



Republic of the Philippines  
**Department of Education**  
 MIMAROPA Region  
 SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
 Division of Marinduque  
**RECORDS SECTION  
 RELEASED**  
 Name: \_\_\_\_\_  
 Signature: *[Signature]* 2667  
 Date: AUG 06 2024 Time: 2:70pm

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

FROM: *[Signature]*  
**LYNN G. MENDOZA, EdD**  
 OIC, Schools Division Superintendent

SUBJECT: **CALL FOR NOMINATION FOR SEAMEO REGIONAL LANGUAGE CENTRE SCHOLARSHIPS FOR CALENDAR YEAR 2025**

DATE: August 5, 2024

1. Attached is Memorandum HRDD-2024-062 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III dated July 18, 2024 titled "Call for Nomination for SEAMEO Regional Language Centre Scholarships for Calendar Year 2025," which announces the call for nomination for the scholarship programs of the Southeast Asian Ministers of Education Organization Regional Language Centre (SEAMEO RELC) for language education teachers for Calendar Year 2025, with the following details:

NO.	COURSE/PROGRAM	SCHEDULE	MODALITY
1	C111: Advanced Specialist Certificate in Teaching Listening and Speaking	January 7-24, 2025	Face-to-Face
2	C112: Advanced Specialist Certificate in Teaching Reading and Writing	January 7-24, 2025	Face-to-Face
3	MTESOL: Master of Teaching English to Speakers of Other Languages	February 24, 2025 – February 6, 2026	Blended
4	C113: Advanced Specialist Certificate in Language Assessment	April 8-25, 2025	Face-to-Face
5	C419: Specialist Certificate in Professional Development of Teacher Leaders/Supervisors	May 6-23, 2025	Face-to-Face
6	C103: Postgraduate Diploma in Applied Linguistics	July 1 – December 12, 2025	Blended

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7	C423: Specialist Certificate in Technology-Enhanced Language Teaching	September 2-19, 2025	Face-to-Face
8	C325: Specialist Certificate in TESOL with Cambridge Teaching Knowledge (Foundation) for Secondary High School Teachers	September 23 – October 17, 2025	Face-to-Face
		January – February 2026	In-Country Lesson Observation and Summative Assessment

2. **Relative to this, Public Schools District Supervisors shall nominate at least one (1) qualified nominee from their district for each course/program with complete documentary requirements in PDF Format through [bit.ly/SEAMEORELCNominationsMdq](http://bit.ly/SEAMEORELCNominationsMdq) on or before August 30, 2024.**
3. All nominees must meet the qualifications and submit the documentary requirements listed in *Enclosure 1: General Eligibility Requirements/Checklist*. If applicable, a Scholarship Clearance, attached as *Enclosure 2*, shall also be submitted. Electronic and editable copies of the enclosures can be accessed through the same link above.
4. All nominees, regardless of age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation, or activity shall be given equal opportunity to attend L&D programs to enhance competencies.
5. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).
6. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA

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## GENERAL ELIGIBILITY REQUIREMENTS / CHECKLIST

<b>Name:</b>	
<b>Scholarship Program</b>	
<b>Sponsoring Agency/Organization:</b>	
<b>Region / SDO:</b>	
<b>Work Station:</b>	

Remarks	Eligibility	Documentary Requirements
	a. Must be a Filipino Citizen	Updated Personal Data Sheet (PDS)
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validate by the Head of Office	
	d. Must be holding a permanent item.	Updated Service Record
	e. Must be physically, mentally, and psychologically fit.	Medical certificate from any government physician as to health status
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).	Updated PDS
	g. Must have no current or pending enrollment in other institutions for graduate or post graduate degree programs (for degree programs)	
	h. Must be willing to sign a Scholarship Contract and commit its provisions	<i>(shall be complied after being officially nominated)</i>
	i. Must be willing to prepare, share, and implement a Scholarship Report and Work Application Plan (WAP)	
	j. Must have no pending administrative, civil or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, and fraud.	Certificate of no pending administrative/legal charges

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	k. Has already finished his/her existing service obligation for a scholarship, if any.  l. Has no pending application for retirement.	Clearance from HRDD/NEAP
	m. Must be able to render his/her service obligation vis-à-vis duration of the scholarship	

