DIVISION MEMORANDUM
No. 256, s.2018

March 13, 2018

SEAMEO RELC’S 50TH ANNIVERSARY SCHOLARSHIP YEAR

To: Public Schools District Supervisors
   Public Secondary School Heads

1. This is in reference to the Regional Indorsement dated March 5, 2018 signed by Atty. Alberto T. Escobarde, CESO III, Regional Director and Memorandum DM-CI-2018-00058 dated February 27, 2018 from Lorna Dig Dino, PhD. Undersecretary for Curriculum and Instruction, re: SEAMEO RELC’s 50th Anniversary Scholarship Year.

2. The deadline for submission of requirements in the Regional Office is on May 14, 2018.

3. Wide and immediate dissemination of this Memorandum is earnestly desired.

WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

Enclosures: List of Requirements, Application Form, Course Information, and Medical Examination Form
Respectfully referred to the Schools Division Superintendents, this Region, the Memorandum DM-CI-2018-00058, dated February 27, 2018 re:SEAMEO RELC'S ANNIVERSARY SCHOLARSHIP YEAR 2018 from Lorna Dig Dino, Undersecretary for Curriculum and Instruction, deadline for submission of requirements is on May 14, 2018.

In this regard, interested personnel will have to submit their pertinent documents in the Regional office, attention: Ms. Lorna F. Mapinogos, Chief, HRDD, Epidio Quirino Ave., Davao City.

For information and dissemination.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director
MEMORANDUM
DM-CI-2018-0065Y

TO: Regional Directors
   Schools Division Superintendents
   Heads of Public Elementary and Secondary Schools

FROM: LORMA DIG DINO, Ph.D.
      Undersecretary for Curriculum and Instruction

SUBJECT: SEAMEO RELC’S 50TH ANNIVERSARY SCHOLARSHIP YEAR 2018

DATE: 27 February 2018

In conjunction with SEAMEO RELC’s 50th anniversary this year, the Centre will be offering new SEAMEO RELC scholarship programme on “Certificate in English Teaching - Secondary (CELT-s).” This program is designed by Cambridge English for in-service teachers of English working in secondary schools. It is a blended learning course that can be completed with formal assessment, leading to CELT-S qualification.

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

All other required documents must be submitted via email at neap.pdd@deped.gov.ph on or before 18 May 2018.

The application form and other details of the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at neap.pdd@deped.gov.ph.

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

Annex A: List of Requirements
B: Cambridge Certificate in English Language Teaching - Secondary (Course Information)
C: Application Form
D: Medical Examination Form
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 HRD 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)
# COURSE INFORMATION 2018

## CELT-S

Cambridge Certificate in English Language Teaching - Secondary

13 Aug 2018 to 28 February 2019

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

## Course Overview

<table>
<thead>
<tr>
<th>Rationale</th>
<th>Aims</th>
<th>Period and Nature of Study</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designed by Cambridge English for in-service teachers of English working in the secondary schools. It is a blended learning course that can be completed with formal assessment, leading to the CELT-S qualification.</td>
<td>Help teachers create strategies for the key challenges of teaching English as a second or foreign language in a secondary school context Build on teachers' pedagogical knowledge and skills through a combination of face-to-face instruction, online study and observed teaching practice Help teachers improve the quality of their classroom practice</td>
<td>Phase 1: 13 August to 5 October 2018 8-week online learning phase (with at least 20 hours of online study) Phase 2: 22 October to 9 November 2018 3-week residential training in Singapore at SEAMEO RELC (with 66 hours of face-to-face study and *TP1: 6 hours of micro-teaching and peer observation) Phase 3: 19 November 2018 to 8 February 2019 12-week online learning phase (with at least 40 hours of online study) Phase 4: 13 February to 20 February 2019 or 20 February to 27 February 2019 1-week on-site visit and teaching observations (*TP2 &amp; *TP3) by RELC trainer</td>
<td>Blended with 3-week face-to-face instruction and 3-month online learning 1-week on-site visit and teaching observations</td>
</tr>
</tbody>
</table>

