

Republika ng Pilipinas
(Republic of the Philippines)
KAGAMARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

November 28, 1977

DEPARTMENT MEMORANDUM
No. 202, s. 1977

SEAMEQ REGIONAL LANGUAGE CENTER
PERSONNEL EXCHANGE PROGRAM

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
School Superintendents
Heads of Private Schools, Colleges and Universities

1. The Regional Language Center (RELC) in Singapore has initiated a Personnel Exchange Programme which makes available to interested institutions the services of consultants in linguistics, language, and language teaching as part of its efforts to improve the standards of language teaching in the Southeast Asian region.

2. The exchanges are for nationals of the SEAMEQ member countries to go to RELC or educational institutions located in countries other than their own for the purpose of lecturing, consultancy, or other program participation.

3. All applications must be channelled through Dr. Esperanza A. Gonzales, RELC Governing Board member for the Philippines, Curriculum Development Division, Bureau of Secondary Education, Department of Education and Culture, as indicated in the enclosed information documents.

4. Immediate dissemination of this Department Memorandum to those concerned is desired.

(SGM.) JUAN L. YAMITE
Secretary of Education and Culture

Incls.:
as stated

References:

N o n e

Allotment: 1-2-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index
under the following subjects:

- BUREAUS and OFFICES
- LANGUAGE
- OFFICIALS

SOUTHEAST ASIAN MINISTERS OF EDUCATION
ORGANIZATION (SEAMEO) REGIONAL
LANGUAGE CENTRE (RELIC)

Personnel Exchange Programme 2

The RELIC Blueprint 1977-1981 includes Personnel Exchange as one of its programmes. As part of its effort to prove the standards of language teaching in the Southeast Asian region and to promote regional cooperation in this effort, RELIC includes among its functions that of arranging a supporting exchange of personnel (teachers, scholars and specialists) among institutions, agencies and projects in the SEAMEO member countries.

RELIC will serve as a clearing-house for personnel information for the region by (a) maintaining a register of key personnel engaged in language teaching in the region - their professional qualifications, experience, special fields of interest and competence, (b) making this information available, and (c) acting as intermediary in arrangements for exchange of personnel.

Personnel exchanges are for nationals of the SEAMEO member countries to go to RELIC or educational institutions located in countries other than their own for the purpose of lecturing, consultancy or other programme participation. The programme is designed especially to meet the needs of institutions, agencies or projects within the region rather than the needs of individuals. Application to RELIC for a personnel exchange grant will normally be initiated by such institutions or agencies. These exchanges are intended to be for relatively short periods.

All personnel exchanges are subject to established procedures and SEAMEO regulations and will be financed by Special Funds under the provision for 'Personnel Exchanges'.

In order to implement the programme the following guidelines will be followed:

1. Applications for Personnel Exchanges

Definition: The "initiating institution" in this context is the institution or agency that makes the application to RELIC for a Personnel Exchange Grant. Prescribed forms are used for such applications.

- 4.5 The initiating institution will be responsible for contacting the institutions and individuals concerned in the exchange and ensuring that all necessary arrangements for travel, securing of proper passports, visas and other required governmental formalities, housing and other logistical arrangements, leave of absence required, insurances, etc. are made by them.
- 4.6 Upon confirmation from the initiating institution that all arrangements have satisfactorily been made, RELC will make the necessary financial arrangements.
- 4.7 Not later than 30 days following termination of the personnel exchange programme, the initiating institution will send a Report on Personnel Exchange Programme by Initiating Institution (RELC 2108/A/5) to RELC.

Further information on RELC Personnel Exchange Programme B can be obtained from the following address:

Librarian and Head of Information Centre
SEAMEQ Regional Language Centre
RELC Building
30 Orange Grove Road
Singapore 20
REPUBLIC OF SINGAPORE

RELC

September 1977

SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
(SEAMEO) REGIONAL LANGUAGE CENTRE (RELIC), SINGAPORE

APPLICATION FOR PERSONNEL EXCHANGE GRANT

1. Name of Initiating Institution:

2. Address of Institution:

Cable address: Tel. No.:

3. Programme requested: (Please complete A or B)

A. Request for Consultancy Service

Period required: From To No. of days:

(Please state day, month, year)

Name of Consultant required:

Position of Consultant:

Office Address:

Description of Proposed Duties and Responsibilities:

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Proposed Schedule:

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B. Request for Working Visit

Period required: From To No. of days:
(Please state day, month, year)

Name(s) of Visiting Specialist(s)	Office Address

Name of Institution to be visited:

Address of Institution:

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Description of Proposed Activities:

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Proposed Schedule:

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4. Benefits to be derived:

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5. Expenditure to be incurred:

Total

Air passages to and from
(economy class)

Travel allowance:

Per diem: per day for days

6. Any other information:

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Signature Date

Name (BLOCK LETTERS)

Position

Institution