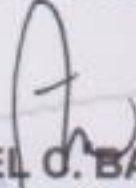




CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division and
OIC-Chief, School Governance and Operations Division
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

FROM :  **DR. ROMMEL O. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **SUBMISSION OF LIST OF NAMES AND DOCUMENTS OF QUALIFIED CANDIDATES FOR SEAMEO RECSAM AND SEAMEO RELC SCHOLARSHIP PROGRAM**

DATE : March 12, 2018

With reference to Regional Memo No. 160 s. 2018 *re: Submission of List of Names and Documents of Qualified Candidates for SEAMEO RECSAM and SEAMEO RELC Scholarship Program*, this Office requests elementary and secondary schools to submit qualified candidate/s to the said scholarship on March 13, 2018. **Attention: Arlene L. Tayona, SEPS-HRD.**

Listed below are the courses offered by SEAMEO RECSAM and SEAMEO RELC Scholarship Program.

SEAMEO RECSAM COURSE CODE	COURSE TITLE	DEADLINE OF SUBMISSION OF REQUIREMENTS
RC-SS-143-1	Fostering Higher Order Thinking Skills in Secondary Education	March 14, 2018
RC-PM-143-2	Enhancing Primary Mathematics Teaching and Learning through Professional Learning Community	March 14, 2018
SEAMEO RELC	Certificate in English Teaching-Secondary (CELT-S)	March 14, 2018

Attached is the lists of requirements and application form for your reference.

Immediate dissemination and appropriate action for this memorandum is desired.



REF NO.

(FOR OFFICIAL USE ONLY)

SEAMEO RECSAM SCHOLAR AGREEMENT

THIS DEED is made the _____ day of _____ Two Thousand and Nineteen (2019) between _____ of _____

(hereinafter called 'the Scholar') of the first part and the Southeast Asian Minister of Education Organization (hereinafter called 'SEAMEO') of the second part.

WHEREAS the Scholar will pursue the course of training specified in the Schedule hereto (hereinafter called 'the Course') at the SEAMEO Regional Centre for Education in Science and Mathematics in Penang, Malaysia under a scholarship granted by SEAMEO. AND WHEREAS the Scholar has expressed his willingness to accept the Scholarship upon the terms hereafter set out:

NOW THIS DEED witnesseth as follows:

1. In this deed unless the context of otherwise requires:

Words importing the masculine gender include females;

Words in the singular include the plural and words in the plural include the singulars;

2. The Scholar hereby covenants:

- (i) that he will enter upon and diligently continue in the Course and that he will complete the Course within the prescribed time specified in the Schedule hereto;
- (ii) that he will devote his whole time to the Course and will, to the best of his ability apply himself to the Course to the satisfaction of the supervisors, tutors or instructors associated therewith;
- (iii) that he will follow all the sessions of the Course and sit for all the assessment tests prescribed, if any, for the Course within the limits of time prescribed in the Schedule hereto;
- (iv) that he will conform to the regulations and discipline in force from time to time at his place of study or training and at his place of residence;
- (v) that he will reside in RECSAM's hostel, or other place as directed by the Director of the SEAMEO Regional Centre for Education in Science and Mathematics (hereinafter called 'the Director');
- (vi) that all rights, including title, copyright and patent rights, in any work produced by him as part his course/project of RECSAM shall be vested in the Course;
- (vii) that he will not undertake any occupation, either remunerative or otherwise, outside the course except with prior approval of the Director;
- (viii) that he will, if in receipt of any remuneration, whether in money or money's worth for any work or service which he is required to undertake or perform as part of the Course or any award gained during the Course, report the same to the Director and shall if so required by the Director surrender to the Director all or such proportion of any such remuneration or award as the Director may determine, retaining any remainder thereof for himself;
- (ix) that he will refrain from participation in political activities not normally permitted in the institutional in which the Course is taken;
- (x) that he will not change his subjects of study or programme of training or take any additional courses without the prior written permission of the Director; and
- (xi) that he will not leave the country unless with the joint approval of his Ministry of Education as well as that of the Centre Director.

