



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



July 17, 2024

REGIONAL MEMORANDUM

No. 717, s. 2024

To: Schools Division Superintendents
All Others Concerned

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

1. In reference to the attached Memorandum DM-OUHROD-2024-1358, dated 15 July 2024, from the Officer-in-Charge of the Office of the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, this Office informs the concerned personnel of the above-mentioned subject.
2. All SDOs are advised to nominate one (1) qualified applicant **subject for Regional Evaluation**. SEPS-HRD shall submit the **complete documentary requirements** and **endorsement of their nominee** in this Office on or before August 2, 2024. **Only the nominee endorsed by this Office** shall upload their documents in <https://forms.office.com/r/2xXeTTxRyC>. Kindly use official DepEd email accounts in submitting the requirements.
3. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Regional Scholarship Focal Person, HRDD-NEAP through email richard.vidal@deped.gov.ph or call at 09606215250.
4. For the full details, please see enclosed Memorandum.
5. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV

Encl. as stated

rdv/hrdd



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1358

**TO : Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned**

FROM : WILFREDO E. CABRAL
*Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development*

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

DATE : 15 July 2024

- 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 details as follows:

Course/Program	Course Schedule	Modality	Deadline of Submission
1. C111: Advanced Specialist Certificate in Teaching Listening and Speaking	07-24 January 2025	Face-to-face	13 September 2024
2. C112: Advanced Specialist Certificate in Teaching Reading and Writing	07-24 January 2025	Face-to-face	
3. MTESOL: Master of Teaching English to Speakers of Other Languages	24 February 2025 – 06 February 2026	Blended	
4. C113: Advanced Specialist Certificate in Language Assessment	08-25 April 2025	Face-to-face	
5. C419: Specialist Certificate in Professional Development of Teacher Leaders/ Supervisors	06-23 May 2025	Face-to-face	

6. C103: Postgraduate Diploma in Applied Linguistics	01 July – 12 December 2025	Blended	30 September 2024
7. C423: Specialist Certificate in Technology-Enhanced Language Teaching	02-19 September 2025	Face-to-face	
8. C325: Specialist Certificate in TESOL with Cambridge Teaching Knowledge (Foundation) for Secondary/ High School Teachers	23 September – 17 October 2025	Face-to-face	
	January – February 2026	In-country Lesson Observation and Summative Assessment	

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages **each Regional Office** to **nominate at least two (2) qualified participants**. All nominees must meet the qualifications and submit the documentary requirements listed in the *General Eligibility Requirements/ Checklist (Enclosure 1)*. The *Scholarship Clearance (Enclosure 2)* should also be submitted.
3. The **Participant Nomination Form** and required documents must be **accomplished and uploaded (in PDF form) on or before the set deadlines**, through the Microsoft Form which can be accessed through the link <https://forms.office.com/r/2xXeTTxRyC>. Kindly use official DepEd email accounts in submitting the requirements.
4. 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.
5. For further information or any concerns, please contact the NEAP Scholarship Secretariat through email scholarships@deped.gov.ph and or landline (02) 8715-9919.
6. For immediate dissemination and appropriate action.

[NEAPScholarshipSecretariat/Bedana]

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

Remarks (√, X, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years. c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	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). g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)

	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, or fraud.	Certificate of no pending administrative/legal charges
	k. Has already finished his/her existing service obligation for a scholarship, if any. **in any case that the HRDD has no existing format, please use Enclosure 2 of this memo l. Has no pending application for retirement.	Clearance from HRDD/NEAP
	m. Must be able to render his/her service obligation vis- a- vis duration of the scholarship.	

SCHOLARSHIP CLEARANCE

I. NAME		
II. Position/Designation		
III. Permanent Station		
IV. Has availed any scholarship program	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
V. Scholarship Program	Program Type	Title of the Program
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
VI. Scholarship Duration		
VII. Status	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)

VIII. Reason/s for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
IX. Service Obligation	No. of Months/Yrs Required	No. of Months/Yrs Completed
X. Reason for Non-Completion (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
<i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i>		

_____ Name and Signature of the Scholar	_____ Date and Time
<i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>	
_____ Name and Signature of the Recommending Authority (SDO - HRDD)	_____ Date and Time



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APPROVED

Name and Signature of the Recommending Authority

(RO-HRDD)

Date and Time