



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 238, s.2019

March 22, 2019

**NOMINATION OF PARTICIPANTS TO THE CERTIFICATE IN ENGLISH
LANGUAGE TEACHING-SECONDARY(CELT-S) PROGRAM OF SEAMEO RELC**

To: Public Schools District Supervisors
Public Secondary School Heads
Public Secondary English Teachers

1. This is in reference to the Regional Indorsement dated March 8, 2019 signed by Atty. Alberto T. Escobarte, CESO IV, Regional Director and Memorandum DM-CI-2019-00056 dated February 26, 2019 from Lorna Dig Dino, Ph.D., Undersecretary, re: Nomination of participants to the Certificate in English Language Teaching-Secondary (CELT-S) Program of SEAMEO RELC which will run from July 22, 2019 to February 2020.
2. Three (3) scanned copies of documents will be submitted for screening on April 11, 2019 and interview on April 12, 2019 at the HRDD Regional Office.
3. The other details of the program are enclosed in the Terms and Conditions of program Participation.
4. Wide and immediate dissemination of this Memorandum is earnestly desired.

WINNIE E. BATON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

For and in the absence of the OIC-SDS:


SOLLIE B. OLIVER, LLB, MATE
Chief ES SGOD
Officer-In-Charge

DepEd Schools Division of Digos City
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Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION XI
Davao City



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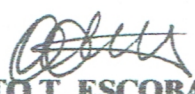
1st Indorsement
March 8, 2019

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DATE: 21 MAR 2019 TIME: 2:07
BY: 

Respectfully referred to the Schools Division Superintendents, this Region, the attached DM-CI-2019-00056 dated February 26, 2019 from USEC Lorna Dig Dino, Undersecretary for Curriculum and Instruction, Department of Education, DepED Complex, Meralco Avenue, Pasig City, entitled: Nomination of Participants to the Certificate in English language Teaching-Secondary (CELT-S) Program of SEAMEO RELC.

It is advised that three (3) scanned copies of documents be submitted for screening on April 11, 2019 and interview on April 12, 2019, attention: Ms. Lorna F. Mapinogos, Chief, HRDD, E. Quirino Ave., Davao City.

For appropriate action.


ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

Re: DM-CI-2019-00056 of USEC LORNA DINO
Curriculum and Instruction
Department of Education
DepED Complex
Meralco Avenue,
Pasig City

Enclosed: As Stated

ROH5/mb

DEPARTMENT OF EDUCATION ROXI
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Empowerment Adaptability Goal-oriented Leadership Excellence

Page 1 of 1

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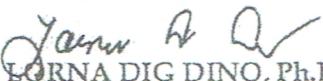


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Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2019-00-056

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

FROM : 
LORNA DIG DINO, Ph.D.
Undersecretary

SUBJECT : *Nomination of Participants to the Certificate in English Language Teaching-Secondary (CELT-S) Program of SEAMEO RELC*

DATE : 26 February 2019

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 22 July 2019 to February 2020.

The program is designed by Cambridge Assessment English (CAE) for in-service teachers of English working in secondary school settings. SEAMEO RELC has collaborated with CAE to offer a blended learning course that incorporates formal assessment, leading to the CELT-S qualification.

SEAMEO will cover the registration and tuition fees for the entire program, as well as the subsistence allowance, airfare and accommodation cost for the period of residential stay at RELC. The other details of the program are enclosed in the attached Terms and Conditions of Program Participation.

Teacher-applicants should submit their documents to the SGOD-HRD unit of their respective divisions, with the endorsement from their school head.

Each region is advised to send in four (4) nominees. Only shortlisted nominees of each region are instructed to accomplish the online application found on deped.in/SEAMEORELCCELTS and email pertinent properly labeled documents, in pdf, to scholarships@deped.gov.ph with the subject: Region [No.] Nominee for 2019 CELT-S - [Last Name] on or before 19 April 2019, to complete their application.

