

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas



**DIVISION OF CEBUPROVINCE**  
Sudlon, Lahug, Cebu City

AUG 04 2016

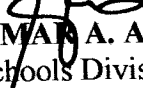
**DIVISION MEMORANDUM**

No. 422, s. 2016

**SEAMEO-RELC SCHOLARSHIP PROGRAMMES C.Y. 2017**

**To: Assistant Superintendents  
Education Supervisors/Coordinators  
Elementary and Secondary School Heads**

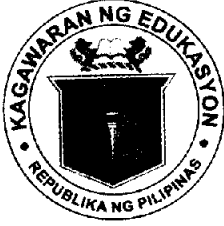
1. Attached is Regional Memorandum No. 0479, s. 2016 dated July 29, 2016 entitled "SEAMEO-RELC Scholarship Programmes C. Y. 2017", for information and guidance of all concerned.
2. For additional details, refer to the attached communication.
3. Immediate dissemination of this Memorandum is highly desired.

  
**RHEA MARIA A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin/Legal:	(032) 253-7847
Promotional Staff Section:	(032)520-3217

Website : [www.depedcebuprovince.com](http://www.depedcebuprovince.com)  
E-mail Add : [depedcebuprovince@yahoo.com](mailto:depedcebuprovince@yahoo.com)



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



JUL 29 2016

REGIONAL MEMORANDUM

No. 0479, s. 2016

**SEAMEO-RELC SCHOLARSHIP PROGRAMMES C.Y.2017**


TO : SCHOOLS DIVISION SUPERINTENDENTS  
HEADS OF PUBLIC ELEMENTARY AND SECONDARY SCHOOLS

1. Enclosed is a communication from Jesus L.R. Mateo, Assistant Secretary, dated 29 June 2016, relative to the Southeast Asian Ministers of Education Organization Regional Language Centre (SEAMEO-RELC) scholarship programmes for the calendar year 2017.

2. For more details, refer to the attached communication.

3. Participation of interested Teachers, School Heads and Education Supervisors to this program shall be subject to the discretion of the Schools Division Superintendents, and to the provisions of DECS Order No. 28, s. 2001 entitled "Prohibiting the Commercialization of the DECS Organization Through Endorsements and Accreditation of Goods and Services", DepEd Order No.9, s. 2005 entitled "Instituting Measures to Increase Engaged Time-on-Task" or "No-Disruption-of-Classroom Policy", and all other existing DepEd policies and regulations, and ensuring compliance therewith.

4. For the information and guidance of all concerned.

  
JULIET A. JERUTA, Ph.D. CESO V  
Director III  
Officer in Charge

Dir. J.A. Jeruta/FCS/Psacba  
Pagel-memo to sds (re: scholarship programmes)

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;  
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;  
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;  
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321  
Website: <http://www.depedro7.com.ph>

*"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*



OFFICE OF THE ASSISTANT SECRETARY  
FOR GOVERNANCE AND OPERATIONS

RD2016-2267  
28-Jul-16

DEPARTMENT OF EDUCATION  
RECORDS DIVISION

**MEMORANDUM**  
Scholarship No. 13, s. 2016

RELEASED  
10526  
By: [Signature] DATE: JUL 14 2016

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

**FROM:** JESUS L.R. MATEO  
Assistant Secretary

**SUBJECT:** SEAMEO RELC Scholarship Programmes

**DATE:** 29 June 2016

The Southeast Asian Ministers of Education Organization Regional Language Centre announces its scholarship programmes for the calendar year 2017:

Course Title	Course Dates	Objectives of the Programme	Deadline of Submission of Requirements	Number of Scholarships Available
Advanced Specialist Certificate in Teaching Listening and Speaking	3 to 20 January 2017	For experienced language educators who would like to update their knowledge of theories, principles and practices in the teaching of listening and speaking skills	9 September 2016	One (1) slot
Advanced Specialist Certificate in Teaching Reading and Writing	24 Jan to 10 February 2017	For experienced language educators who would like to update their knowledge of theories, principles and practices in the teaching of reading and writing skills	9 September 2016	One (1) slot
Advanced Specialist Certificate in Language Assessment	21 Mar to 7 April 2014	Provide teachers and school leaders a firm grounding in the basic theoretical principles and practices of planning, constructing and conducting assessment of learning	9 September 2016	One (1) slot

