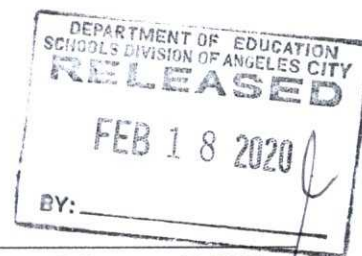




Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY



February 17, 2020

DIVISION MEMORANDUM

No. 69 S. 2020

SEAMEO RELC SCHOLARSHIP PROGRAMME

To : Assistant School Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance Operations Division
Education Program Supervisor in English
All Heads of Public Elementary and Secondary Schools

1. This is to announce that the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Language Center will conduct the SEAMEO RELC Scholarship Programme on Certificate in English Teaching –Secondary (CELST – S) and SEAMEO Research Fellowship for Fiscal Year 2020.
2. The program is a blended learning and is designed for English teachers working in secondary schools to be conducted in four (4) phases from August 10, 2020 to February 2021.
3. Attached is the copy of Memorandum from Hon. Diosdado M. San Antonio, Undersecretary for Curriculum and Information, stating the guidelines and the requirements.
4. Immediate and wide dissemination of this Memorandum is earnestly desired.

2020mayo
MA. IRELYN P. TAMAYO PhD CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



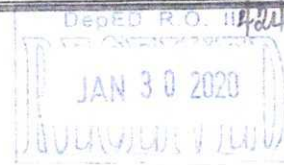
EN 2020 - 124
Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101





DSEC-NEAP-PDD-MEMO-2020-180151

Undersecretary for Curriculum and Instruction



MEMORANDUM
DM-CI-2020-00 21

TO : Minister of Ministry of Basic Higher and Technical Education, BARMM
 Regional Directors
 School/Division Superintendents
 Heads of Public Elementary and Secondary Schools
 All Others Concerned

FROM : DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT : SEAMEO RELC Scholarship Programme

DATE : 22 January 2020

The Southeast Asian Ministers of Education Organization (SEAMEO) Regional Language Centre announces its scholarship program on "Certificate in English Teaching-Secondary (CELT-S)" and SEAMEO Research Fellowship for Fiscal Year 2020. This program is designed for English teachers working in secondary schools. It is a blended learning course that can be completed with formal assessment, leading to CELT-S qualification.

The programme will be conducted in four phases from 10 August 2020 to 28 February 2021. They are:

Phases	Duration
I	10 August to 1 November 2020 (Online)
II	3 to 27 November 2020 (Residential)
III	7 December 2020 to 31 January 2021 (Online)
IV	10 February to 17 February 2021 or 17 February to 24 February 2021 (Teaching Observations)

Enclosed are the following documents for CELT-S and Research Fellowship programme for your guidance:

- Annex A:** Course Information for CELT-S
- Annex B:** Nomination Form for CELT-S
- Annex D:** Guidelines for Research Fellowship
- Annex E:** Application Form for Research Fellowship
- Annex C1:** Application Form for CELT-S
- Annex C2:** Medical Examination Form for CELT-S

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

All required documents (Annex A) must be submitted via email at scholarships@deped.gov.ph on or before 21 February 2020.

For further inquiries and clarification, you may contact the DepEd Scholarship Secretariat at (02) 8633-9455 or thru email at scholarships@deped.gov.ph.

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



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

COURSE INFORMATION 2020

CELT-S

Cambridge Certificate in English Language Teaching - Secondary

**10 Aug 2020
 to
 28 February
 2021**

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

Rationale	<i>CELT-S</i> is a qualification designed for English language teachers working in secondary education (ages 11-18).
Aims	<p><i>CELT-S</i> aims to help participants improve the quality of their classroom practice by:</p> <ul style="list-style-type: none"> ▪ 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.
Duration	<i>CELT-S</i> 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).
Period and Nature of Study	<p><i>CELT-S</i> will be conducted in four phases. They are:</p> <ul style="list-style-type: none"> ▪ Phase 1: 10 August to 1 November 2020 12-week online learning phase (with at least 40 hours of online study) ▪ Phase 2: 3 to 27 November 2020 4-week residential training in Singapore at SEAMEO RELC (with 84 hours of face-to-face study, *TP1: 6 hours of micro-teaching and peer observation and TKT (Module 1) which will be taken on Fri, 27 Nov 2020 in Singapore. ▪ Phase 3: 7 December 2020 to 31 January 2021 8-week online learning phase (with at least 20 hours of online study) ▪ Phase 4: 10 February to 17 February 2021 or 17 February to 24 February 2021 (exact dates to be confirmed by RELC trainer and the hosting schools) 1-week on-site visit and teaching observations (*TP2 & *TP3) by RELC trainer