*TP: Teaching Practice
## Description of Modules

<table>
<thead>
<tr>
<th>Module</th>
<th>Phase</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Classroom management in the secondary classroom</td>
<td>One</td>
<td>- Creating and maintaining a constructive learning environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Managing classroom activities effectively</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Managing differences in the classroom</td>
</tr>
<tr>
<td>b) Language learning and the teenage learner</td>
<td>One</td>
<td>- Learning language in the secondary education sector</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Learning needs, styles, motivations and preferences</td>
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<td></td>
<td></td>
<td>- Encouraging and supporting active and independent learning.</td>
</tr>
<tr>
<td>c) Teaching language skills</td>
<td>Two</td>
<td>- Teaching listening and reading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Teaching speaking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Teaching writing</td>
</tr>
<tr>
<td>d) Language awareness for teaching</td>
<td>Two</td>
<td>- Grammar: word classes, grammar structures and how to use language for different functions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Vocabulary: key concepts, word formation and combining words</td>
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<tr>
<td></td>
<td></td>
<td>- Pronunciation: key concepts, word and sentence stress, connected speech and intonation.</td>
</tr>
<tr>
<td>e) Assessing language learning in the secondary context</td>
<td>Two</td>
<td>- Principles and purposes of classroom-based assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Classroom-based assessment tools</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Formative and summative assessment</td>
</tr>
<tr>
<td>f) Teaching language in the secondary classroom</td>
<td>Three</td>
<td>- Key concepts, principles and techniques in teaching grammar, lexis and phonology.</td>
</tr>
<tr>
<td>g) Planning language learning in the secondary context</td>
<td>Three</td>
<td>- Planning a lesson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Writing lesson plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Planning a programme of work</td>
</tr>
<tr>
<td>h) Language learning resources and materials for the secondary classroom</td>
<td>Three</td>
<td>- Evaluating, selecting, using and adapting coursebook materials</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Evaluating, selecting and using supplementary materials</td>
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<td></td>
<td></td>
<td>- Using teaching aids effectively, including technology</td>
</tr>
</tbody>
</table>
Each module has a number of lessons, which have the following structure:

a) An introduction to the topic
b) Learning activities
c) Activities that check learning
d) Activities that focus on practical classroom applications
e) A review of what has been learned
f) A short, multiple-choice progress test
g) Further reading.

Assessment Components

1. English Language Teaching methodology
   a. Completion of the 8 modules and progress tests
   b. A multiple-choice teaching knowledge test (TKT: Module 1) to be taken at an authorized test centre in Phase 4

2. Teaching Practice (TP)
   a. Completion of portfolio tasks
   b. Assessment of teaching (TP2 and TP3 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 English, a Certificate for TKT (Module 1) and a Certificate of Achievement from SEAMEO RELC.

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

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;

b) At least two years of full-time English language teaching experience or experience in English language/curriculum planning and language development programmes; and

c) Candidates must meet the minimum language scores for any of the following:
   - CEFR: B1
   - IELTS: 5.0
   - PTE: 50
   - TOEFL iBT: 35-45
   - APTIS: B1

Without meeting any of the above, applicants are required to pass the RELC English selection test.

As at 29/1/2018
IT Requirements

As this is an online course, participants must ensure that they have the following minimum requirements being 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)
  - Main memory: 2 GB (minimum)
  - Hard disk: 320GB
  - Webcam
- Internet speed: A minimum of 1 MB/sec
- Software specifications:
  - Desktop/Notebook Operating System: Windows 7, Vista or XP SP3
  - Adobe Flash Player 11 or later
  - Adobe Shockwave Player 11.5 or later
  - Sun Java TM 6 Update 23 or later
  - Cookies (activated)
  - Microsoft Office (2003 upwards) or Open Office

Application

Two copies of each of the following documents must be submitted:

- Application Form A238 (completed and endorsed)
- Medical Examination Form A228 (1 original and 1 copy)
- 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 or official TOEFL results certified by your institution (for applicants from non-English medium education systems)

The above documents should be returned to RELC by:

(1) Email: sci@relc.org.sg
(2) Registered mail: Scholarship & Chinese Language
SEAMEO Regional Language Centre (RELC)
30 Orange Grove Road
Singapore 258352
Republic of Singapore

Closing Date

The closing date for application is 31 May 2018.

30 Orange Grove Road Singapore 258352 | Tel: (65) 6885 7883 | Fax: (65) 6734 2753
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.
b) Two original application forms and two copies of each set of supporting
documents must be submitted (see checklist on page 7).

Passport-sized Photograph

1. 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>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

2. 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  (Name of Sponsor/Agency)
   - Applying as a non-SEAMEO RELC Scholarship/Bursary applicant
     If admitted, the Scholarship/Bursary will be awarded to me by
     (Address of Sponsor/Agency)

PART A: PERSONAL PARTICULARS

3. Full name (as in passport): "Dr/Mr/Mrs/Ms/Miss")

(Please PRINT and underline surname)

4. Gender: ☐ Male ☐ Female

5. Home address:

Tel no: Email: ___________________________ ___________________________

6. Office address:

Fax no: Tel no: Email: ___________________________ ___________________________

7. Address for correspondence: ☐ Home address ☐ Office address

8. Date of birth: ____________ Age: _______ Place of birth: ___________________________

(C/M/Y)


10. Race: ☐ Chinese ☐ Indian ☐ Malay ☐ Others

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

1 of 6

A238
Annex C1

- **Identification:**
  - [ ] 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)
- 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):

<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 IELTS/TOEFL/CAE results below:
- IELTS: ______________________
- TOEFL: ______________________ paper/computer/internet* based
- CAE: ______________________

* Please delete whichever is not applicable. *Please tick (✓) accordingly. * Please indicate N.A. if it is not applicable.
(2) EMPLOYMENT HISTORY

Present Occupation
Position: 
Name of institution/employer: 
Date of joining: 
Give a brief description of the applicant's present job (including duties and responsibilities).

