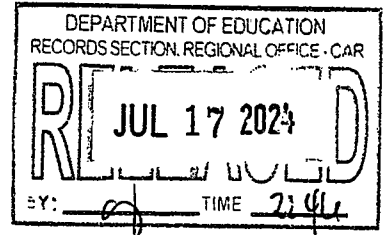




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



July 17, 2024

REGIONAL MEMORANDUM
 No. 465-2024

**CALL FOR NOMINATION OF PARTICIPANTS TO THE SEAMEO REGIONAL
 LANGUAGE CENTER (RELC) SCHOLARSHIPS
 FOR CALENDAR YEAR 2025**

To: Schools Division Superintendents
 All Divisions
 All Other Concerned

1. Pursuant to Memorandum DM-OUHROD-2024-1358, this office calls for the submission of nominees for SEAMEO Regional Language Center (RELC) Scholarships for Calendar Year 2025.

2. The course details are as follows:

No.	Courses/Programs	Course Schedule	No. of Slots	Modality	Deadline Submission
1	C111: Advanced Specialist Certificate in Teaching Listening and Speaking	January 7-24, 2025	1	Face to Face	August 30, 2024
2	C112: Advanced Specialist Certificate in Teaching Reading and Writing	January 7-24, 2025	1	Face to face	
3	MTESOL: Master of Teaching English to Speakers of Other Languages	February 24, 2025 – February 06, 2026	1	Blended	
4	C113: Advanced Specialist Certificate in Language Assessment	April 8-25, 2026	1	Face to Face	
5	C419: Specialist Certificate in Professional Development of Teachers Leaders/Supervisors	May 6-23, 2025	1	Face to face	
6	C103: Postgraduate Diploma in Applied Linguistics	July 1 – December 12, 2025	1	Blended	September 13, 2024
7	C423: Specialist Certificate in Technology-Enabled Language Teaching	September 2 – 19, 2025	1	Face to face	
8	C325: Specialist Certificate in TESOL with	September 23 –	1	Face to face	



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Cambridge Teaching Knowledge (Foundation) for Secondary High School Teachers	October 17, 2025		
	January-February 2026		In-country Lesson Observation and Summative Assessment

3. In view of limited slots provided for the region, the Regional Professional Development Committee (PDC) shall screen nominees based on Enclosure 1-3.
4. Each SDO shall nominate one (1) nominee after evaluation of SDO PDC following the qualifications indicated in Enclosure 1.
5. Signed endorsement and attachments indicated in the Enclosure 1-3 shall be sent to car.neapr@deped.gov.ph on or before the deadline indicated above.
6. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or Elvernice S. Fanged, Scholarship Focal Person through email address at car.neapr@deped.gov.ph.
7. Immediate and widest dissemination of this Memorandum is directed.

RONALD B. CASTILLO
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

For the Assistant Regional Director:

MAKSIM A. BOTILAS
Chief Administrative Officer
Officer-In-Charge

//HRDDNEAPR/RCS/ESF



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(Enclosure 1 to RM No. 465-2024)

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

Name:	
Scholarship Program:	
Sponsoring Agency/Organization:	
Region/SDO:	
Work Station:	

Remarks (/, X, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of Office.	
	d. Must be holding a permanent item.	Updated Service Record
	e. Must be physically, mentally, and psychologically fit.	Medical Certificate from any government physician as to health status.
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).	Updated Personal Data Sheet
	g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)
	i. Must be willing to prepare, share and implement a Scholarship Report and Work Application Plan (WAP).	
	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges.
	k. Has already finished his/her existing service obligation for a scholarship, if any. **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo	Clearance from HRDD/NEAP (Enclosure 2)
	l. Has no pending application for retirement.	
	m. Must be able to render his/her service obligation vis-a-vis the duration of the scholarship.	



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(Enclosure 2 to RM No. 465.2024)

SCHOLARSHIP SCREENING FORM

Name of Teacher	
School	
Division	
Years in the DepEd	
Questions:	
Work Experience/s Related to Teaching (Indicate the highlights and duration.)	
Outstanding Accomplishments (Maximum of five, kindly put the highlights only)	
Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)	
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?	



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CORDILLERA ADMINISTRATIVE REGION

(Enclosure 3 to RM No. 465-2024)

SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
VI. Scholarship Duration		
VII. Status	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)
	VIII. Reason/s for Non-Completion (must be supported by attachments) <input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
I hereby attest that the information in this form and the supporting documents attached hereto are true and correct		

_____ Name and Signature of the Scholar	_____ Date and Time
<i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>	

_____ Name and Signature of the Recommending Authority (SDO - HRDD)	_____ Date and Time
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APPROVED

_____ Name and Signature of the Recommending Authority (RO-HRDD)	_____ Date and Time
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Certificate No. PHF QMS 24 03 0192