NEAP/PDD/Miranda

Course Title	Course Dates	Objectives of the Programme	Deadline of Submission of Requirements	Number of Scholarships Available
Advanced Specialist Certificate in Language Skills and Pedagogy	3 January to 10 February 2017	For experienced language educators who would like to update their knowledge of theories, principles and practices in the teaching of listening, speaking, reading and writing skills	9 September 2016	One (1) slot
Blended Postgraduate Diploma in Applied Linguistics	3 July to 15 December 2017	A SEAMEO RELC's flagship programme designed to enhance understanding and practical teaching skills of English language professionals and offering minimum demand on time-out of the country	9 September 2016	One (1) slot
IELTS Preparation Course	3 to 26 May 2017	The course is designed to prepare participants to take the IELTS Academic Module examination	9 September 2016	One (1) slot
Master of Arts in Teaching English to Speakers of Other Languages	6 March 2017 to 2 March 2018	A prestigious post-graduate degree offered by an established University and RELC to uplift language education in the region, with minimum demand on time-out of the country	9 December 2016	One (1) slot
Specialist Certificate on Content and Language Integrated Learning	3 to 20 October 2017	Course participants will learn the concept and principles of CLIL and focus on specific areas of language development for classroom management and instruction	9 December 2016	One (1) slot
Certificate in English for International Understanding	21 February to 10 March 2017	Provide younger English language teachers with training in practicum teaching of English to speakers of other languages	9 December 2016	One (1) slot

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

Nominees to all programmes except MA TESOL that do not hold the minimum IELTS or TOEFL requirement would be required to sit for a Selection Test to assess their language proficiency level. Nominees to the MA TESOL programme on the other hand, are required to meet the IELTS or TOEFL requirement.

To be eligible for the program, interested parties must:

1. Have an approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or education;

2. Have at least two (2) years of full-time English language teaching experience or experience in English language / curriculum planning and language development programmes;
3. Meet the minimum language scores set for the specific programme;
4. Be below fifty (50) years old;
5. Be proficient in spoken and written English; and,
6. Be in good mental and physical health.

All required documents (Annex A) must be submitted via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) on or before the stated deadline.

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](mailto:neap.pdd@deped.gov.ph).

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

- Annex A: List of Requirements*  
*B: RELC Form A238*  
*C: RELC Form A228*  
*D: VUW Application Form*  
*E: Course Information*  
*F: Essay Questionnaire*

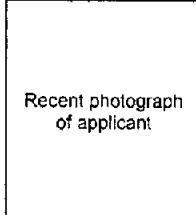


Southeast Asian Ministers of Education Organization  
Regional Language Centre

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).



- 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 Scholarship
- Applying as a private fee-paying applicant
- Applying as a non-SEAMEO Scholarship/Bursary applicant

\_\_\_\_\_ (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 <u>underline</u> surname)
▪ Gender <sup>^</sup> : <input type="checkbox"/> Male <input type="checkbox"/> Female	
▪ Home address: _____	
_____ Tel no: _____ Email: _____	
▪ Office address: _____	
Fax no: _____ Tel no: _____ Email: _____	
▪ Address for correspondence <sup>^</sup> : <input type="checkbox"/> Home address <input type="checkbox"/> Office address	
▪ Date of birth: _____ Age: _____ Place of birth: _____	
(DD/MM/YY)	(Country & Province)
▪ Nationality/Citizenship: _____ Religion: _____ Marital status: _____	
▪ Race <sup>^</sup> : <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Malay <input type="checkbox"/> Others _____	

