged to send one (1) nominee for each course with the following qualifications:
  - a. Filipino citizen;
  - b. must be 50 years old and below;
  - c. at least five (5) years of service in the government (DepEd);
  - d. must hold a permanent appointment at the organization nominating him/her;
  - e. must be computer literate and have access to a stable internet connection to enable them to participate in online interactions;
  - f. able and willing to utilize the course learning as well as share them with others upon completion of the program;
  - g. must have no pending administrative and/or criminal offense;
  - h. must have a college degree and/or sufficiently demonstrated ability and experience related/relevant to the course he/she is applying for;
  - i. must have a good command in English language (spoken and written);
  - j. must have professional development needs aligned with the KRAs of the organization;
  - k. must have outstanding accomplishments related/leading to the program applied for;
  - l. must be physically and mentally fit.
  - m. must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed.



Address: J.P. Rosales Avenue,  
Butuan City  
Trunkline No: (085) 342-8207  
Telefax No: (085) 342-5969  
Email: caraga@deped.gov.ph



4. The following documents shall be submitted to this office via email at caraga@deped.gov.ph copy furnished the Human Resource Development Division at hrdd\_caraga@deped.gov.ph and Mr. Elmer Augustus F. Conde at scholarships\_depedcaraga@deped.gov.ph:

- a. Nominee Assessment Form (see attached)
- b. Updated Personal Data Sheet
- c. Rated IPCRF for the past two (2) years
- d. Endorsement from the Schools Division Office through the Office of the SDS
- e. Photocopy of valid Philippine passport up to April 2024
- f. SEAMEO RELC's additional requirements for admission:
  - f.1. certified true copy of the Transcript of Records (TOR) and Diploma of the approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL, or Education
  - f.2. test results from the identified English Proficiency Tests enclosed in the memo.

5. The Nominee Assessment Form shall be accomplished using the MS Word format. The rest of the documentary requirements shall be submitted as a **separate pdf file properly named**.

6. The deadline for the submission of nominees will be on **August 15, 2022**.

7. For further inquiries and clarification, you may contact the DepEd RO Scholarship Secretariat Mr. Elmer Augustus F. Conde, EPS II, RNEAP thru email at scholarships\_depedcaraga @deped.gov.ph.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

Encl/s.: As stated

Reference/s: DM-CI-2022-130

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

LEARNING AND DEVELOPMENT

SCHOLARSHIP

SEAMEO

HRD/ea/c  
08/09/2022



**COURSE TITLE**

**Application of (NAME of NOMINEE)**

Region: \_\_\_\_\_

Submitted on (DATE and TIME)

|                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------|--|
| 1. Email Addresses:                                                                                              |  |
| 2. Training Course:                                                                                              |  |
| 3. Contact Numbers:                                                                                              |  |
| 4. Designation/Position:                                                                                         |  |
| 5. Work Station (School/Office Unit):                                                                            |  |
| 6. School Division Office:                                                                                       |  |
| 7. Religion:                                                                                                     |  |
| 8. Age:                                                                                                          |  |
| 9. Number of Years in DepEd                                                                                      |  |
| 10. Work Experience/s Related to Teaching (Indicate the highlights and duration.)                                |  |
| 11. Outstanding Accomplishments (Max of 5)                                                                       |  |
| 12. Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.) |  |
| 13. What challenges had you experienced as a teacher? What did you learn from them?                              |  |
| 14. What initiatives do you plan to implement so your school/office will benefit from this program?              |  |
| 15. How did you hear about this scholarship opportunity?                                                         |  |



15 July 2022

Dr Wilfredo Cabral  
Undersecretary for Human Resource and International Cooperation Office  
Department of Education, The Philippines  
Ground Floor, Rizal Building, DepEd Complex  
Meralco Avenue, Pasig City 1600  
The Philippines

Dear Dr Wilfredo Cabral,

**INVITATION TO NOMINATE LANGUAGE EDUCATION PERSONNEL FOR SEAMEO  
RELC SCHOLARSHIP PROGRAMMES FOR THE CALENDAR YEAR 2023**

We would be grateful if you could nominate candidates for the SEAMEO RELC scholarship programmes listed below:

- 1) **C111: Advanced Specialist Certificate in Teaching Listening and Speaking**  
(31 January 2023 – 17 February 2023) (Face-to-Face)
- 2) **C112: Advanced Specialist Certificate in Teaching Reading and Writing**  
(31 January 2023 – 17 February 2023) (Face-to-Face)
- 3) **C212S: An English for Professional Purposes Course for Educators, Administrators and Ministry of Education Officials**  
(3 February 2023 – 9 March 2023) (Online)
- 4) **MTESOL: Master of Teaching English to Speakers of Other Languages**  
(17 February 2023 – 16 February 2024) (Blended)
- 5) **C424: Specialist Certificate in English as Medium of Instruction (EMI)**  
(21 March 2023 – 7 April 2023) (Face-to-Face)
- 6) **C211S: An Introductory Course in English as Medium of Instruction (EMI) for Higher Education Lecturers**  
(4 April 2023 – 27 April 2023) (Online)
- 7) **C113: Advanced Specialist Certificate in Language Assessment**  
(16 May 2023 – 2 June 2023) (Face-to-Face)
- 8) **C103: Postgraduate Diploma in Applied Linguistics**  
(4 July 2023 – 15 December 2023) (Blended)
- 9) **C423: Specialist Certificate in Technology-Enhanced Language Teaching**  
(5 September 2023 – 22 September 2023) (Face-to-Face)

2 Enclosed are the following documents for your information and follow-up:

- |          |                                                                  |
|----------|------------------------------------------------------------------|
| Annex 1: | Scholarship places for each course                               |
| Annex 2: | Course information                                               |
| Annex 3: | Nomination form (for courses starting in Jan 2023 to April 2023) |
| Annex 4: | Nomination form (for courses starting in May 2023 to Dec 2023)   |
| Annex 5: | RELC application form for all programmes                         |





Annex 6: Application form for MTESOL programme from Victoria University of Wellington (VUW) **(For MTESOL programme only)**  
Annex 7: RELC Medical Examination Form

- 3 Please note that the registration and tuition fees for all the above-mentioned programmes are covered by the RELC scholarship. For face-to-face courses and blended courses with residential phases, RELC will also provide for the airfare, subsistence allowance and accommodation for the residential period.
- 4 We would appreciate it if the RELC application form and nomination forms of all nominated applicants could be submitted to RELC by the following deadlines:
- i. **28 October 2022** for courses (1) to (6)
  - ii. **17 February 2023** for courses (7) to (9), respectively.

The Course Information (Annex 2) can also be found on our website at <https://www.relc.org.sg/development-course/course-catalog>.

- 5 In addition, the Centre will be offering Research Fellowships to the region. The intent of the SEAMEO RELC Research Fellowship is to help develop research capacity in the region and to promote research in areas relevant to the improvement of language education. The application is open throughout the year and we welcome interested applicants to find out more about the Research Fellowship and the application process from our website at <https://www.relc.org.sg/development-courses/others/research-fellowship>.
- 6 We would like to take this opportunity to thank you for your kind assistance in both nomination exercises.

Yours sincerely,



Susan Leong (Ms)  
Centre Director  
SEAMEO RELC

cc Ms Jocelyn DR Andaya  
Director IV, Bureau of Curriculum Development  
Department of Education, The Philippines  
(RELC Governing Board Member for The Philippines)



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-HROD-2022- 1740

**TO :** Regional Directors  
Human Resources Development Divisions  
NEAP in the Regions  
All Others Concerned

**FROM :** ATTY. ANNE RACHEL C. MIGUEL  
Director IV and Concurrent Officer-in-Charge  
OUHROD, NEAP, PS, ICO, and DEACO

**SUBJECT :** SEAMEO RELC's Scholarship Programs for CY 2023

**DATE :** 22 July 2022

The SEAMEO Regional Language Centre (RELK) announces its scholarship programs for language education teachers for the calendar year 2023. The course/program details are as follows:

| Courses/Programs                                                                                                     | Course Schedule                         | Modality     | Deadline Submission |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------|---------------------|
| C111: Advanced Specialist Certificate in Teaching Listening and Speaking                                             | 31 January 2023<br>- 17 February 2023)  | Face-to-Face | October 14, 2022    |
| C112: Advanced Specialist Certificate in Teaching Reading and Writing                                                | 31 January 2023<br>- 17 February 2023)  | Face-to-Face | October 14, 2022    |
| C212S: An English for Professional Purposes Course for Educators, Administrators and Ministry of Education Officials | 3 February 2023<br>- 9 March 2023)      | Online       | October 14, 2022    |
| MTESOL: Master of Teaching English to Speakers of Other Languages                                                    | 17 February 2023<br>- 16 February 2024) | Blended      | October 14, 2022    |



