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February 14, 2020

#### SCHOOLS DIVISION MEMORANDUM

No. 060, s. 2020

To:: Chief Education Supervisors

Public Secondary School Heads

All Others Concerned

### SEAMEO RELC SCHOLARSHIP PROGRAMME

- Attached is the Memorandum DM-Cl-2020-00-21 dated January 22, 2020 of Usec. Diosdado M. San Antonio, Undersecretary for Curriculum and Instruction, DepEd Central Office, for information.
- 2. Please be guided accordingly.

MERLINA P. CRUZ Ph.D., CESO VI

Officer-in-Charge

Office of the Schools Division Superintendent,

sgod/hrd/seps cn-2020-02-01







### Republic of the Philippines

## Department of Education

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REGIONAL MEMORANDUM No. 5. 2020

FEB 0.6 2020

To: ALL SCHOOLS DIVISION SUPERINTENDENTS

## SEAMEO RELC SCHOLARSHIP PROGRAMME

- 1. This is to announce that the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Language Center will conduct its scholarship program on "Certificate in English Teaching-Secondary (CELT-S) and SEAMEO Research Fellowship for Fiscal Year 2020.
- 2. The program which is designed for English teachers working in secondary schools is a blended learning course to be conducted in four (4) phases from August 10, 2020 to February 2021.
- 3. Attached is the copy of Memorandum from Hon. Diosdado M. San Antonio, Undersecretary for Curriculum and Information, stating the guidelines and the requirements.
- 4. Wide dissemination of this information is desired.

NICOLAS T. CAPULONG, PhD, CESO V

Director III Officer-in-Charge Office of the Regional Director

Incl: As stated HRDD1/hrdd9 January 30, 2020







## 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



NSC-NEAP-PDD-MEMO 200-180/5

Undersecretary for Curriculum and Instruction

MEMORANDUM DM-CI-2020-00 21

TO

Minister of Ministry of Basic Higher and Technical Education, BARMM

Regional Directors

SchookDivision Superintendents

Heads of Public Elementary and Secondary Schools

All Others Concerned

FROM

DIOSDADØ M. SAN ANTONIO

Undersecretary for Curriculum and Instruction

SUBJECT

SEAMEO RELC Scholarship Programme

DATE

22 January 2020

The Southeast Asian Ministers of Education Organization (SEAMEO) Regional Language Centre announces its scholarship program on "Certificate in English Teaching-Secondary (CELT-S)" and SEAMEO Research Fellowship for Fiscal Year 2020. This program is designed for English teachers working in secondary schools. It is a blended learning course that can be completed with formal assessment, leading to CELT-S qualification.

The programme will be conducted in four phases from 10 August 2020 to 28 February 2021. They are:

Phases	Duration	and the second section and the second section and the second section and the second se
1	10 August to 1 November 2020 (Online)	Constitution of the Consti
[]	3 to 27 November 2020 (Residential)	
111	7 December 2020 to 31 January 2021 (Online)	
IV	10 February to 17 February 2021 or 17 February to 24 February	w. 2023 73

Enclosed are the following documents for CELT-S and Research Fellowship programme for you

Annex A: Course Information for CELT-S

Annex B: Nomination Form for CELT-S

Annex D: Guidelines for Research Fellowship

Annex E: Application Form for Research Fellowship

AnnexC1: Application Form for CELTS-S

AnnexC2: Medical Examination Form for CELT-S

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

All required documents (Annex A) must be submitted via email at <a href="mailto:scholarships@deped.gov.pl">scholarships@deped.gov.pl</a> on or before 21 February 2020.

For further inquiries and clarification, you may contact the DepEd Scholarship Secretariat at (02) 8633-9455 or thru email at scholarships@deped.gov.ph.

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



Southeast Asian Ministers of Education Organization

# Regional Language Centre

# COURSE INFORMATION 2020



# Cambridge Certificate in English Language Teaching - Secondary

10 Aug 2020 to 28 February 2021

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

and the first control of the first property of the property of	
Rationale	CELT-S is a qualification designed for English language teachers working in secondary education (ages 11-18).
Aims	CELT-S aims to help participants improve the quality of their classroom practice by:  developing and extending teachers' knowledge and skills; focusing on the strategies, methods and materials teachers need to teach language effectively; helping teachers to manage and motivate large classes; and providing teachers with strategies to ensure that all learners achieve their potential.
Duration	CELT-S is a 150-hour blended learning course, comprising eight modules (see Course Syllabus for details) and a practical component (comprising portfolio tasks and teaching observations).
Period and Nature of Study	<ul> <li>CELT-S will be conducted in four phases. They are:</li> <li>Phase 1: 10 August to 1 November 2020 12-week online learning phase (with at least 40 hours of online study)</li> <li>Phase 2: 3 to 27 November 2020 4-week residential training in Singapore at SEAMEO RELC (with 84 hours of face-to-face study, *TP1: 6 hours of micro-teaching and peer observation and TKT (Module 1) which will be taken on Fri, 27 Nov 2020 in Singapore.</li> <li>Phase 3: 7 December 2020 to 31 January 2021 8-week online learning phase (with at least 20 hours of online study)</li> <li>Phase 4: 10 February to 17 February 2021 or 17 February to 24 February 2021 (exact dates to be confirmed by RELC trainer and the hosting schools) 1-week on-site visit and teaching observations (*TP2 &amp; *TP3) by RELC trainer</li> </ul>

