DIVISION ADVISORY NO. 30, S. 2019
In compliance with DepEd Order No. 8, S. 2013
This Advisory is issued for the information of all Public Junior and Senior High Schools
March 11, 2019

SEAMEO RELC SCHOLARSHIP FOR 2019 CERTIFICATE IN ENGLISH LANGUAGE TEACHING – SECONDARY (CELTS-S)

In reference to the Regional Memorandum on Submission of List of Names and Documents of Qualified Nominee for SEAMEO-RELC Scholarship dated last March 8, this office requests all qualified applicants may submit their documents to this Office (Attention: Ms. Gayle J. Malibiran, EPS II-HRD) on or before March 22, 2019. Name and supporting documents will be forwarded to the Regional Office for perusal.

Attached herewith is the said memorandum detailing the set of qualifications and needed documentary requirements.

For the information of the field.
TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
FROM : DIOSDADO M. SAN ANTONIO
       Director IV
SUBJECT : SUBMISSION OF LIST OF NAMES AND DOCUMENTS OF QUALIFIED NOMINEE FOR SEAMEO-RELC SCHOLARSHIP
DATE : MARCH 08, 2019

1. In reference to DM-CI-2019-00056 on Southeast Asian Ministers of Education Organization-Regional Language Center-SEAMEO RELC Scholarship for the 2019 Certificate in English Language Teaching-Secondary (CELTS-S). This office through the Human Resource Development Division Development (HRDD) requests each Schools Division Office to submit the name and documents of one (1) qualified nominee for the said scholarship. Please email the documents to hrd.calabarzon@deped.gov.ph on or before March 27, 2019.

2. Please refer to attached nomination form and criteria for the said scholarship.

3. The screening and evaluation of documents of nominees by the screening committees will start on March 28, 2019. A letter will be sent through email for those who will qualify for interview.

4. Immediate dissemination of this memorandum is desired.
The program allocates four (4) slots for the Philippines with the following qualifications and the corresponding documentary requirements:

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

Please indicate course code, title and dates below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Dates</th>
</tr>
</thead>
</table>

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 (Course)

☐ 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 Sponsorship Agency)

(Address of Sponsorship 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: ___________________________________________ Tel no: ________ Email: ________

Fax no: ___________________________________________ Tel no: ________ Email: ________

• Address for correspondence*: ☐ Home address ☐ Office address

• Date of birth: ___________________ Age: ________ Place of birth: ___________________

(Country & Province)

• Nationality/Citizenship: ___________________ Religion: ___________________ Marital status: ___________________

• Race*: ☐ Chinese ☐ Indian ☐ Malay ☐ Others: ___________________

* Please delete whichever is not applicable. * Please tick (✓) accordingly.
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).

<table>
<thead>
<tr>
<th>Period attended</th>
<th>Name of institution and country</th>
<th>Major subject(s)/field(s) of study</th>
<th>Qualifications obtained/pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>From DD/MM/YY</td>
<td>To DD/MM/YY</td>
<td>XYZ University, ABC country</td>
<td>Bachelor's Degree in Applied Linguistics</td>
</tr>
</tbody>
</table>

If applicable, please indicate your GCE 'A' Level General Paper / 'O' Level English results below:
- '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 test:
- IELTS: ____________
- TOEFL: ____________ paper/computer/internet* based
- SPM/MSTPM/MJET*: ____________
- CU TEP: ____________
- APTIS: ____________

* Please circle whichever is not applicable. *Please tick (✓) accordingly. * Please indicate N.A. if it is not applicable.