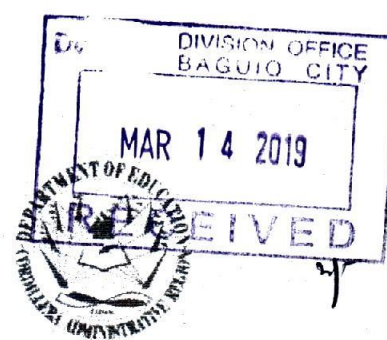




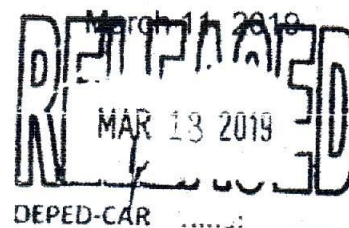
Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



REGIONAL MEMORANDUM

No. 092-2019



NOMINATION OF PARTICIPANTS TO THE CERTIFICATE IN ENGLISH LANGUAGE TEACHING – SECONDARY (CELT-S) PROGRAM OF SEAMEO RELC

To: **Schools Division Superintendents
All Others Concerned
All Divisions**

1. The Southeast Asian Ministers of Education Organization – Regional Language Center (SEAMEO RELC) is offering the SEAMEO RELC scholarship for the 2019 Certificate in English Language Teaching – Secondary (CELT-S) program which will run from July 22, 2019 to February 2020.
2. The program is designed by Cambridge Assessment English (CAE) for in-service teachers of English working secondary school settings, SEMAEO RELC has collaborated with CAE to offer a blended learning course that incorporates formal assessment, leading to the CELT-S qualification.
3. Relative to this, the region urges every division to conduct and be responsible in the selection process in determining their teacher nominee, one nominee, following the qualifications and the corresponding documentary requirements enclosed in *Enclosure 1 and Annex C1*.
4. To determine the four (4) Regional Level nominees, each Division will be required to submit three (3) folders including the documents duly endorsed by the Schools Division Superintendent on or before March 27, 2019.
5. The Regional Office, through the Professional Development Committee (PDC) will evaluate the papers and recommend the top four nominees.
6. The registration, tuition fee, subsistence allowance, airfare and accommodation cost for the period of residential stay at RELC of the regional nominees will be shouldered by SEAMEO.
6. Each nominee shall accomplish the on line application found on deped.in/SEAMEORELCCELTS and email pertinent properly labeled documents, in pdf,



Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	Q&AD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

to scholarships@deped.gov.ph with the subject: Region (No.) Nominee for 2019 CELT – S (last Name) on or before April 19, 2019, to complete their application.

7. Should there be queries, please contact the HRDD through their email address: hrdd.depedcar@gmail.com.

8. Immediate dissemination of and strict compliance to this memorandum is directed.


MAY B. ECLAR, PhD, CESO V
Regional Director 

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION
FEDERICO P. MARTIN, Ed.D, CESO VI
Schools Division Superintendent

HRR/pe/dot

RECEIVED

12 MAR 2019

TIME: 

Tracking Number:

1552385029

Enclosure 1.

Qualification	Documentary Requirement
a. Filipino	1. Personal Data Sheet 2. RELC Application Form
b. Not more than 50 years old	3. Service Record
c. at least 2 years of full – time English language teaching experience or experience in English language/curriculum planning and language development program	4. Certification of no Pending administrative and/or criminal case signed by the applicant's respective legal/administrative officer
d. Must have no pending administrative and/or criminal case	5. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution
e. medically fit as certified by a licensed physician	6. Result/s of any language proficiency test such as TOEFL/IELTS/EPT, if available Note: Applicants who do not meet this requirement will be required to pass the RELC English selection tests. 7. Draft wok application project/action plan focused on teaching methodologies focusing on English language Teaching
f. Able to understand, speak and write in English	8. Endorsements from the Schools Division Office through the Office of the SDS
g. Able to utilize course learning as well as share them with other school heads upon return to their work station	9. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
h. Computer literate and have access to Internet connection to enable them to participate in online interactions	



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

- 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, _____
 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

- 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.

▪ Identification¹:

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 below²:

▪ '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 test³:

▪ IELTS: _____

▪ TOEFL: _____ paper/computer/internet* based

▪ SPM/STPM/MJET*: _____

▪ CU TEP: _____

▪ APTIS: _____

¹ Please delete whichever is not applicable. ² Please tick (✓) accordingly. ³ Please indicate N.A. if it is not applicable.

(2) EMPLOYMENT HISTORY			
<u>Present Occupation</u>			
Position: _____			
Name of institution/employer: _____			
Date of joining: _____			
Give a brief description of the applicant's present job (including duties and responsibilities).			

<u>Previous occupation(s)</u>			
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	

(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

(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 challenges³ 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

One copy 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
- 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, TOEFL or other valid test results certified by your institution (for applicants from non-English medium education systems)

The above documents should be submitted to RELC via email at scl@relc.org.sg.