



Republic of the Philippines
Department of Education
CARAGA REGION



July 20, 2021

REGIONAL MEMORANDUM
No. 326, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**SCHOLARSHIP PROGRAMS OF SEAMEO RELC and NIEI
for the FISCAL YEAR 2021 - 22**

1. The Southeast Asian Ministers of Education Organization – Regional Language Centre (SEAMEO RLC) and the National Institute of Education – International announces its various programs to be offered for the fiscal year 2021 – 2021.
2. Considering the current pandemic situation and the travel restrictions in our region, these courses will be implemented through online using the Zoom video conferencing platform.
3. The title, course description, application forms, nomination form, registration form, target participants, and duration of these short-course training programs are attached to this memo for your information.
4. The Division is encouraged to send one (1) nominee per course program with the following qualifications:
 - a. Filipino citizen
 - b. must be 50 years old 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 of the 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



Address: J.P. Rosales Avenue,
Butuan City
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Email: caraga@deped.gov.ph



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- l. must have no pending nomination for scholarship in another program/ course or have already rendered the required service obligation for a scholarship previously enjoyed.
 - m. must be physically and mentally fit.
5. The following documents shall be scanned in one (1) pdf file and submit to this office via email at caraga@deped.gov.ph copy furnished the Human Resource Development Division at hrdd_caraga@deped.gov.ph:
- a. Updated Personal Data Sheet
 - b. Nominee Assessment Form (see attached)
 - c. Endorsement from the head of office
 - c.1. endorsement from the Schools Division Office through the Office of the Schools Division Superintendent
 - c.2. Nomination letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
6. The deadline for the submission of nominees had ben extended up to **July 30, 2021** for those training programs whose deadline fall on July 14 and 20, 2021. For further inquiries and clarification, you may contact the DepEd RO Scholarship Secretariat Mr. Elmer Augustus F. Conde, EPS II, RNEAP thru email at elmeraugustus.conde@deped.gov.ph.


EVELYN R. FETALVERO CESO IV
Director IV 

Encl/s.: As stated

Reference/s: DM-OUCI-2021-263

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

LEARNING AND DEVELOPMENT

SCHOLARSHIP

SEAMEO

HRD/eafc
07/19/2021



Republic of the Philippines

Department of Education

UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

MEMORANDUM

DM-OUCI-2021-263

TO : Minister of Ministry of Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools
All Others Concerned

FROM : DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT : SEAMEO RELC and NIEI Programs for 2021-2022

DATE : 06 July 2021

The SEAMEO together with its partners, the National Institute of Education-International (NIEI) and the SEAMEO Regional Language Centre (RELK) announced their programs to be offered for the fiscal year 2021-2022. Please see table below for further details:

Program Title	Description	Target Participants	Upcoming Run	Submission Requirements Deadline
Conducted by NIEI <i>(for Non-Teaching and School Leaders)</i>				
a) Leaders in Education Programme - International	This international executive programme exposes participants to the latest thinking on transformational education leadership.	Bureau and Regional Directors, Elementary and Secondary Principals	16 - 27 Aug 2021 (32 hours)	July 14, 2021
b) Executive Programme on "Future of Work in the Post-Pandemic World"	Specially customized for the Southeast Asian context, this programme examines the future	Schools Division Superintendents, Supervising Education Program Specialists, Senior Education Program	20 Sep - 8 Oct 2021 (45 hours)	August 10, 2021

and its Impact on Education”	of education and the strategies and policies to address the change.	Specialists, Education Program Supervisors, Public Schools District Supervisors		
Conducted by RELC <i>(For Non-Teaching and School Leaders)</i>				
c)English for Professional Purposes	This course aims to improve participants’ English communication skills, including oral presentation, for their working contexts.	Elementary and Secondary Principals	First run: 7 Sept 2021 – 14 Oct 2021 (60 hours) Second run: 5 Jan 2022 – 17 Feb 2022 (60 hours)	July 20, 2021 TBA
Conducted by RELC <i>(For Teaching Personnel)</i>				
d)Introductory Course on English as Medium of Instruction (EMI) for Higher Education Lecturers	This course aims to equip participants with effective EMI skills and strategies in teaching academic disciplines in and through English.	Educators preferably SHS Teachers	First run: 5 Oct 2021 – 29 Oct 2021 (20 hours) Second run: 5 Apr 2022 – 29 Apr 2021 (20 hours)	July 20, 2021 TBA

Considering the current pandemic situation and travelling restriction in our region, both the NIEI and RELC decided to implement these courses through online mode using the Zoom video conferencing platform.