# Course Syllabus

The Angles of th	Module Content	Phase / Mode
Mode	ile 1 - Managing the secondary classroom	The second state of the se
	Unit 1: Creating and maintaining a constructive learning environment	4
	Unit 2: Managing classroom activities effectively	Online
	Unit 3: Managing differences in the classroom	Online
Modu the se	ile 3 - Developing listening, speaking, reading and writing skills in econdary classroom	
	Unit 1: Teaching listening and reading	1
•	Unit 2: Teaching speaking	Online
ex	Unit 3: Teaching writing	
Modu	le 5 - Developing language use in the secondary classroom	
•	Unit 1: Teaching language	1
	Unit 2: Teaching vocabulary	Online
•	Unit 3: Teaching pronunciation	Ormine
Modu	le 2 - Language learning and the teenage learner	and the first of the first and an expension announced by the state and as for the first over the
	Unit 1: Learning language in the secondary education sector	2
•	Unit 2: Learning needs, styles, motivations and preferences	Face-to-face a
•	Unit 3: Encouraging and supporting active and independent learning	RELC
Modul	le 4 - Language awareness for teaching	A CONTRACTOR OF THE PARTY OF TH
•	Unit 1: Grammar	2
•	Unit 2: Vocabulary	Face-to-face at
•	Unit 3: Pronunciation	RELC
Modul	e 8 - Assessing language learning in the secondary context	marylar den i Baltis The Charles and American St. Color, St.
6	Unit 1: Principles and purposes of classroom-based assessment	2
	Unit 2: Classroom-based assessment tools	Face-to-face at
	Unit 3: Formative and summative assessment	RELC
Modul	e 6 - Planning language learning in the secondary context	
•	Unit 1: Planning a lesson	3
	Unit 2: Writing lesson plans	Online
•	Unit 3: Planning a scheme of work	Omne
Module	e 7 - Resources for learning in the secondary classroom	es paragram unité de céréace des de Lance des la la la labora de Aprendiente de colonidad de la labora de la l
	Unit 1: Evaluating, selecting, using and adapting coursebook materials	3
	Unit 2: Evaluating, selecting and using supplementary materials	Online
0	Unit 3: Using teaching aids effectively, including technology	OHINE

## Course Requirements

The course completion and assessment requirements are:

- (1) Methodology
  - Completion of the eight modules and progress tests
  - A multiple-choice teaching knowledge test (TKT Module 1) to be taken at an authorized test centre in Phase 2
- (2) Teaching practice
  - Completion of portfolio tasks

Teaching observations (to be conducted 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 Assessment English and a Certificate for TKT (Module 1).

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

## 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;
- At least two years of full-time English language teaching experience or experience in English language/curriculum planning and language development programmes; and
- c) Meeting the minimum language scores for any of the following:
  - o IELTS: 4.0 and above
  - TOEFL: 57 and above (internet based); 437 and above (paper based); 140 and above (computer); ITP: 490; iBT: 32
  - APTIS (all four macro skills) B1 and above
  - o PTE: 40 and above
  - o CEFR: B1
  - o GCE O Level English: A1-C6
  - o GCE A Level General Paper: A1-D7
  - Cambridge Advanced English (CAE): A—C
  - SPM 1119 English: C and above (GPK/PNG 2.00 and above)/Kepujian Tinggi and above
  - STPM General Paper/English Literature: C and above (CGPA/NGMP 2.4 and above)
  - Malaysian University English Test (MUET): Band 3,4,5 or 6
  - CU TEP with a score of 40 (equivalent to IELTS 4.0) and above

Note: Applicants who do not meet Criteria (c) 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 before 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)
  - o Main memory: 2 GB (minimum)
  - o Hard disk: 320GB
  - Webcam
- Internet speed: A minimum of 1 MB/sec
- Software specifications:
  - o Desktop/Notebook Operating System: Windows 7, Vista or XP SP3
  - o Adobe Flash Player 11 or later
  - Adobe Shockwave Player 11.5 or later
  - Sun Java TM 6 Update 23 or later
  - o Cookies (activated)
  - Microsoft Office (2003 upwards) or Open Office

Application
Interested applicants must submit the following documents:
☐ Application Form A238 (completed and endorsed)
☐ Medical Examination Form A228
<ul> <li>Copies of your certificates of degrees/diplomas, certified by your institution</li> </ul>
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)
Closing Date
The closing date for application is 28 February 2020.