For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or through the given email above.

Immediate dissemination of and appropriate action for this memorandum is desired

The program allocates four (4) slots for the Philippines with the following qualifications and the corresponding documentary requirements:

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



Southeast Asian Ministers of Education Organization
Regional Language Centre
Centre of Choice

COURSE INFORMATION 2019

CELT-S	Cambridge Certificate in English Language Teaching - Secondary	22 July 2019 to 27 February 2020
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(Important: This document should be read by all applicants prior to completing the application form for admission.)

What is CELT-S?	CELT-S is a qualification designed for English language teachers working in secondary education (ages 11-18).
What are the aims of CELT-S?	CELT-S aims to help participants improve the quality of their classroom practice by: ▪ developing and extending teachers' knowledge and skills; ▪ focusing on the strategies, methods and materials teachers need to teach language effectively; ▪ helping teachers to manage and motivate large classes; and ▪ providing teachers with strategies to ensure that all learners achieve their potential.
How will CELT-S be conducted?	CELT-S is a 150-hour blended learning course, comprising eight modules (see Course Syllabus for details) and a practical component (comprising portfolio tasks and teaching observations).
What is the timeframe and nature of the course?	CELT-S will be conducted in four phases. They are: ▪ <u>Phase 1: 22 July to 3 November 2019 (60 hours)</u> Orientation Webinars 15-week online learning phase Complete 4 modules with at least 60 hours of online study. ▪ <u>Phase 2: 5 to 22 November 2019 (60 hours of contact time)</u> 3-week residential training in Singapore at SEAMEO RELC • Complete 2 face-to-face modules and seminars (54 hours) • *TP1: 6 hours of micro-teaching and peer observation • TKT (Module 1) will be taken on 22 November 2019 in Singapore. ▪ <u>Phase 3: 2 December 2019 to 26 January 2020 (30 hours)</u> 8-week online learning phase Complete 2 modules with at least 30 hours of online study

	- Phase 4: TP2 and TP3 (final assessment) <u>Tentative dates</u> (to be confirmed with hosting schools of the participants) 29 January to 5 February 2020 or 5 February to 12 February 2020 or 12 February to 19 February 2020 1-week on-site visit and teaching practice observation (*TP2 & *TP3) by RELC trainer
How will the course participants be assessed?	The course completion and assessment requirements are: (1) Methodology - Completion of the eight modules and progress tests - A multiple-choice teaching knowledge test (TKT Module 1) to be taken at RELC, an authorized test centre in Phase 2 (22 November 2019) (2) Teaching practice - Completion of portfolio tasks - Teaching Practice observation (to be conducted in Phase 4 on-site visit by RELC trainer)
What will the participants receive at the end of the course?	Course participants who complete all the modules and assessments will receive the <i>CELT-S</i> qualification from Cambridge Assessment English, a Certificate for TKT (Module 1) and a Certificate of Achievement from SEAMEO RELC. The <i>CELT-S</i> qualification is awarded with a Pass or Pass with Merit.
What are the course admission requirements?	The requirements for admission to the programme are: 1) An approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or Education; 2) At least two years of full-time English language teaching experience or experience in English language/curriculum planning and language development programmes; and 3) Meeting the minimum language scores for any of the following: - o IELTS: 4.0 and above - o TOEFL: 57 and above (internet based); 437 and above (paper based); 140 and above (computer); ITP: 490; iBT: 32 - o APTIS (all four macro skills) B1 and above - o PTE: 40 and above - o CEFR: B1 - o GCE O Level English: A1-C6 - o GCE A Level General Paper: A1—D7 - o Cambridge Advanced English (CAE): A—C - o SPM 1119 English: C and above (GPK/PNG 2.00 and above)/Kepujian Tinggi and above - o STPM General Paper/English Literature: C and above (CGPA/NGMP 2.4 and above) - o Malaysian University English Test (MUET): Band 3,4,5 or 6 - o CU TEP with a score of 40 (equivalent to IELTS 4.0) and above