For our selection purposes, we encourage to nominate at least two (2) teachers per Region with the following qualifications and corresponding documentary requirements:

Qualifications	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet 2. Filled out screening Form 3. Endorsements from the head of office a. endorsement from the Schools Division Office through the Office of the SDS b. Nomination Letter from the Regional/ Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
b. Must be 50 years old below.	
c. 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 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 other upon completion of the program.	



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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	
i. Must have a good command of the 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 applying for	
l. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
m. Physically and mentally fit	

The Participant Nomination Form and required documents must be submitted via email at scholarships@deped.gov.ph on the indicated dates in the course details table shown above. Kindly note that all *non-teaching applicants will be screened by the BHROD Secretariat, and NEAP Secretariat for the teaching applicants.*

Immediate dissemination and appropriate action for this memorandum is desired.

ANNEX A
LIST OF REQUIREMENTS

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet 2. Screening Form 3. Endorsements from the head of office 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)
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 be computer literate and have access to stable Internet connection to enable them to participate in online interactions	
f. Must have no pending administrative and/or criminal case	
g. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for	
h. Must have a good command of the English language (spoken and written)	
i. Must have professional development needs aligned with the KRAs of the organization	
j. Must have outstanding accomplishments related/leading to the program applying for	
k. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
l. Physically and mentally fit	
m. Not an expectant mother	



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

ADMISSION FORM FOR C211S / C212S COURSES

IMPORTANT

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

Passport-sized
Photograph

- Please indicate course code, title and dates below:

Course Code	Course Title	Course Dates

- Only applicants nominated by the Ministry will be considered.

I

**PART A: PERSONAL PARTICULARS**

- Salutation (Dr/Mr/Mrs/Ms/Miss): _____
- Surname / Family name (as in passport): _____
- Full name (as in passport): _____
- Home address: _____

- Postal Code: _____
- Email: _____
- Date of birth (DD/MM/YY) : _____
- Nationality/Citizenship: _____
- Name of current employer: _____
- Job title: _____

PART B: ACADEMIC BACKGROUND

▪ Highest academic qualification: _____ ▪ Year awarded: _____ ▪ Name of institution: _____
If English was not the language of instruction in your previous institution, please indicate your results from one of the following English Proficiency tests (PTE/IELTS/TOEFL (paper/computer/internet* based) / SPM/ STPM/ MUET/ CU TEP/ APTIS): ▪ Name of Test: _____ ▪ Results: _____ Please indicate 'Nil' if you have not taken such a test before.

STATEMENT BY NOMINEE

I certify that the information I have provided in this form is true, complete and accurate.

Signature

Date

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

- ☐ I consent to the collection, use and disclosure of my personal data for the purposes of course registration/administration and for statistical research and studies. RELC may also use such data to inform me of related news and/or events. I understand that I may withdraw my consent at any time by writing to sa@relc.org.sg.

Please submit a copy of the following documents with this Admission Form:

- ☐ Your highest academic qualification certificate
- ☐ Your current/valid IELTS, TOEFL, or other valid English Proficiency test results (for applicants from non-English medium education systems)

This form and the above documents should be sent to RELC via **email** at sa@relc.org.sg.



REGISTRATION FORM **FUTURE OF WORK IN THE POST-PANDEMIC WORLD AND ITS IMPACT** **ON EDUCATION**

All fields are required. Please tick (☐) those that apply. Return this form to the organiser at e-mail: camen.teo@nie.edu.sg by 16 August 2021.

