





Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**

**DM-OULS-2025-094**

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

*Carmela Oracion*

**FROM : CARMELA C. ORACION**  
 Assistant Secretary  
 Officer-in-Charge  
 Undersecretary for Learning Systems

**SUBJECT : CALL FOR NOMINATION TO THE SEAMEO RELC  
 SCHOLARSHIP PROGRAMMES 2026**

**DATE : 29 September 2025**

1. The **Southeast Asian Ministers of Education Organizational Regional Language Centre (SEAMEO RELC)** announces its call for its scholarship programs intended for language education teachers for Calendar Year 2026, with details as follows:

Course Title/Program	Course Schedule	Modality	Deadline of submission
1. C111 — Advanced Specialist Certificate in Teaching Listening and Speaking	06 – 23 January 2026	In-person	October 15, 2025
2. C112 — Advanced Specialist Certificate in Teaching Reading and Writing	20 January – 05 February 2026	In-person	
3. Master of Teaching English to Speakers of Other Languages (MTESOL)	23 February 2026 – 05 February 2027  Orientation: 21 February 2026 <ul style="list-style-type: none"> <li>• Trimester 1 &amp; 2 (Singapore): 23 Feb – 09 Oct 2026</li> <li>• Break: 10 Oct – 15 Nov 2026</li> <li>• Trimester 3 (Online): 16 Nov 2026 – 05 Feb 2027</li> </ul>	Blended: In-person (Singapore) & Online	

4. C113 — Advanced Specialist Certificate in Language Assessment	07 – 24 April 2026	In-person	January 25, 2026
5. C419 — Specialist Certificate in Professional Development of Teacher Leaders/Supervisors	12 – 29 May 2026	In-person	
6. C103 — Postgraduate Diploma in Applied Linguistics	07 July – 18 December 2026	Blended: In-person (Singapore) & Online	
7. C423 — Specialist Certificate in Technology-Enhanced Language Teaching	01 – 18 September 2026	In-person	
8. C325 — Specialist Certificate in TESOL with Cambridge Teaching Knowledge (Foundation) for Secondary/High School Teachers	Residential Phase: 22 Sep – 16 Oct 2026 (Singapore)  In-country lesson observation phase: Jan/Feb 2027	In-person (Singapore + in-country practicum)	

5. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Regional Office to nominate **at least one (1) qualified candidate**. All nominees must meet the qualifications and submit the documentary requirements listed in **Eligibility & Documentary Checklist (Enclosure 1)**. The **Scholarship Clearance (Enclosure 2)** must also be duly accomplished and submitted.
6. The **Participant Nomination Form and other required documents must be accomplished and uploaded (in PDF Form) on or before the set deadline**, through the Microsoft Office Form which can be accessed through this link: <https://forms.office.com/r/QdEZE8Kkw0>. Kindly use official DepEd email accounts in submitting the requirements.
7. Please be advised that applications may be disqualified for various reasons, including, but not limited to, incomplete requirements, absence of official endorsement(s), direct submission of applications to the Secretariat's email, or discrepancies in submitted documents.
8. For further information or any concerns, please contact the **NEAP Scholarships Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and or landline (02) 8715-9919. Additional programme details may also be accessed through this link: <https://tinyurl.com/RELC-INFO>.
9. For immediate dissemination and appropriate action.

CAF



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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 (✓, 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.	Latest rated performance rating with approved IDP
	c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	
	d. Must be holding a permanent item.	Updated Service Record
	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 Personal Data Sheet
	g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)
	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



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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>  (Submit a copy of Certificate of Completion)	<input type="checkbox"/> <b>Withdrawn from the Course</b>  (State the reason below)



Republika ng Pilipinas

# Department of Education

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<b>VIII. Reason/s for Non-Completion</b> (must be supported by attachments)	<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/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>
<b>X. Reason for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> <b>Resignation</b> <input type="checkbox"/> <b>z</b> <input type="checkbox"/> <b>Retirement</b> <input type="checkbox"/> <b>Others</b> <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
<b>APPROVED</b>		
_____ Name and Signature of the Recommending Authority (RO-HRDD)		_____ Date and Time



30 June 2025

Ms Georgina Ann Hernandez Yang  
Assistant Secretary for External Partnerships, Office of the Secretary  
Department of Education, The Philippines  
Ground Floor, Rizal Building  
DepEd Complex, Meralco Avenue  
Pasig City 1600  
The Philippines

Dear Ms Georgina Ann Hernandez Yang,

**INVITATION TO NOMINATE LANGUAGE EDUCATION PERSONNEL FOR SEAMEO RELC SCHOLARSHIPS FOR THE CALENDAR YEAR 2026**

Warmest greetings from SEAMEO RELC.