Scholar Agreement

1/2

SCHEDULE 1 OF THE SEAMEO REGIONAL CENTRE FOR EDUCATION IN SCIENCE AND MATHEMATICS IN PENANG
 REGIONAL AGREEMENT

3. If the Scholar shall -
- (i) be idle or grossly misbehaves himself towards the supervisors, tutors, or instructors associated with the Course or commit a breach of his obligations under this deed; or
 - (ii) by reason of illness or injury be unable to carry out his obligations under this deed.

Then in either of those cases SEAMEO may forthwith terminate the scholarship by giving notice to the Scholar but without prejudice to the rights of the parties hereunder in respect of any antecedent breach of the covenants and stipulations herein contained.

4. The Scholar for himself and his/her personal representative hereby further undertakes:-
- (i) to absolve SEAMEO including its servants from any liability to the Scholar for loss of life or injury to his person or damage or loss to his property arising from the negligence of the servants of SEAMEO, and
 - (ii) to indemnify and keep harmless SEAMEO against all proceedings, suits, actions, claims, demands, costs and expenses whatsoever which may be taken or made against SEAMEO or incurred or become payable by SEAMEO in respect of injury (whether fatal or otherwise) to any person or damage or loss to any property occasioned directly or indirectly by any act, omission or other default by the Scholar while on or otherwise in relation to or arising out of the Course.
5. It is hereby agreed that any right, function or power conferred on SEAMEO under this deed may be exercised by the Director or any person duly authorized by him in that behalf.

IN WITNESS WHEREOF the Scholar and SEAMEO by its duly authorized representative have set their hands and seals hereunto the day and year first above written.

THE SCHEDULE ABOVE REFERRED TO

Signed, sealed and delivered by
 The SCHOLAR in the presence of

Signature

(Witness)

Name

Address

.....

.....

(Signature of SCHOLAR)

Signed, sealed and delivered by the DIRECTOR of the SEAMEO
 Regional Centre for Education in Science and Mathematics in Penang
 Malaysia, who has been duly authorized to act in that behalf for the

Signature

(Witness)

Name

Address

.....

.....

(Signature of DIRECTOR)
 RECSAM

**CHECKLIST OF THE DOCUMENTS TO BE SUBMITTED TO SEAMEO RECSAM
BY EACH APPLICANT**

Name: _____

Country: _____

No	ITEM	QUANTITY	YES/NO
1	APPLICATION FORM	1	
2	PHOTOCOPY OF PASSPORT* (Only the front page with participants' particular are required)	1	
3	MEDICAL REPORT	1	
4	ENGLISH PROFICIENCY CERTIFICATE	1	
5	SCHOLAR AGREEMENT	1	

Note: Deadline for nomination form submission is 17 December 2018

MEMORANDUM OF AGREEMENT
(Scholarship Contract)

I, _____ (NAME), Filipino, of legal age and with residence at _____ (HOME ADDRESS),
_____ (POSITION) of _____ (SCHOOL /
OFFICE /STATION) for and in consideration of the scholarship grant on
_____ (PROGRAM CODE AND TITLE OF THE COURSE) at the
_____ (VENUE OF THE COURSE) for the period
_____ (INCLUSIVE DATES OF THE COURSE) do hereby agree to observe
the following terms and conditions:

- a. shall maintain the academic standards and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination of the scholarship;
- b. shall conduct myself in such manner as not to bring disgrace or dishonor to myself, the institution and the DepEd;
- c. shall return to my official station and resume my functions immediately upon the completion or termination of my scholarship or training grant;
- d. shall, at the end of my scholarship or training grant, submit to the head of my office and the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) a copy of my scholarship reports containing lessons for the conduct of echo seminars to share new learnings, teaching innovations, and strategies to my co-teachers and administrators; various trainings, program highlights and general impressions constituting my (scholar's) evaluation of the program;
- e. shall, upon return to my station, implement the echo seminars and submit reports to the Professional Development Division, National Educators Academy of the Philippines at Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City;
- f. shall teach the subject / conduct echo seminars on the course in which I was granted the scholarship and continue to serve my school / division / region for at least three years which is the service obligation equivalent for a year of scholarship or a fraction thereof;
- g. shall refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental to my scholarship, for failure to comply with any of the foregoing

conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control.