Country	
Nominations Submitted by:	
Name	
Designation	
Organisation	

(1) PARTICIPANT PROFILE	
Title	☐ Mr ☐ Ms ☐ Dr ☐ Prof
Name	Please underline family/surname
Date of Birth	
Gender	
Organisation	
Department	
Designation	
Mobile Number	
Email Address	
(2) PARTICIPANT PROFILE	
Title	☐ Mr ☐ Ms ☐ Dr ☐ Prof
Name	Please underline family/surname
Date of Birth	
Gender	
Organisation	
Department	
Designation	
Mobile Number	
Email Address	

The information that will be obtained from this registration form is strictly confidential and is intended only for the use of the Ministry of Education Singapore for the purpose for this publicised course. All data shall not be disclosed or distributed other than

REGISTRATION FORM

FUTURE OF WORK IN THE POST-PANDEMIC WORLD AND ITS IMPACT ON EDUCATION

(3) PARTICIPANT PROFILE	
Title	☐ Mr ☐ Ms ☐ Dr ☐ Prof
Name	Please underline family/surname
Date of Birth	
Gender	
Organisation	
Department	
Designation	
Mobile Number	
Email Address	
(4) PARTICIPANT PROFILE	
Title	☐ Mr ☐ Ms ☐ Dr ☐ Prof
Name	Please underline family/surname
Date of Birth	
Gender	
Organisation	
Department	
Designation	
Mobile Number	
Email Address	

The information that will be obtained from this registration form is strictly confidential and is intended only for the use of the Ministry of Education Singapore for the purpose for this publicised course. All data shall not be disclosed or distributed other than

Data Protection and Privacy Statement

1. Your personal data privacy is important to us and we are committed to safeguarding your personal data. Please read this data protection and privacy statement carefully so that you know and understand the purposes for which we collect, use and disclose your Personal Data.
2. In this Personal Data Privacy Statement and Consent document, the words “we”, “our”, “us” and “NIEI” refer to NIE International Pte Ltd and its successors and assigns.
3. You are applying to be a participant of a programme/course (“**the Relationship**”).
4. We may collect, use, disclose and process your Personal Data for one or more of the following purposes:
 - a) To evaluate your application;
 - b) To administer, manage and process your relationship with us as a participant of NIEI’s programmes and short courses;
 - c) For programme administration and billing;
 - d) To create and maintain participants’ profiles in our system database for internal records and reference;
 - e) To enable the trainers/speakers/guides to know the background of the participants;
 - f) To use and submit the data to NTU, NIE offices/schools/departments/centre or external organisations who are hosting the visits for their information and/or to seek security clearance to enter their premises;
 - g) To arrange accommodation for participants (if applicable);
 - h) To apply for student pass, student card, internet access, insurance coverage and access to NTU, NIE facilities (if applicable);
 - i) To issue Letter of Invitation, certificate to participants and any other required documents (if applicable);
 - j) To submit the data to NTU and NIE Alumni Affairs Office if the participants are accorded NTU Associate Alumni status;
 - k) To understand and study the profile of the participants for NIEI, NTU and NIE’s policy making and planning;
 - l) To generate publicity materials for our courses, events and programmes;

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- m) To take or record photograph(s) or video image(s) for purpose of recording your participation in such activities that may be used, disclosed, processed and published in materials such as newsletters or other publications or any materials/books recording your participation in such activities;
 - n) Send you marketing/promotional material in the future by email or post about related courses/programs/events; and/or
 - o) any other purpose reasonably related to the aforesaid.
- (collectively, the “**Purposes**”).
- 5. We may need to disclose your personal data to third parties, whether located within or outside Singapore, for one or more of the above Purposes, as such third parties, would be processing your Personal Data for one or more of the above Purposes.
 - 6. NIEI will seek prior consent of the participants should there be a need to use or disclose their personal data for purposes not included in the list of Purposes stated above.
 - 7. You have the right to withdraw your consent given hereunder, whether in part or as a whole. However, your withdrawal of consent could mean that we will not be able to continue with your Relationship with us. Should you wish to withdraw your consent in part or in whole, please send an email to our office at nieintl@nie.edu.sg.