|                                                                                                        |                                       |              |                  |
|--------------------------------------------------------------------------------------------------------|---------------------------------------|--------------|------------------|
| C424: Specialist Certificate in English as Medium of Instruction (EMI)                                 | 21 March 2023 – 7 April 2023)         | Face-to-face | October 21, 2022 |
| C211S: An Introductory Course in English as Medium of Instruction (EMI) for Higher Education Lecturers | 4 April 2023 – 27 April 2023          | Online       | October 21, 2022 |
| C113: Advanced Specialist Certificate in Language Assessment                                           | 16 May 2023 – 2 June 2023)            | Face-to-face | January 20, 2023 |
| C103: Postgraduate Diploma in Applied Linguistics                                                      | 4 July 2023 – 15 December 2023)       | Blended      | January 20, 2023 |
| C423: Specialist Certificate in Technology-Enhanced Language Teaching                                  | 5 September 2023 – 22 September 2023) | Face-to-face | January 20, 2023 |

Please note that the registration and tuition fees for all the above-mentioned programs are covered by the RELC scholarship. For face-to-face courses and blended courses with residential phases, RELC will also provide for the airfare, subsistence allowance and accommodation for the residential period.

For our selection purposes, NEAP encourages each Regional Office to nominate at least two (2) **language teachers** for each course with the following qualifications and documentary requirements:

| Qualifications                                                                                                                            | Documentary Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. Filipino citizen                                                                                                                       | <ol style="list-style-type: none"> <li>Updated Personal Data Sheet</li> <li>Screening Form (via Google Form)</li> <li>Rated IPCRF for the past two years</li> <li>Endorsements from the head of office <ol style="list-style-type: none"> <li>Endorsement from the Schools Division Office through the Office of the SDS</li> <li>Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)</li> </ol> </li> </ol> <p>SEAMEO RELC's additional requirements for admission:</p> <ol style="list-style-type: none"> <li>An approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL, or Education;</li> </ol> |
| b. Must be 50 years old below                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| c. With at least five (5) years of service in the government (DepEd) at the time of nomination                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| d. Must be computer literate and have access to a stable Internet connection to enable them to participate in online interactions         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| e. Able and willing to utilize course learning as well as share them with colleagues upon completion of the program                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| f. Must hold a permanent appointment at the organization nominating him/her                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| g. Must have no pending administrative and/or criminal case                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| h. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed</p> | <ul style="list-style-type: none"> <li>• TOEFL: 550 paper-based; 213 computer-based; 79 internet based;</li> <li>• GCE O Level English: B3 and above;</li> <li>• GCE A Level General Paper: C6 and above;</li> <li>• Cambridge Advanced English (CAE): C and above;</li> <li>• SPM 1119 English: B and above (GPK/PNG 3.00 and above)/Kepujian Tinggi and above</li> <li>• STPM General Paper/English Literature: B- and above (CGPA/HGMP 2.67 and above)</li> <li>• Malaysian University English Test (MUET): B4 and above</li> <li>• CU TEP with a score of 65 (equivalent to IELTS 6.5) and above</li> <li>• APTIS (all four macro skills): B2 and above</li> </ul> |
| <p>m. Physically and mentally fit</p>                                                                                                                                             | <p><b>Additional Notes:</b></p> <ul style="list-style-type: none"> <li>• Certified true copies of diploma, transcript of records, and results of English test shall be submitted.</li> <li>• Applicants who do not meet Criterion (c) are required to pass the RELC English selection test.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |

The **Participant Nomination Form** and **required documents** must be filled out and uploaded on or before the set deadlines listed above through this Google Form <https://bit.ly/RELC2023>. Please use the official DepEd email accounts and submit the documents in PDF.

Immediate dissemination and appropriate action for this memorandum is desired.

Copy furnished:

Jocelyn DR. Andaya  
Director IV, Bureau of Curriculum Development  
Department of Education  
[jocelyn.andaya005@deped.gov.ph](mailto:jocelyn.andaya005@deped.gov.ph)

NEAP/PDD/Obalan