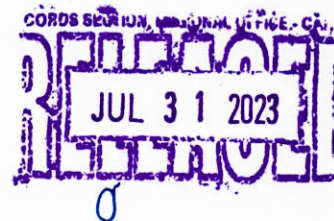




Republic of the Philippines
Department of Education
CARAGA REGION



July 31, 2023

REGIONAL MEMORANDUM

No. 0716, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**CALL FOR NOMINATION TO SEAMEO RELC'S SCHOLARSHIPS
FOR CALENDAR YEAR 2024**

1. In reference to Memorandum DM-OUHROD-2023-0976 titled SEAMEO RELC's Scholarships for Calendar Year 2024, the field is hereby informed of the scholarship programs for language education teachers of the SEAMEO Regional Language Center (RELC) for calendar year 2024.

2. The details of the eight (8) courses are as follows:

No.	Courses/Programs	Course Schedule	No. of Slots	Modality	Deadline Submission
1	C111: Advanced Specialist Certificate in Teaching Listening and Speaking	January 9-26, 2024	1	Face to Face	August 25, 2023
2	C112: Advanced Specialist Certificate in Teaching Reading and Writing	January 9-26, 2024	1	Face to face	
3	MTESOL: Master of Teaching English to Speakers of Other Languages	February 26, 2024-February 14, 2025	2	Blended	
4	C113: Advanced Specialist Certificate in Language Assessment	April 2-19, 2024	1	Face to Face	
5	C419: Specialist Certificate in the Professional Development of Teacher Leaders/Supervisors	April 30-May 17, 2024	1	Face to Face	
6	C103: Postgraduate Diploma in Applied Linguistics	July 2-December 13, 2024	2	Blended	



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-07-11081

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No.	Courses/Programs	Course Schedule	No. of Slots	Modality	Deadline Submission
7	C423: Specialist Certificate in Technology-Enabled Language Teaching	September 3-20, 2024	1	Face to Face	September 22, 2023
8	C325: Specialist Certificate in TESOL with Cambridge Teaching Knowledge (Foundation)	September 24-October 18, 2024	1	Face to Face	

3. The RELC scholarships cover the registration and tuition fees for all RELC scholarship programs. For face to face courses and courses with residential phases, RELC will also provide for the subsistence allowance, airfare and accommodation.

4. For selection purposes, each Schools Division Office (SDO) is encouraged to nominate one (1) language education teacher for each course/program. All nominees must meet the eligibility/qualifications and submit the documentary requirements listed in **Enclosure 1** to the regional office **on or before August 11, 2023** through caraga@deped.gov.ph copy furnished to hrdd_caraga@deped.gov.ph.

5. The SDOs will be notified of the final regional nominee for each course/program. The Participant Nomination Form, and other required documents must be filled out and **uploaded by the regional nominee** on or before the deadline set for each course through the Google Form <https://bit.ly/RELCCY2024>. Please use the official DepEd email account and submit the documents in the pdf format.

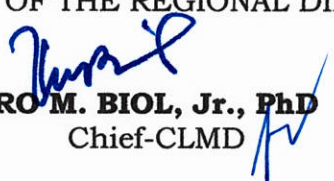
6. Applications may be disqualified due to various reasons such as but not limited to incomplete requirements, no official endorsement/s, application was sent directly to the secretariat's email, discrepancy in documents, etc.

7. For any query and concern, please contact **Maria Ruth R. Edradan** at hrdd_caraga@deped.gov.ph.

8. Immediate dissemination and appropriate action on this memorandum is highly desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


ISIDRO M. BIOL, Jr., PhD
Chief-CLMD

Encl/s.: As stated
Reference/s: DM-OUHROD-2023-0976



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

LEARNING AND DEVELOPMENT

TRAINING PROGRAM

SCHOLARSHIP

HRDD/mrre
07/31/2023



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Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-0976

TO : **Regional Directors**
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

From : **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **SEAMEO RELC's Scholarships for Calendar Year 2024**

DATE : July 18, 2023

The SEAMEO Regional Language Center (RELC) announces its scholarship programs for language education teachers for the calendar year 2024.