IN WITNESS WHEREOF, I set my hand this _____ day of _____ at _____

DepEd Scholar
(signature over printed name)

Chairman, Scholarship Committee
(signature over printed name)

Witness:

Regional Director*
(signature over printed name)

Head, Scholarship Secretariat**
(signature over printed name)

*initials of immediate supervisor under Director's signature
**initials of other members of the Scholarship Secretariat

REPUBLIC OF THE PHILIPPINES
CITY OF

)
) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	ID	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free and voluntary act and deed.

This instrument consists of three (3) pages including the page wherein this acknowledgement is written and is signed by parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this ____ day of _____, at Pasig City, Philippines.

Notary Public

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____



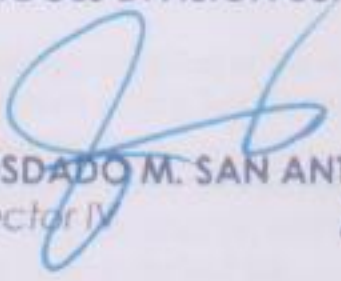
Republic of the Philippines
 Department of Education
REGION IV-A CALABARZON
 Gate 2 Karangalan Village
 1900 Cainta, Rizal



2018 - RM - 160

DEPED-4A-RM-06-18- 160

TO : SCHOOLS DIVISION SUPERINTENDENT

FROM :  **DIOSDADO M. SAN ANTONIO**
 Director IV # 2400

SUBJECT : SUBMISSION OF LIST OF NAMES AND DOCUMENTS OF QUALIFIED CANDIDATES FOR SEAMEO RECSAM AND SEAMEO RELC SCHOLARSHIP PROGRAM

DATE : March 8, 2018

1. With reference to DM-CI-2018-00034 on SEAMEO RECSAM and DM-CI-2018-00058 on SEAMEO RELC Scholarship Program, this office requests each Schools Division Office (SDO) to submit list of names and documents of four (4) qualified candidates for the said scholarship.
2. Listed below are the courses offered by SEAMEO RECSAM and SEAMEO RELC Scholarship Program.

SEAMEO RECSAM COURSE CODE	COURSE TITLE	DEADLINE OF SUBMISSION OF REQUIREMENTS
RC-SS-143-1	Fostering Higher Order Thinking Skills in Secondary Education	14 March 2018
RC-PM-143-2	Enhancing Primary Mathematics Teaching and Learning through Professional Learning Community	14 March 2018
SEAMEO RELC	Certificate in English Teaching - Secondary (CELT-S)	14 March 2018

3. Please refer to the attached lists of requirements of the applicants for the said scholarship.
4. Documents submitted after March 14, 2018 will not be accepted.
5. Immediate dissemination of and appropriate action for this Memorandum is desired.



Trunk Line: (02) 682-5773 / 684-4914 / 647-7487
 Fax: (02) 682-2114
 Website: depedcalabarzon.ph
 Facebook: DepEd R-4A Calabarzon
 E-mail: region4a@deped.gov.ph