<sup>\*</sup> Please delete whichever is not applicable. <sup>^</sup> 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 IELTS/TOEFL/CAE results below<sup>#</sup>:

▪ IELTS: \_\_\_\_\_

▪ TOEFL: \_\_\_\_\_ paper/computer/internet\* based

▪ CAE: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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](mailto:sce_pdpa@relc.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 : [sce@relc.org.sg](mailto:sce@relc.org.sg) ; and
- (2) Registered mail : Scholarships and Corporate Enterprise  
SEAMEO Regional Language Centre (REL)  
30 Orange Grove Road  
Singapore 258352  
Republic of Singapore

SEAMEO Regional Language Centre  
2017 Scholarship Programmes

LIST OF REQUIREMENTS

**Advanced Specialist Certificate in Teaching Listening and Speaking**  
3 to 20 January 2017

A. Qualifications

- a. Must have an approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or education;
- b. Have at least two (2) years of full-time English language teaching experience or experience in English language / curriculum planning and language development programmes;
- c. Meet the minimum language scores for any of the following:
  - i. IELTS: 6.5
  - ii. TOEFL: 550 paper-based; 213 computer-based; 79 internet-based
  - iii. GCE O Level English: B3 and above
  - iv. GCE A Level General Paper: C6 and above; or
  - v. Cambridge Advanced English (CAE): C and above
  - vi. SPM 1119 English: B and above (GPK/PNG 3.00 and above) / Kepujian Tinggi and above
  - vii. STPM General Paper / English Literature: B- and above (CGPA / HGMP 2.67 and above)
  - viii. Malaysian University English Test (MUET): Band 4 and above

*\*Without meeting any of the above, applicants are to sit for an English selection test.*
- d. Must hold a permanent appointment
- e. Must have no pending administrative and/or criminal case
- f. Must have no pending nomination for scholarship in another program/course
- g. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- h. Fifty (50) years old and below
- i. Physically and medically fit to travel
- j. Not an expectant mother

B. Documentary

- a. Application Form A238
- b. Medical Examination Form A228
- c. Letter of Application addressed to the donor organization
- d. Officially certified copies of the applicant's certificates of degrees / diplomas
- e. Officially certified copies of the applicant's transcripts (*Where the transcript is in a language other than English, it should be accompanied by a certified translation into English*)
- f. Reference letters (*From an academic staff who has supervised the applicant*)
- g. Officially certified copies of current/valid IELTS or official TOEFL results for applicants from non-English medium education systems
- h. Endorsement from the Regional Director or his/her duly authorized representative

## Annex A

- i. Personal Data Sheet
- j. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- k. Transcript/s of Records and Diplomas for all degrees attained
- l. Valid passport
- m. Service record
- n. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- o. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- p. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer

*\*Scanned/soft copies of the above-enumerated documents must be submitted before 9 September 2016 via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph). All original documents of the chosen applicant will be asked to be submitted on a later date.*

### **Advanced Specialist Certificate in Teaching Reading and Writing** 24 Jan to 24 February 2017

#### **A. Qualifications**

- a. Must have an approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or education;
- b. Have at least two (2) years of full-time English language teaching experience or experience in English language / curriculum planning and language development programmes;
- c. Meet the minimum language scores for any of the following:
  - i. IELTS: 6.5
  - ii. TOEFL: 550 paper-based; 213 computer-based; 79 internet-based
  - iii. GCE O Level English: B3 and above
  - iv. GCE A Level General Paper: C6 and above; or
  - v. Cambridge Advanced English (CAE): C and above
  - vi. SPM 1119 English: B and above (GPK/PNG 3.00 and above) / Keputjian Tinggi and above
  - vii. STPM General Paper / English Literature: B- and above (CGPA / HGMP 2.67 and above)
  - viii. Malaysian University English Test (MUET): Band 4 and above  
*\*Without meeting any of the above, applicants are to sit for an English selection test.*
- d. Must hold a permanent appointment
- e. Must have no pending administrative and/or criminal case
- f. Must have no pending nomination for scholarship in another program/course
- g. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- h. Fifty (50) years old and below
- i. Physically and medically fit to travel
- j. Not an expectant mother