DATA PROTECTION UNDERTAKING AND PRIVACY STATEMENT
(FOR SHORT COURSES)

1. I shall only collect, use, disclose and process personal data of individuals, in full compliance with the PDPA and with any policies, compliance manual(s), guidelines and/or checklists issued by the University relating thereto.
2. I hereby agree that NIEI and the University shall collect, use, disclose or process personal data concerning me, where applicable, pursuant to the Personal Data Privacy Statement and Consent, a copy of which is attached to this consent form.

Signature : _____

Name : _____

Date : _____

DD/ MMM / YYYY

If you have any queries, please email to nieintl@nie.edu.sg.

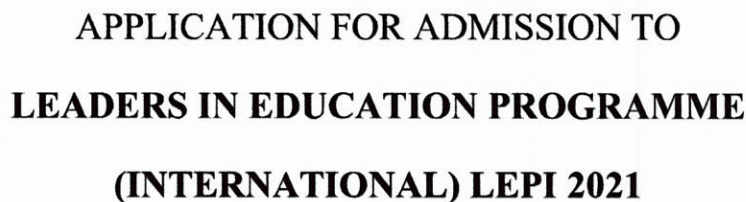
COURSE TITLE

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?	



Please read the instructions below carefully before completing the application form. There should be 4 pages.

1. All sections of the application form must be filled with the required information. If any section does not apply to you, please enter 'Nil' or 'Not Applicable'.
2. The application form must be completed in neat print and returned together with supporting documents requested.
3. Do not submit original certificates and documents with your application. The Institute will not be responsible for damage or loss of original certificates or documents.
4. Read through pages 3-4 on the Personal Data and Privacy Act before completing the consent form on page 5.
5. Please send completed application form and all requested documents with the subject heading as '***Application for LEPI 2021***' to:

Affix
Passport-sized
Photograph
Here

NAME (<i>As in NRIC or Passport</i>)																													
☐ Dr	☐ Mr	☐ Ms	☐ Mdm	☐ Mrs	(Please select applicable salutation)																								
NRIC/Passport No.																													
DATE OF BIRTH															(DD/MM/YY)														
NATIONALITY															☐ Singaporean ☐ Others: _____ (Please specify)														
Are you a Permanent Resident?															Are you holding an Employment Pass / Work Permit?														
☐ Yes ☐ No															☐ Yes ☐ No														
															FIN No.														
EMAIL : _____																													
HOME ADDRESS															POSTAL ADDRESS (<i>if different from home address</i>)														
(Postal Code)															(Postal Code)														
TEL NO.															TEL NO.														
(Mobile)															(Office)														
(Home)																													
EMERGENCY CONTACT																													

(B) EDUCATIONAL BACKGROUND *(Please attach copies of relevant documents including certificate/transcript of highest qualification)*

From (Year)	To (Year)	Institute/School	Qualification Obtained

List any scholarships, prizes & awards received:

(C) PROFESSIONAL QUALIFICATIONS/ MEMBERSHIP

From	To	Professional Board/Country	Awards/Status

(D) WORK EXPERIENCE *(Starting with your present position, please indicate in reverse chronological order your employment history.)*

From (mm/yy)	To (mm/yy)	Designation	Organisation attached to

(E) DECLARATION

1.

I affirm that all statements made by me on this form are correct.
2.

I understand that any inaccurate or false information (or omission of material information) will render this application invalid and that, if admitted on the basis of such information, I can be required to withdraw from the programme.
3.

I hereby agree that NIE International may use any and all information provided by me in this application, to contact me for the purposes of providing me information on NIE International courses/programmes/events; analysis of information by NIE International; as well as the administration of the academic programme for which I am applying for/successfully enrolled into.

Signature of Applicant

Date