FOR SEAMEO RECSAM APPLICANTS
LIST OF REQUIREMENTS

A. Qualifications

- a. Filipino citizen
- b. Must have rendered at least two (2) years of service in the government (DepEd) at the time of nomination
- c. Must hold a permanent appointment at the organization nominating him/her
- d. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive period preceding the nomination
- e. Must have no pending administrative and/or criminal case
- f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- g. Must have no pending nomination for scholarship in another program/course
- h. Must have already rendered the required service obligation for a scholarship previously enjoyed
- i. Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- j. Must have a good command of the English language (spoken and written)
- k. Physically and medically fit to travel
- l. Must have above average ICT skills
- m. Not an expectant mother

B. Documentary

- a. Endorsement from RO and SDO
- b. Detailed and updated Curriculum Vitae
- c. Letter of Application addressed to the donor organization
- d. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
- e. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- f. Personal Data Sheet
- g. Service record
- h. Performance rating for two (2) consecutive rating periods immediately preceding the nomination
- i. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution but not the same institution where the applicant is presently employed
- j. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- k. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer
- l. Photocopy of Valid Passport (2 copies)
- m. Signed *Scholarship Contract*



REGULAR COURSES

FOR FISCAL YEAR 2018/2019 (BATCH 1)

2 – 27 JULY 2018

COURSE DESCRIPTION



COURSE
CODE

APPLICATION FORM

Recent
Photograph
of
Applicant
or
Participant
(Passport size)

Name of Course: _____

Duration: _____ to _____

(IMPORTANT - Please type or print. Each nominee is required to fill in this form in duplicate, ONE of which is to be submitted to RECSAM for processing)

PERSONAL AND PROFESSIONAL PARTICULARS OF APPLICANT/PARTICIPANT

from _____ (Country)

A. PERSONAL

1) Name in full

(Please Underline Surname) MR MRS MISS DR

2) Home Address

Tel No. _____

3) Office Address

Tel No. _____ Email: _____

Fax No. _____

4) Date of Birth

____|____|____|____|____|____|____|____|____|____|____|____|

Day Month Year

Place of Birth

____|____|____|____|____|____|____|____|____|____|____|____|

(Country)

5) Nationality

____|____|____|____|____|____|____|____|____|____|____|____|

Religion

____|____|____|____|____|____|____|____|____|____|____|____|

6) Particulars of N.R. * Identity Card or Passport

____|____|____|____|____|____|____|____|____|____|____|____|

(Place of Issue)

____|____|____|____|____|____|____|____|____|____|____|____|

(Date of Issue)

____|____|____|____|____|____|____|____|____|____|

(Date of Expiry)

____|____|____|____|____|____|____|____|____|____|

15. Overseas Courses attended including Courses of SEAMEO Regional Centre/Project

Name of Courses	Country/SEAMEO Regional Centres/Projects	Dates	
		From	To

16. Publications

Title of Publications	Year Published

17. *English Language Qualifications

i) IELTS Band _____

ii) TOEFL Score _____

iii) Others (Please Specify)

Exam _____ Grade _____

* (Please submit a certified copy of certificate)

Date

Signature of Applicant/Participant

Recommended by the Ministry of Education

Date

Signature

Name of official on behalf of the
Minister of Education

IMPORTANT: THIS FORM SHOULD BE COMPLETED IN DUPLICATE. A COPY TO BE DISPATCHED THROUGH YOUR MINISTRY OF EDUCATION BY REGISTERED AIRMAIL TO REACH THE FOLLOWING ADDRESS

**THE DIRECTOR
SEAMEO RECSAM, 11700 GELUGOR, PENANG, MALAYSIA**

It must be accompanied by a medical certificate that the intending participant is medically fit for the course.

MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Sex:	Height:	Weight:
Blood Group:			
A	<input type="checkbox"/>	B	<input type="checkbox"/>
C	<input type="checkbox"/>	D	<input type="checkbox"/>
Blood Pressure:			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases, etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X-ray.		Pregnancy Test (for woman only)	
I certify that the applicant is medically fit to undertake a course in SEAMEO RECSAM, Penang, Malaysia.			
Name of Physician:			
Address of Clinic:			
Telephone:			
Email:			
Signature of Physician:			