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

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	Copies of current/valid IELTS or official TOEFL results certified by your institution (for applicants from non-English medium education systems)
Closin	g Date

The closing date for application is 28 February 2020.

## ANNEX A LIST OF REQUIREMENTS

Q	ualification	Documentary Requirements
a.	Filipino citizen	Updated Personal Data Sheet
b. с.	Must be 50 years old below Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination	Endorsements from the head of office     a. endorsement from school     principal/division chief     b. endorsement from the Schools
d.	Must hold a permanent appointment at the organization nominating him/her	Division Office through the Office of the SDS
e.	Must have no pending administrative and/or criminal case	c. Nomination Letter from the Regional/Bureau Director or
(.	Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for	his/her duly authorized representative (thru the Regional HRDD Chiefs) 3. Screening Form
g,	Must have a good command of the English language (spoken and written)	4
lı.	Must have professional development needs aligned with the KRAs of the organization	
i.	Must have outstanding accomplishments related/leading to the program applying for	
j.	Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
k.	Physically and mentally fit	
1.	Not an expectant mother	





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

### NOMINATION OF CANDIDATES FOR SEAMEO RELC SCHOLARSHIP PROGRAMMES 2020 Certificate in English Language Teaching - Secondary (CELT-S)

Details of Nominee	Name (Mr/Mrs/Ms)	Designation	Name of Institution
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Tomo	Designation	Signature of Minis of Education Office	

<sup>\*</sup> Please complete this form and email a copy to sci@relc.org.sg by 28 February 2020.





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

## NOMINATION OF CANDIDATES FOR SEAMEO RELC SCHOLARSHIP PROGRAMMES 2020 Certificate in English Language Teaching – Secondary (CELT –S)

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Name	Designation	Signature of Ministry of Education Official
		or concation Official

<sup>\*</sup> Please complete this form and email a copy to sci@relc.org.sq by 28 February 2020.



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

# APPLICATION FOR ADMISSION AS A CANDIDATE TO THE MA/DIPLOMA/CERTIFICATE COURSES

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a) All entries must be	e completed. Please enter 'N.A.' if an	entry is not applicable.	
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Please indicate cour	rse code, title and dates below:		
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Please indicate the	status of the applicant by putting a	tick (✓) in the appropr	iate box.
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<sup>\*</sup> Please delete whichever is not applicable.

^ Please tick (✓) accordingly.

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-	-	Please ensure that you answer the following questions to the best of your ability:
		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.*
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## STATEMENT BY APPLICANT

I certify that candidatur	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.						
act notice to the series of th	Signature	Date					
Endorseme	ent of Application by:						
general distributed by the horizontal and the desired	Name of Principal/Sponsor/Agency	Signature and Official Stamp					
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Please tick	(<) if you consent to the following:						
unders	that RELC will use my personal data for course registration are dies only. RELC may also use such data to inform me of relational tand that I may withdraw my consent for the use of my personal pa@relc.org.sg.	ted news and/or events 1					
Completin	g your application						
Interested a	applicants must submit the following documents:  Application Form A238 (completed and endorsed) and the Vic Application to Study (for MA TESOL applicants only)  Medical Examination Form A228	foria University of Wellington					
	Copies of your certificates of degrees/diplomas, certified by yo	ur irretitution					
	Copies of your transcripts, certified by your institution. Where other than English, it should be accompanied by a certified transbence of a transcript, a certified statement on the degrachieved with a listing of subjects studied and subject examina Reference letters (The two reference letters can be from a supervised you or a current/previous employer.)	a transcript is in a language instation into English. (In the rees/academic qualifications ation results is required.) an academic staff who has					
	Copies of current/valid IELTS, TOEFL or other valid test result (for applicants from non-English medium education systems)	ts certified by your institution					

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



# 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 B: MEDICAL HISTORY (t	o be declare	d and complet	ed by Applicant)			
(Failure to disclose medical histo	ry in full may l	lead to the reje	ction or cancellation of the applicatio	n/award)	).	
Have you suffered from or under	gone any of th	ne following? Pl	lease circle either "Yes" or "No"			
1 Tuberculosis	Yes / No	15	Diabetes	Yes	/	No
2 Pneumonia	Yes / No			Yes	1	No
3 Pleurisy	Yes / No		,	Yes	1	No
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<ul><li>5 Allergic disorders</li><li>6 Rheumatic fever</li></ul>	Yes / No Yes / No		Nervous breakdown	Yes		-
7 Heart disease	Yes / No		Psychiatric disorders	Yes	1573	No
8 Gastric orduodenal disorders			Eye disorders Ear, nose or throat disorders	Yes		No
9 Recurrent indigestion	Yes / No		Skin diseases	Yes		No
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11 Dysentery	Yes / No		Gynaecological disorders	Yes		
12 Varicose veins	Yes / No		Malaria or other tropical diseases	Yes		,
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## **SEAMEO Regional Language Centre**

