



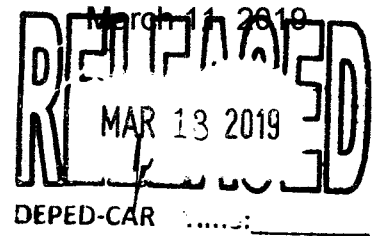
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto: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](http://deped.in/SEAMEORELCCELTS) and email pertinent properly labeled documents, in pdf,

**Contact Numbers (Area Code: 074):**

Office of the Regional Director 422-1318  
Fax 422-4074  
Office of the ARD 422-9590  
ICT Unit 422-1318  
Public Affairs Unit 422-1318  
Legal Unit 423-2214

Administrative Division 422-1804  
Cash Section 423-2215  
Payroll Section 424-3993  
Records Section 423-2213  
Supply Section 422-2198  
General Services Unit 422-1804



CLMD 422-7096  
LRMDS 422-0615  
ESSD 423-2218  
Finance Division 422-5155  
FTAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
QUAD 422-5187  
COA 422-7434

to [shcolarships@deped.gov.ph](mailto:shcolarships@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](mailto:hrdd.depedcar@gmail.com).

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

  
MAY B. ECLAR, PhD, CESO V  
Regional Director 

HRR/jpa/dot

**RECEIVED**

12 MAR 2019

TIME: 

Tracking Number:

1552385029

**Enclosure 1.**

<b>Qualification</b>	<b>Documentary Requirement</b>
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<sup>^</sup>:  Male  Female
- Home address: \_\_\_\_\_  
 \_\_\_\_\_ Tel no: \_\_\_\_\_ Email: \_\_\_\_\_
- Office address: \_\_\_\_\_  
 Fax no: \_\_\_\_\_ Tel no: \_\_\_\_\_ Email: \_\_\_\_\_
- Address for correspondence<sup>^</sup>:  Home address  Office address
- Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_ Place of birth: \_\_\_\_\_  
 (DD/MM/YY) (Country & Province)
- Nationality/Citizenship: \_\_\_\_\_ Religion: \_\_\_\_\_ Marital status: \_\_\_\_\_
- Race<sup>^</sup>:  Chinese  Indian  Malay  Others \_\_\_\_\_

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

▪ Identification<sup>^</sup>:

- 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 below<sup>#</sup>:

- '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<sup>#</sup>:

- IELTS: \_\_\_\_\_  
 ▪ TOEFL: \_\_\_\_\_ paper/computer/internet\* based  
 ▪ SPM/STPM/MJET\*: \_\_\_\_\_  
 ▪ CU TEP: \_\_\_\_\_  
 ▪ APTIS: \_\_\_\_\_

\* Please delete whichever is not applicable. <sup>^</sup>Please tick (✓) accordingly. <sup>#</sup> Please indicate N.A. if it is not applicable.



<b>(5) PUBLICATIONS</b>		
<b>Title of publication/Name of journal</b>		<b>Year published</b>
<b>(6) LANGUAGES SPOKEN AND/OR WRITTEN</b>		
Please indicate 'Excellent', 'Good' or 'Fair'.		
<b>Language</b>	<b>Written</b>	<b>Spoken</b>

(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.\*

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II. Describe the challenges you face teaching a particular subject other than the English Language (e.g. Mathematics, Science or any other subject) using the English Language.\*

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III. How would this course contribute to your professional development?

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IV. Describe how knowledge and expertise you hope to gain from this course would be used in your institution/country.

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\*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](mailto: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](mailto:scl@relc.org.sg).