Course Syllabus

Module Content	Phase / Mode
Module 1 - Managing the secondary classroom <ul style="list-style-type: none"> • 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 3 - Developing listening, speaking, reading and writing skills in the secondary classroom <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Unit 1: Teaching language • Unit 2: Teaching vocabulary • Unit 3: Teaching pronunciation 	1 Online
Module 2 - Language learning and the teenage learner <ul style="list-style-type: none"> • 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 	2 Face-to-face at RELC
Module 4 - Language awareness for teaching <ul style="list-style-type: none"> • Unit 1: Grammar • Unit 2: Vocabulary • Unit 3: Pronunciation 	2 Face-to-face at RELC
Module 8 - Assessing language learning in the secondary context <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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

Course Requirements

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 an authorized test centre in Phase 2

(2) Teaching practice

- Completion of portfolio tasks

Teaching observations (to be conducted 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 Assessment English and a Certificate for TKT (Module 1).

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

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) Meeting the minimum language scores for any of the following:
 - IELTS: 4.0 and above
 - TOEFL: 57 and above (internet based); 437 and above (paper based); 140 and above (computer); ITP: 490; iBT: 32
 - APTIS (all four macro skills) B1 and above
 - PTE: 40 and above
 - CEFR: B1
 - GCE O Level English: A1-C6
 - GCE A Level General Paper: A1—D7
 - Cambridge Advanced English (CAE): A—C
 - SPM 1119 English: C and above (GPK/PNG 2.00 and above)/Kepujian Tinggi and above
 - STPM General Paper/English Literature: C and above (CGPA/NGMP 2.4 and above)
 - Malaysian University English Test (MUET): Band 3,4,5 or 6
 - CU TEP with a score of 40 (equivalent to IELTS 4.0) and above

Note: Applicants who do not meet Criteria (c) are required to pass the RELC English selection test.

IT Requirements

As this is an online course, participants must ensure that they have the following minimum requirements before 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

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)

Closing Date

The closing date for application is 28 February 2020.

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

**ANNEX A
LIST OF REQUIREMENTS**

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet
b. Must be 50 years old below	2. Endorsements from the head of office
c. Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination	a. endorsement from school principal/division chief
d. Must hold a permanent appointment at the organization nominating him/her	b. endorsement from the Schools Division Office through the Office of the SDS
e. Must have no pending administrative and/or criminal case	c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for	3. Screening Form
g. Must have a good command of the English language (spoken and written)	
h. Must have professional development needs aligned with the KRAs of the organization	
i. Must have outstanding accomplishments related/leading to the program applying for	
j. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
k. Physically and mentally fit	
l. Not an expectant mother	



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

NOMINATION OF CANDIDATES FOR SEAMEO RELC SCHOLARSHIP PROGRAMMES 2020
Certificate in English Language Teaching – Secondary (CELT –S)

Details of Nominee	Name (Mr/Mrs/Ms)	Designation	Name of Institution
Nominee 1			
Nominee 2			
Nominee 3			
Nominee 4			

 Name

 Designation

 Signature of Ministry
 of Education Official

* Please complete this form and email a copy to scl@relc.org.sg by **28 February 2020**.



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

NOMINATION OF CANDIDATES FOR SEAMEO RELC SCHOLARSHIP PROGRAMMES 2020
Certificate in English Language Teaching – Secondary (CELT –S)

Details of Nominee	Name (Mr/Mrs/Ms)	Designation	Name of Institution
Nominee 1			
Nominee 2			
Nominee 3			
Nominee 4			

 Name

 Designation

 Signature of Ministry
 of Education Official

* Please complete this form and email a copy to scl@relc.org.sg by **28 February 2020**.



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[^]: 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.

(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).

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