#### **B. Documentary**

- a. Application Form A238
- b. Medical Examination Form A228
- c. Letter of Application addressed to the donor organization
- d. Officially certified copies of the applicant's certificates of degrees / diplomas
- e. Officially certified copies of the applicant's transcripts (*Where the transcript is in a language other than English, it should be accompanied by a certified translation into English*)
- f. Reference letters (*From an academic staff who has supervised the applicant*)
- g. Officially certified copies of current/valid IELTS or official TOEFL results for applicants from non-English medium education systems
- h. Endorsement from the Regional Director or his/her duly authorized representative
- i. Personal Data Sheet
- j. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- k. Transcript/s of Records and Diplomas for all degrees attained
- l. Valid passport
- m. Service record
- n. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- o. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- p. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer

*\*Scanned/soft copies of the above-enumerated documents must be submitted before 9 September 2016 via email at [ncap.pdd@deped.gov.ph](mailto:ncap.pdd@deped.gov.ph). All original documents of the chosen applicant will be asked to be submitted on a later date.*

#### **Advanced Specialist Certificate in Language Assessment**

21 Mar to 7 April 2014

##### **A. Qualifications**

- a. Must have an approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or education;
- b. Have at least two (2) years of full-time English language teaching experience or experience in English language / curriculum planning and language development programmes;
- c. Meet the minimum language scores for any of the following:
  - i. IELTS: 6.5
  - ii. TOEFL: 550 paper-based; 213 computer-based; 79 internet-based
  - iii. GCE O Level English: B3 and above
  - iv. GCE A Level General Paper: C6 and above; or
  - v. Cambridge Advanced English (CAE): C and above
  - vi. SPM 1119 English: B and above (GPK/PNG 3.00 and above) / Kepujian Tinggi and above
  - vii. STPM General Paper / English Literature: B- and above (CGPA / HGMP 2.67 and above)
  - viii. Malaysian University English Test (MUET): Band 4 and above

*\*Without meeting any of the above, applicants are to sit for an English selection test.*

- d. Must hold a permanent appointment
- e. Must have no pending administrative and/or criminal case
- f. Must have no pending nomination for scholarship in another program/course
- g. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- h. Fifty (50) years old and below
- i. Physically and medically fit to travel
- j. Not an expectant mother

B. Documentary

- a. Application Form A238
- b. Medical Examination Form A228
- c. Letter of Application addressed to the donor organization
- d. Officially certified copies of the applicant's certificates of degrees / diplomas
- e. Officially certified copies of the applicant's transcripts (*Where the transcript is in a language other than English, it should be accompanied by a certified translation into English*)
- f. Reference letters (*From an academic staff who has supervised the applicant*)
- g. Officially certified copies of current/valid IELTS or official TOEFL results for applicants from non-English medium education systems
- h. Endorsement from the Regional Director or his/her duly authorized representative
- i. Personal Data Sheet
- j. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- k. Transcript/s of Records and Diplomas for all degrees attained
- l. Valid passport
- m. Service record
- n. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- o. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- p. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer

*\*Scanned/soft copies of the above-enumerated documents must be submitted before 9 September 2016 via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph). All original documents of the chosen applicant will be asked to be submitted on a later date.*

**Advanced Specialist Certificate in Language Skills and Pedagogy**

3 January to 10 February 2017

A. Qualifications

- a. Must have an approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or education;
- b. Have at least two (2) years of full-time English language teaching experience or experience in English language / curriculum planning and language development programmes;