- 2 We are pleased to offer the Philippines one SEAMEO RELC scholarship place for each of the courses listed below.:
- i. **C111: Advanced Specialist Certificate in Teaching Listening and Speaking**  
(06 January 2026 - 23 January 2026) (In-person)
  - ii. **C112: Advanced Specialist Certificate in Teaching Reading and Writing**  
(20 January 2026 - 06 February 2026) (In-person)
  - iii. **MTESOL: Master of Teaching English to Speakers of Other Languages**  
(23 February 2026 – 05 February 2027, Orientation: 21 February 2026) (Blended)
  - iv. **C113: Advanced Specialist Certificate in Language Assessment**  
(07 April 2026 - 24 April 2026) (In-person)
  - v. **C419: Specialist Certificate in the Professional Development of Teacher Leaders/Supervisors**  
(12 May 2026 - 29 May 2026) (In-person)
  - vi. **C103: Postgraduate Diploma in Applied Linguistics**  
(07 July 2026 - 18 December 2026) (Blended)
  - vii. **C423: Specialist Certificate in Technology-Enhanced Language Teaching**  
(01 September 2026 - 18 September 2026) (In-person)
  - viii. **C325: Specialist Certificate in TESOL with Cambridge Teaching Knowledge (Foundation) for Secondary/High School Teachers**  
(22 September 2026 - 16 October 2026) (In-Person)  
(January - February 2027) (In-Country Lesson Observation and Summative Assessment)

We would be grateful if you could nominate candidates for these scholarship courses.

3 Enclosed are the following documents for your information and follow-up:

- Annex 1: Scholarship places for each course
- Annex 2: Course information
- Annex 3: Nomination form (for courses starting from Jan 2026 to May 2026)
- Annex 4: Nomination form (for courses starting from Jun 2026 to Dec 2026)
- Annex 5: RELC application form for all courses

We draw your kind attention to the entry requirements for each scholarship course as you select your nominees.

4 We would appreciate it if you could submit Annexes 3, 4 and 5 by the following dates:

- i. Annex 3: Please submit by **15 October 2025** for Courses (i) to (v).
- ii. Annex 4: Please submit by **25 February 2026** for Courses (vi) to (viii).
- iii. Annex 5 and supporting documents: Please ensure that the RELC application form and supporting documents for each nominee are included with your submission of Annex 3 or 4.

The details of each course may be found in Annex 2. This course information may also be found on our website at <https://www.relc.org.sg/relc-course/>.

#### ***Additional Information***

- 5 The SEAMEO RELC Scholarship will cover registration and tuition fees for all the above-mentioned courses. RELC will also provide for one return air ticket and a subsistence allowance for each scholar. For C103, RELC will provide two return tickets due to the two residential phases. For in-person courses and blended courses with residential phases, RELC will provide for the scholars' accommodation for the residential period.
- 6 Shortlisted applicants not residing in Singapore will be required to complete a health declaration and undergo a medical examination in their home countries as part of the application process. The necessary forms and details will be provided to them in due course.
- 7 Course participants are expected to arrive in Singapore one day before the course starts and depart the day after it ends. However, due to flight availability, there may be instances where scholars need to arrive earlier or depart later. Where such a case presents itself, we will inform the scholar of the arrangement. We seek your assistance in releasing the scholars from their work commitments to ensure they arrive for the course on time.
- 8 The MTESOL course includes an Orientation programme prior to the start of the course. MTESOL course participants are expected to attend this Orientation in person in RELC, Singapore. They should thus arrive in Singapore one day before the date of the Orientation.

### **Research Fellowships**

- 9 SEAMEO RELC offers Research Fellowships to the region. The intent of the Research Fellowship is to help develop research capacity in the region and to promote research in areas relevant to the improvement of language education. The application is open throughout the year, and we welcome interested applicants to find out more by writing to us.
- 10 We would like to take this opportunity to thank you for your kind assistance in both nomination exercises.

Yours sincerely,



Susan Leong (Ms)  
Centre Director  
SEAMEO RELC

cc Ms Jocelyn DR Andaya  
Director IV, Bureau of Curriculum Development  
Department of Education, The Philippines  
(RELC Governing Board Member for The Philippines)