## **GUIDELINES FOR RESEARCH FELLOWSHIPS**

1 RELC will offer at least one Research Fellowship in the year 2020 to the region.

The intent of the SEAMEO RELC Research Fellowship is to:

- promote research capacity in the region in studies relevant to the development of language education in the region;
- enhance the quality of research efforts in a relevant or related area of language education, to attain international recognition and understanding; and
- foster rigour in research efforts through sharing and discussion.
- Applications for Research Fellowships will be considered by RELC in the light of such priorities as may be established, and of the availability of funds, but especially in the light of the probable value of the project for the development of language education in a SEAMEO member country or in the SEAMEO region.
- 3 The admission requirements for the Research Fellowships are as follows:
  - a) Applicants must be nationals of SEAMEO member countries;
  - b) Applicants must possess a rich background in research with a good number of research articles that have been published in English by international language and linguistics journal(s);
  - The research project or proposal put forward must be sound, feasible and relevant to language and/ or education;
  - Application reflects ability to analyse, explain and write cogently;
  - e) Applicants must possess a Doctoral degree in Linguistics, Applied Linguistics, TESOL, English Language, Education, or Training. Applicants without the equivalent academic qualifications could be considered, strictly on the merit of their known and published research work and experience, in English, backed by a solid curriculum vitae of project leadership and research involvement.

RELC reserves the right to make the final decision in the selection and award of the Research Fellowships.

4 Applicants are expected to be capable of independent work on their proposed research projects. The proposed research project must not be part of or associated with any research project intended for a university degree or for meeting the requirements of a non-RELC grant or award.

- The period of research may stretch up to six months, with the last one month to be on attachment at RELC. Research Fellows from outside Singapore will be provided with return airfares (economy class), accommodation at the RELC International Hotel, and an allowance of S\$600 during the one-month attachment. The Research Budget (excluding airfare, accommodation and allowance in Singapore) should not exceed S\$1,500.
- The proposed research project must not be started and no expenses are to be incurred until the outcome of application is made known to the applicant that the research fellowship award has been awarded.
- 7 RELC Research Fellows will have available to them all the relevant resources of the Centre, including one of the finest specialist libraries for research in linguistics and language teaching and consultancy, and advisory services of highly qualified academic and research staff.
- Research Fellows will be required to present their research findings at a staff seminar during the period of attachment at RELC and submit a copy of the research project at the end of the attachment period. The report of the research project should be at least 8,000 words in the form of a journal article. The journal article shall first be submitted to the RELC Journal for consideration of publication. In the event that RELC does not wish to take up the publication of the journal article, it may then be submitted to other journals of linguistics or language education for publication.
- In accordance with the established policy of RELC, all copyright in the report of the research project shall belong to RELC and the Research Fellow shall execute and deliver the necessary documents required to transfer the copyright in the report of the research project to RELC.
- Persons applying for RELC Research Fellowships are required to submit research project proposals for evaluation and approval. Information on the proposed research project should be as specific and detailed as possible. All proposals must include a budget and all costs should be stated in Singapore dollars. The award does not provide for the payment of honoraria.
- 11 Payment of expenses will be on a reimbursement basis upon presentation of invoices/receipts, while on attachment at RELC and upon submission of the completed research project.
- There are no specific deadlines for applications for the Research Fellowships. Quality applications will be considered throughout the year. For interested applicants, please complete the application form (Annex E) and submit it to us via your respective Ministries.



# Southeast Asian Ministers of Education Organization Regional Language Centre

# APPLICATION FOR A RESEARCH FELLOWSHIP (To be completed in typewritten form)

To: Centre Director
SEAMEO Regional Language Centre
30 Orange Grove Road
Singapore 258352
REPUBLIC OF SINGAPORE

I wish to apply for a Research Fellowship at the SEAMEO Regional Language Centre (RELC) and I set out in Parts I and II of this form, my personal and professional particulars and the proposed research project.

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 Research Plan: (Indicate in detail the background of the project, specific aims, plan of investigation) 2. Time-Table:

3. Possible Results of Investigation:

4. What is the signification	ince of the propose	d research projec	t and its relevance to the	e
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5. <b>Budget</b> (in Singapor				
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# COURSE TITLE

# Application of (NAME of NOMINEE)

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4.	Designation/Position:	
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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)	The second secon
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?	
	What initiatives do you plan to implement so your school/office will benefit from this program?	
	How did you hear about this scholarship opportunity?	