

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

February 20, 1978

DEPARTMENT MEMORANDUM  
No. 64, s. 1978

NOMINATIONS FOR RELC TRAINING COURSES,  
ACADEMIC SESSION 1978-79

To: Bureau Directors  
Regional Directors  
Coordinator, State Colleges and Universities  
Schools Superintendents  
Heads of Private Schools, Colleges and Universities

1. The SEAMEO Regional Language Centre in Singapore has announced its invitation for nominations to the Regional Language Centre (RELK)-Training-Courses, Academic Session 1978-79. Nominations for each of the following courses may be sent to reach this Office on or before March 7, 1978.

- a. Course 101: Eight-month Course leading to the Diploma in Applied Linguistics  
3 July 1978-24 March 1979
- b. Course 401: Eight-month Course leading to the Diploma in Advanced Study and Research in the Field of Applied Linguistics  
3 July 1978-24 March 1979
- c. Course 203: Four-month Specialized advanced Certificate Course in Instructional Materials for Language Learning in Southeast Asia, with Particular Focus on Textbook Writing, Language Laboratory Software and Materials for Self-Instruction  
3 July-28 October 1978
- d. Course 204: Four-month Specialized advanced Certificate Course in Modern Trends in Linguistic Analysis and Their Application to Linguistic Research and Language Teaching in Southeast Asia  
20 November 1978-17 March 1979

2. Nominees should be:

- a. A holder of a university degree in language, linguistics or language teaching
- b. Normally under 45 years of age
- c. Experienced in language teaching for a minimum of two years
- d. Qualified to follow advanced studies in the English language and to write a good research paper

3. Each nomination should be accompanied by the following:

- a. A medical certificate from a government clinic certifying that the candidate is medically fit for the course.
- b. A photostat copy of transcript, from the institution concerned, of the candidate's academic record with respect to the highest degree/academic qualification he has achieved.
- c. If married, a written permission to participate in the program from his/her spouse.
- d. Certification that the nominee has no training under any foreign scholarship grant in ESL/Linguistics.
- e. Certification given by a responsible authority attesting to the candidate's competence in English and advanced studies.
- f. Certification that the candidate is a permanent staff member of the agency (public/private) to which he belongs and that said agency will underwrite his pre-travel expenses and clothing allowances.
- g. Clearance from his/her office.
- h. A copy of the Personal Information Sheet (see enclosed form) properly accomplished.

4. It is requested that this matter be given priority attention.

(SGE.) JUAN L. MANUEL  
Secretary of Education and Culture

Incl.:

As stated

reference:

H. p. n. e

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

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

~~BUREAUS & OFFICES~~  
~~SCHOLARSHIPS~~  
~~TEACHERS~~

PERSONAL DATA SHEET

Name \_\_\_\_\_ Sex \_\_\_\_\_ Civil Status \_\_\_\_\_  
 Address \_\_\_\_\_ Office/School: \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Division \_\_\_\_\_  
 Place of Birth \_\_\_\_\_ Region \_\_\_\_\_

I. Educational Qualifications:

A. Degrees

Degree Received	College/University	Major Field	Year

B. Graduate Courses

Course	College/University	Major Field	Year

II. Civil Service Eligibility:

Name of Examination	Rating	Date and Place of Examination

III. Record of Teaching and Allied Experiences:

Inclusive Dates	Position Held	Division or Office	Total Years Experience	Salary

IV. Honors/Awards Received or Forfeited

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V. Participation in Seminars or Workshops in English:  
 (Include only those on the national and regional levels)

Name of Workshop Conference/Seminar	Place and Year	Delegate/ Observer	Level

VI. Scholarship, fellowship, or travel grant previously  
 enjoyed: (State nature of field, where, and period  
 of training)

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VII. Some substantiating evidence of educational leadership:  
 (State positions held or roles performed, where and when;  
 articles or books written)

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VIII. Efficiency Rating for the Last three years:

	Group A	Group B

IX. Command of English:  
 (To be accomplished by the division supervisor of English)

	Excellent	Very Good	Good	Average	Poor
Spoken					
Written					