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**SCHOLARSHIP CLEARANCE**

<b>I. Name</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b>	If yes, fill out sections, V-X as applicable
<b>V. Scholarship Program</b>	<b>Program Type</b>	<b>Title of the Program</b>
	<input type="checkbox"/> <b>Degree</b>  <input type="checkbox"/> <b>Non-Degree</b>	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> <b>Completed the course</b>  <i>(Submit a copy of Certificate of Completion)</i>	<input type="checkbox"/> <b>Withdrawn from the Course</b>  <i>(State the reason below)</i>
<b>VIII. Reason/s for Non-Completion</b>  <i>(must be supported by attachments)</i>	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <i>Explain further</i>	
<b>IX. Service Obligation</b>	<b>No. of Months/years Required</b>	<b>No. of Months/years Completed</b>
<b>X. Reasons for Non-Completion</b>  <i>(must be supported by attachments)</i>	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>Transfer</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <i>Explain further</i>	
<p><b>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</b></p>		
<hr/> Printed Name and Signature of Scholar		<hr/> Date & Time

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***This is to certify that the information in this form and the supporting documents attached hereto are true and correct***

\_\_\_\_\_  
Name and Signature of the Recommending Authority  
(SDO-SGOD)

\_\_\_\_\_  
Date & Time

**APPROVED**

\_\_\_\_\_  
Name and Signature of the Recommending Authority  
(RO-HRDD)

\_\_\_\_\_  
Date & Time

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Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM**  
 HRDD-2024-062

**TO :** SCHOOLS DIVISION SUPERINTENDENTS

**FROM :**   
 NICOLAS T. CAPULONG, PhD, CESO III  
 Director IV *for*  
 Regional Director *for*

**SUBJECT :** CALL FOR NOMINATION FOR SEAMEO REGIONAL  
 LANGUAGE CENTRE SCHOLARSHIPS FOR CALENDAR YEAR  
 2025

**DATE :** July 18, 2024

Per DepEd Memorandum DM-OUHROD-2024-1358, from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, the Southeast Asian Ministers of Education Organization Regional Language Centre (SEAMEO RELC) announces its call for nomination for its scholarship programs intended for language education teachers for Calendar Year 2025, with the following details:

NO.	COURSE / PROGRAM	COURSE SCHEDULE	MODALITY
1	C111: Advanced Specialist Certificate in Teaching Listening and Speaking	January 07-24, 2025	Face-to-Face
2	C112: Advanced Specialist Certificate in Teaching Reading and Writing	January 07-24, 2025	Face-to-Face
3	MTESOL: Master of Teaching English to Speakers of Other Languages	February 24, 2025 – February 06, 2026	Blended
4	C113: Advanced Specialist Certificate in Language Assessment	April 08-25, 2025	Face-to-Face
5	C419: Specialist Certificate in Professional Development of Teacher Leaders / Supervisors	May 06-23, 2025	Face-to-Face
6	C103: Postgraduate Diploma in Applied Linguistics	July 01 – December 12, 2025	Blended



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 Website: depedmimaroparegion.ph



7	C423: Specialist Certificate in Technology-Enhanced Language Teaching	September 02-19, 2025	Face-to-Face
8	C325: Specialist Certificate in TESOL with Cambridge Teaching Knowledge (Foundation) for Secondary High School Teachers	September 23 - October 17, 2025	Face-to-Face
		January - February 2026	In-country Lesson Observation and Summative Assessment

With this regard, this Office, through the Human Resource Development Committee (HRDC), Schools Division Offices (SDOs) are requested to submit at least two (2) qualified nominees for each course/program with complete documentary requirements in PDF Format through the link: <https://bit.ly/SEAMEO-RELC2025>. **Deadline of submission is on or before September 06, 2024.**

All nominees must meet the qualifications and submit the documentary requirements listed in the *General Eligibility Requirements/Checklist (Enclosure 1)*. *Scholarship Clearance (Enclosure 2)* should also be submitted. Electronic and editable copies of the mentioned enclosures can be accessed through the given link.

This Office through the HRDC will announce the shortlisted nominees in a separate memorandum/advisory subject for indorsement to NEAP Central Office for final evaluation.

Shortlisted nominees must accomplish the Nomination Form and upload all documentary requirements in PDF Format through the link <https://forms.com/r/2xXeTTxRyC>.

Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, sending of application directly to the Secretariat's email, discrepancies in documents, etc.

For more information and clarifications, kindly coordinate with Mr. Jun-Jun M. Pabillo, HRDC Secretariat through email at [mimaropaneap@deped.gov.ph](mailto:mimaropaneap@deped.gov.ph).

For immediate dissemination and appropriate action.