- c. Meet the minimum language scores for any of the following:
  - i. IELTS: 6.5
  - ii. TOEFL: 550 paper-based; 213 computer-based; 79 internet-based
  - iii. GCE O Level English: B3 and above
  - iv. GCE A Level General Paper: C6 and above; or
  - v. Cambridge Advanced English (CAE): C and above
  - vi. SPM 1119 English: B and above (GPK/PNG 3.00 and above) / Kepujian Tinggi and above
  - vii. STPM General Paper / English Literature: B- and above (CGPA / HGMP 2.67 and above)
  - viii. Malaysian University English Test (MUET): Band 4 and above  
*\*Without meeting any of the above, applicants are to sit for an English selection test.*
- d. Must hold a permanent appointment
- e. Must have no pending administrative and/or criminal case
- f. Must have no pending nomination for scholarship in another program/course
- g. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- h. Fifty (50) years old and below
- i. Physically and medically fit to travel
- j. Not an expectant mother

B. Documentary

- a. Application Form A238
- b. Medical Examination Form A228
- c. Letter of Application addressed to the donor organization
- d. Officially certified copies of the applicant's certificates of degrees / diplomas
- e. Officially certified copies of the applicant's transcripts (*Where the transcript is in a language other than English, it should be accompanied by a certified translation into English*)
- f. Reference letters (*From an academic staff who has supervised the applicant*)
- g. Officially certified copies of current/valid IELTS or official TOEFL results for applicants from non-English medium education systems
- h. Endorsement from the Regional Director or his/her duly authorized representative
- i. Personal Data Sheet
- j. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- k. Transcript/s of Records and Diplomas for all degrees attained
- l. Valid passport
- m. Service record
- n. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- o. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- p. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer

*\*Scanned/soft copies of the above-enumerated documents must be submitted before 9 September 2016 via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph). All original documents of the chosen applicant will be asked to*



be submitted on a later date.

**Blended Postgraduate Diploma in Applied Linguistics**  
3 July to 15 December 2017

**A. Qualifications**

- a. Must have an approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or education;
- b. Have at least two (2) years of full-time English language teaching experience or experience in English language / curriculum planning and language development programmes;
- c. Meet the minimum language scores for any of the following:
  - i. IELTS: 6.5
  - ii. TOEFL: 550 paper-based; 213 computer-based; 79 internet-based
  - iii. GCE O Level English: B3 and above
  - iv. GCE A Level General Paper: C6 and above; or
  - v. Cambridge Advanced English (CAE): C and above
  - vi. SPM 1119 English: B and above (GPK/PNG 3.00 and above) / Kepujian Tinggi and above
  - vii. STPM General Paper / English Literature: B- and above (CGPA / HGMP 2.67 and above)
  - viii. Malaysian University English Test (MUET): Band 4 and above  
*\*Without meeting any of the above, applicants are to sit for an English selection test.*
- d. Must hold a permanent appointment
- e. Must have no pending administrative and/or criminal case
- f. Must have no pending nomination for scholarship in another program/course
- g. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- h. Fifty (50) years old and below
- i. Physically and medically fit to travel
- j. Not an expectant mother

**B. IT**

- a. Mozilla Firefox or Internet Explorer (IE) 8.0 internet browsers
- b. Desktop / Notebook PC minimum technical specifications:
  - i. CPU: Intel Core i3 (minimum)
  - ii. Main memory: 2 GB (minimum)
  - iii. Hard disk: 320 GB
  - iv. Webcam
- c. Internet speed: Minimum of 1 MB/sec
- d. Software specifications:
  - i. Desktop / Notebook Operating System: Windows 7, Vista or XP SP3
  - ii. Adobe Flash Player 11 or later
  - iii. Adobe Shockwave Player 11.5 or later
  - iv. Sun Java TM 6 Updated 23 or later
  - v. Cookies (activated)
  - vi. Microsoft Office (2003 upwards) or Open Office