<table>
<thead>
<tr>
<th>Position</th>
<th>Name of institution/employer</th>
<th>Year</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Year</td>
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</table>

| Previous occupation(s) |

<table>
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<tr>
<th>Position</th>
<th>Name of institution/employer</th>
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(3) OVERSEAS CONFERENCES/SEMINARS ATTENDED

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<thead>
<tr>
<th>Period attended</th>
<th>Name of conference/seminar</th>
<th>Venue</th>
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(4) RESEARCH EXPERIENCE

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<th>Title of research</th>
<th>Duration</th>
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<td>From</td>
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<td>To</td>
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</table>
(5) PUBLICATIONS

<table>
<thead>
<tr>
<th>Title of publication/Name of journal</th>
<th>Year published</th>
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(6) LANGUAGES SPOKEN AND/OR WRITTEN

Please indicate 'Excellent', 'Good' or 'Fair'.

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<th>Language</th>
<th>Written</th>
<th>Spoken</th>
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(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.¹

<table>
<thead>
<tr>
<th>Description of training</th>
<th>Details of assistance</th>
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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.²

<table>
<thead>
<tr>
<th>Description of challenges</th>
<th>Strategies used</th>
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</table>

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

<table>
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<tr>
<th>Contribution of course</th>
<th>How professional development would be impacted</th>
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iv. Describe how knowledge and expertise you hope to gain from this course would be used in your institution/country.

<table>
<thead>
<tr>
<th>Knowledge to gain</th>
<th>Expected impact</th>
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¹ 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

Date

Address of School/Sponsor/Agency

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_pdp@relec.org.sg.

Completing your application

Two copies 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 (1 original and 1 copy)

☐ 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 CAE results certified by your institution (for applicants from non-English medium education systems)

The above documents should be returned to RELC by:

(1) Email: sci@relec.org.sg; and

(2) Registered mail: Scholarships and Chinese Language

SEAMEO Regional Language Centre (RELC)

30 Orange Grove Road

Singapore 258352

Republic of Singapore
## MEDICAL EXAMINATION FORM

*APPLICATION FOR MA/DIPLOMA/CERTIFICATE COURSE*

### PART A: PERSONAL PARTICULARS (to be completed by Applicant)

1. **Name:** *(Mr/Mrs/Ms/Mdm)_
   (Please underline surname)

2. Course Code, Course Title and Course Dates:

3. **Home Address:**

   ____________________________

   Country: ____________________ Postal code: ____________

4. **Gender:** *Male/Female*

5. **Date Of Birth:** ____________
   *(DD/MM/YYYY)*

6. **Passport Number/NRIC No:** _______________________

7. **Nationality:** _______________________

*Please delete whichever is not applicable*

### PART B: MEDICAL HISTORY (to be declared and completed by Applicant)

*(Failure to disclose medical history in full may lead to the rejection or cancellation of the application/award)*

Have you suffered from or undergone any of the following? Please circle either "Yes" or "No"

<table>
<thead>
<tr>
<th>Number</th>
<th>Condition</th>
<th>Yes / No</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuberculosis</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Pneumonia</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Pleurisy</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Asthma</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Allergic disorders</td>
<td>Yes / No</td>
<td></td>
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<tr>
<td>6</td>
<td>Rheumatic fever</td>
<td>Yes / No</td>
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<tr>
<td>7</td>
<td>Heart disease</td>
<td>Yes / No</td>
<td></td>
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<tr>
<td>8</td>
<td>Gastric or duodenal disorders</td>
<td>Yes / No</td>
<td></td>
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<tr>
<td>9</td>
<td>Recurrent indigestion</td>
<td>Yes / No</td>
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<tr>
<td>10</td>
<td>Jaundice</td>
<td>Yes / No</td>
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<tr>
<td>11</td>
<td>Dysentery</td>
<td>Yes / No</td>
<td></td>
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<tr>
<td>12</td>
<td>Varicose veins</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Kidney or urinary diseases</td>
<td>Yes / No</td>
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<tr>
<td>14</td>
<td>Rupture</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Diabetes</td>
<td>Yes / No</td>
<td></td>
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<tr>
<td>16</td>
<td>Epilepsy</td>
<td>Yes / No</td>
<td></td>
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<tr>
<td>17</td>
<td>Poliomyelitis or other neurological disorders</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Nervous breakdown</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Psychiatric disorders</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Eye disorders</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Ear, nose or throat disorders</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Skin diseases</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Anaemia</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Gynaecological disorders</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Malaria or other tropical diseases</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Operations</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Serious accidents</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Any other serious disorders</td>
<td>Yes / No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Yes, please specify:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________

Signature of Applicant

__________________________

Date

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**REFER A37A**
PART C: CERTIFICATION BY EXAMINING PHYSICIAN (to be completed by physician)

Please tick (✓) accordingly.

1. Do you consider the candidate medically fit to undertake a (3 to 6 weeks/more than 6 months) course of study abroad? (*)Please delete whichever is not applicable)
   Yes ( )  No ( )
   If No, please specify reason: __________________________________________

2. Additional comments by Examining Physician (if any):
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

Signature of Examining Physician: ____________________________
Name of Examining Physician: ________________________________
Name of Medical Institution: _________________________________
Address of Medical Institution: ______________________________

Official Stamp: __________________________
Date: ____________________