The course details are as follows:

No.	Courses/Programs	Course Schedule	No. of Slots	Modality	Deadline Submission
1	C111: Advanced Specialist Certificate in Teaching Listening and Speaking	January 9-26, 2024	1	Face to Face	August 25, 2023
2	C112: Advanced Specialist Certificate in Teaching Reading and Writing	January 9-26, 2024	1	Face to Face	
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8	C325: Specialist Certificate in TESOL with Cambridge Teaching Knowledge (Foundation)	September 24 – October 18, 2024	1	Face to Face	

Please note that the RELC scholarships cover the registration and tuition fees for all RELC scholarships programmes. For face to face courses and courses with residential phases, RELC will also provide for the subsistence allowance, airfare and accommodation

For selection purposes, NEAP encourages each Regional Office to nominate at least two (2) language teachers for each course. All nominees must meet the qualifications and submit the documentary requirements as listed in **Enclosure 1**.

The **Participant Nomination Form and required documents must be filled out and uploaded** on or before the set deadline for each course, through this Google Form [Bit.ly/RELCCY2024](https://bit.ly/RELCCY2024). Please use the official DepEd email accounts and submit the documents in PDF.

Applications may be disqualified due to various reasons such as but not limited to incomplete requirements, no official endorsement/s, application was sent directly to through the secretariat's email, discrepancy in documents, etc.

For questions and clarifications, please email the DepEd Scholarship Secretariat at scholarships@deped.gov.ph

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

SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	☐ Yes ☐ No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	☐ Degree ☐ Non-Degree	
VI. Scholarship Duration		
VII. Status	☐ Completed the course (Submit a copy of Certificate of Completion)	☐ Withdrawn from the Course (State the reason below)
VIII. Reason/s for Non-Completion (must be supported by attachments)	☐ Resignation ☐ Transfer ☐ Retirement ☐ Others <i>Explain further.</i>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (must be supported by attachments)	☐ Resignation ☐ Transfer ☐ Retirement ☐ Others <i>Explain further.</i>	
I hereby attest that the information in this form and the supporting documents attached hereto are true and correct		

Name and Signature of the Scholar <i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>	Date and Time
Name and Signature of the Recommending Authority (SDO - HRDD)	Date and Time
APPROVED	
Name and Signature of the Recommending Authority (RO-HRDD)	Date and Time

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

Remarks (✓, X, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	
	d. Must be holding a permanent item.	Updated Service Record
	e. Must be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status.
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).	Updated Personal Data Sheet
	g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)
	i. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP).	
	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges
	k. Has already finished his/her existing service obligation for a scholarship, if any. **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo l. Has no pending application for retirement.	Clearance from HRDD/NEAP

	m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.	
SEAMEO RELC's additional requirements for admission:		
	a. An approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or Education;	a. Officially certified copies of the applicant's certificates of degrees/diplomas b. Officially certified copies of the applicant's transcripts. 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.)
	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 IELTS: 6.5; - o TOEFL: 550 paper-based; 213 computer-based; 79 internet based; - o Pearson Test of English (PTE): minimum score of 65 (with a 'Communicative' score of not less than 58) is required - o GCE O Level English: B4 and above; - o GCE A Level General Paper: C6 and above; or - o Cambridge Advanced English (CAE): C and above - o SPM 1119 English: B and above (GPK/PNG 3.00 and above)/Kepujian Tinggi and above - o STPM General Paper/English Literature: B- and above (CGPA/HGMP 2.67 and above) - o Malaysian University English test (MUET): Band 4 and above - o CU TEP with a score of 65 (equivalent to IELTS 6.5) and above - o APTIS (all four macro skills) B2 and above	Officially certified copies of current/valid IELTS or official TOEFL results for applicants from non-English medium education systems

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