## C. Documentary

- a. Application Form A238
- b. Medical Examination Form A228
- c. Letter of Application addressed to the donor organization
- d. Officially certified copies of the applicant's certificates of degrees / diplomas
- e. Officially certified copies of the applicant's transcripts (*Where the transcript is in a language other than English, it should be accompanied by a certified translation into English*)
- f. Reference letters (*From an academic staff who has supervised the applicant*)
- g. Officially certified copies of current/valid IELTS or official TOEFL results for applicants from non-English medium education systems
- h. Endorsement from the Regional Director or his/her duly authorized representative
- i. Personal Data Sheet
- j. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- k. Transcript/s of Records and Diplomas for all degrees attained
- l. Valid passport
- m. Service record
- n. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- o. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- p. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer

*\*Scanned/soft copies of the above-mentioned documents must be submitted before 9 September 2016 via email at [ncap.pdd@deped.gov.ph](mailto:ncap.pdd@deped.gov.ph). All original documents of the chosen applicant will be asked to be submitted on a later date.*

**IELTS Preparation Course**

3 to 26 May 2017

## A. Qualifications

- a. Must have successfully completed and were awarded the RELC Postgraduate Diploma in Applied Linguistics in the past and have the intention of enrolling in the MA TESOL Programme OR must have the intention of enrolling in the MA TESOL Programme
- b. Must have an approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or education;
- c. Have at least two (2) years of full-time English language teaching experience or experience in English language / curriculum planning and language development programmes;
- d. Meet the minimum language scores for any of the following:
  - i. IELTS: 5.5
  - ii. TOEFL: 450-497 paper-based; 45-59 internet-based
  - iii. GCE O Level English: B4 and above
  - iv. GCE A Level General Paper: C6 and above; or
  - v. Cambridge Advanced English (CAE): C and above

## Annex A

### A. Qualifications

- a. Must have a bachelor's degree in Linguistics, English Language, education or a language other than English (or another relevant degree);
- b. Have at least two (2) years of professional experience in language education or other areas of applied linguistics;
- c. Postgraduate Diploma in Applied Linguistics conferred by SEAMEO RELC (*Those with equivalent qualifications will be considered on a case-by-case basis. Applicants who do not meet this requirement would have to complete 4 additional on-line courses.*)
- d. Must hold a permanent appointment
- e. Must have no pending administrative and/or criminal case
- f. Must have no pending nomination for scholarship in another program/course
- g. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- h. Fifty (50) years old and below
- i. Physically and medically fit to travel
- j. Not an expectant mother

### B. Documentary

- a. Application Form A238
- b. Medical Examination Form A228
- c. Letter of Application addressed to the donor organization
- d. Officially certified copies of the applicant's certificates of degrees / diplomas
- e. Officially certified copies of the applicant's transcripts (*Where the transcript is in a language other than English, it should be accompanied by a certified translation into English*)
- f. Reference letters (*From an academic staff who has supervised the applicant*)
- g. Officially certified copies of current/valid IELTS or official TOEFL results for applicants from non-English medium education systems
- h. Endorsement from the Regional Director or his/her duly authorized representative
- i. Personal Data Sheet
- j. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- k. Transcript/s of Records and Diplomas for all degrees attained
- l. Valid passport
- m. Service record
- n. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- o. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- p. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer

*\*Scanned/soft copies of the above-enumerated documents must be submitted before 9 December 2016 via email at [ncap.pdd@deped.gov.ph](mailto:ncap.pdd@deped.gov.ph). All original documents of the chosen applicant will be asked to be submitted on a later date.*