	<i>Note: Applicants who do not meet Criteria #3 are required to pass the RELC English selection test.</i>
What are the IT requirements for the online learning phase?	Participants must have the following minimum requirements in order to use the Learning Management System (LMS) programme: ▪ 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 OS: 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

Course Syllabus

Module Content	Phase / Mode
Module 1 - Managing the secondary classroom • Unit 1: Creating and maintaining a constructive learning environment • Unit 2: Managing classroom activities effectively • Unit 3: Managing differences in the classroom	1 Online
Module 2 - Language learning and the teenage learner • Unit 1: Learning language in the secondary education sector • Unit 2: Learning needs, styles, motivations and preferences • Unit 3: Encouraging and supporting active and independent learning	1 Online
Module 3 - Developing listening, speaking, reading and writing skills in the secondary classroom • Unit 1: Teaching listening and reading • Unit 2: Teaching speaking • Unit 3: Teaching writing	1 Online
Module 5 - Developing language use in the secondary classroom • Unit 1: Teaching language • Unit 2: Teaching vocabulary • Unit 3: Teaching pronunciation	1 Online
Module 4 - Language awareness for teaching • Unit 1: Grammar • Unit 2: Vocabulary	2 Face-to-face at RELC

Unit 3: Pronunciation	
Module 8 - Assessing language learning in the secondary context - Unit 1: Principles and purposes of classroom-based assessment - Unit 2: Classroom-based assessment tools - Unit 3: Formative and summative assessment	2 Face-to-face at RELC
Module 6 - Planning language learning in the secondary context - Unit 1: Planning a lesson - Unit 2: Writing lesson plans - Unit 3: Planning a scheme of work	3 Online
Module 7 - Resources for learning in the secondary classroom - Unit 1: Evaluating, selecting, using and adapting coursebook materials - Unit 2: Evaluating, selecting and using supplementary materials - Unit 3: Using teaching aids effectively, including technology	3 Online

Application

Interested applicants must submit the following documents:

- ☐ Application Form A238 (completed and endorsed)
- ☐ 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 or official TOEFL results certified by your institution (for applicants from non-English medium education systems)

The above documents should be sent to RELC via email at scl@relc.org.sg

The application closing date is 30 April 2019.

30 Orange Grove Road Singapore 258352 | Tel: (65) 6885 7883 | Fax: (65) 6734 2753



Southeast Asian Ministers of Education Organization
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**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, _____ (Country)
 for SEAMEO RELC Scholarship
- ☐ 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[^]: ☐ Male ☐ Female

- Home address: _____
 _____ Tel no: _____ Email: _____

- Office address: _____
 Fax no: _____ Tel no: _____ Email: _____

- Address for correspondence[^]: ☐ Home address ☐ Office address

- Date of birth: _____ Age: _____ Place of birth: _____
 (DD/MM/YY) (Country & Province)

- Nationality/Citizenship: _____ Religion: _____ Marital status: _____

- Race[^]: ☐ Chinese ☐ Indian ☐ Malay ☐ Others _____

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

▪ 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):

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[#]:

▪ '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/STPM/MUET*: _____

▪ CU TEP: _____

▪ APTIS: _____

* Please delete whichever is not applicable. [^]Please tick (✓) accordingly. [#] Please indicate N.A. if it is not applicable.

(2) EMPLOYMENT HISTORYPresent Occupation

Position: _____

Name of institution/employer: _____

Date of joining: _____

Give a brief description of the applicant's present job (including duties and responsibilities).

Previous occupation(s)

Position	Name of Institution/employer	Year	
		From	To

(3) OVERSEAS CONFERENCES/SEMINARS ATTENDED

Period attended	Name of conference/seminar	Venue

(4) RESEARCH EXPERIENCE

Title of research	Duration	
	From	To

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

(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.*

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.*

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

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

* 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.

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.