## Specialist Certificate on Content and Language Integrated Learning

3 to 20 October 2017

## A. Qualifications

- a. Must have an approved bachelor's degree (or equivalent qualifications) in Linguistics, English Language, TESOL or education;
- b. Have at least two (2) years of full-time English language teaching experience or experience in English language / curriculum planning and language development programmes;
- c. Meet the minimum language scores for any of the following:
  - i. IELTS: 6.5
  - ii. TOEFL: 550 paper-based; 213 computer-based; 79 internet-based
  - iii. GCE O Level English: B3 and above
  - iv. GCE A Level General Paper: C6 and above; or
  - v. Cambridge Advanced English (CAE): C and above
  - vi. SPM 1119 English: B and above (GPK/PNG 3.00 and above) / Kepujian Tinggi and above
  - vii. STPM General Paper / English Literature: B- and above (CGPA / HGMP 2.67 and above)
  - viii. Malaysian University English Test (MUET): Band 4 and above  
*\*Without meeting any of the above, applicants are to sit for an English selection test.*
- d. Must hold a permanent appointment
- e. Must have no pending administrative and/or criminal case
- f. Must have no pending nomination for scholarship in another program/course
- g. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- h. Fifty (50) years old and below
- i. Physically and medically fit to travel
- j. Not an expectant mother

## B. Documentary

- a. Application Form A238
- b. Medical Examination Form A228
- c. Letter of Application addressed to the donor organization
- d. Officially certified copies of the applicant's certificates of degrees / diplomas
- e. Officially certified copies of the applicant's transcripts (*Where the transcript is in a language other than English, it should be accompanied by a certified translation into English*)
- f. Reference letters (*From an academic staff who has supervised the applicant*)
- g. Officially certified copies of current/valid IELTS or official TOEFL results for applicants from non-English medium education systems
- h. Endorsement from the Regional Director or his/her duly authorized representative
- i. Personal Data Sheet
- j. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- k. Transcript/s of Records and Diplomas for all degrees attained
- l. Valid passport

- m. Service record
- n. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- o. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- p. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer

*\*Scanned/soft copies of the above-enumerated documents must be submitted before 9 December 2016 via email at [neup.pltd@deped.gov.ph](mailto:neup.pltd@deped.gov.ph). All original documents of the chosen applicant will be asked to be submitted on a later date.*

**Certificate in English for International Understanding**  
21 February to 10 March 2017

**A. Qualifications**

- a. Must have a minimum 2 years study in an approved tertiary institution where English is the medium of instruction;
- b. Have at least two (2) years of full-time experience teaching English in the classroom;
- c. Meet the minimum language scores for any of the following:
  - i. IELTS: 6
  - ii. TOEFL: 513 paper-based; 183 computer-based; 65 internet-based
  - iii. GCE O Level English: B3 and above
  - iv. GCE A Level General Paper: C6 and above; or
  - v. Cambridge Advanced English (CAE): C and above
  - vi. SPM 1119 English: B and above (GPK/PNG 3.00 and above) / Kepujian Tinggi and above
  - vii. STPM General Paper / English Literature: B- and above (CGPA / HGMP 2.67 and above)
  - viii. Malaysian University English Test (MUET): Band 4 and above  
*\*Without meeting any of the above, applicants are to sit for an English selection test.*
- d. Must hold a permanent appointment
- e. Must have no pending administrative and/or criminal case
- f. Must have no pending nomination for scholarship in another program/course
- g. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- h. Fifty (50) years old and below
- i. Physically and medically fit to travel
- j. Not an expectant mother

**B. Documentary**

- a. Application Form A238
- b. Medical Examination Form A228
- c. Letter of Application addressed to the donor organization
- d. Officially certified copies of the applicant's certificates of degrees / diplomas
- e. Officially certified copies of the applicant's transcripts *(Where the transcript is in a language other than English, it should be accompanied by a certified translation)*

## Annex A

*into English)*

- f. Reference letters *(From an academic staff who has supervised the applicant)*
- g. Officially certified copies of current/valid IELTS or official TOEFL results for applicants from non-English medium education systems
- h. Endorsement from the Regional Director or his/her duly authorized representative
- i. Personal Data Sheet
- j. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- k. Transcript/s of Records and Diplomas for all degrees attained
- l. Valid passport
- m. Service record
- n. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- o. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- p. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer

*\*Scanned/soft copies of the above-enumerated documents must be submitted before 9 December 2016 via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph). All original documents of the chosen applicant will be asked to be submitted on a later date.*