

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

December 14, 1979

MEMORANDUM
No. 308, s. 1979

NOMINATIONS FOR RELO TRAINING COURSE,
ACADEMIC SESSION 1980-1981

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

1. The SIMMCO Regional Language Centre (RELO) in Singapore has announced its invitation for nominations of eligible candidates to its training/advanced studies courses for academic session July 1980-April 1981. Nominations for each of the following courses may be sent to reach this Office on or before January 31, 1980:

- a. Course 101: Eight-month course leading to the Diploma in Applied Linguistics, 7 July 1980-4 April 1981
- b. Course 401: Eight-month course leading to the Diploma in Advanced Study and Research in the field of Applied Linguistics, 7 July 1980-4 April 1981
- c. Course 207: Four-month Specialized Advanced Certificate Course in Translation in Southeast Asia: Problems, Techniques, and Procedures 7 July 1980-4 April 1981
- d. Course 301: Course leading to the Degree of Master of Arts in Applied Linguistics 7 July 1980-4 April 1981

2. Candidates should be key personnel or potential key personnel concerned with the planning, implementation and development of language teaching programmes. Example of this category of persons would be university and teacher training college lecturers, supervisors, curriculum specialists, and senior teachers.



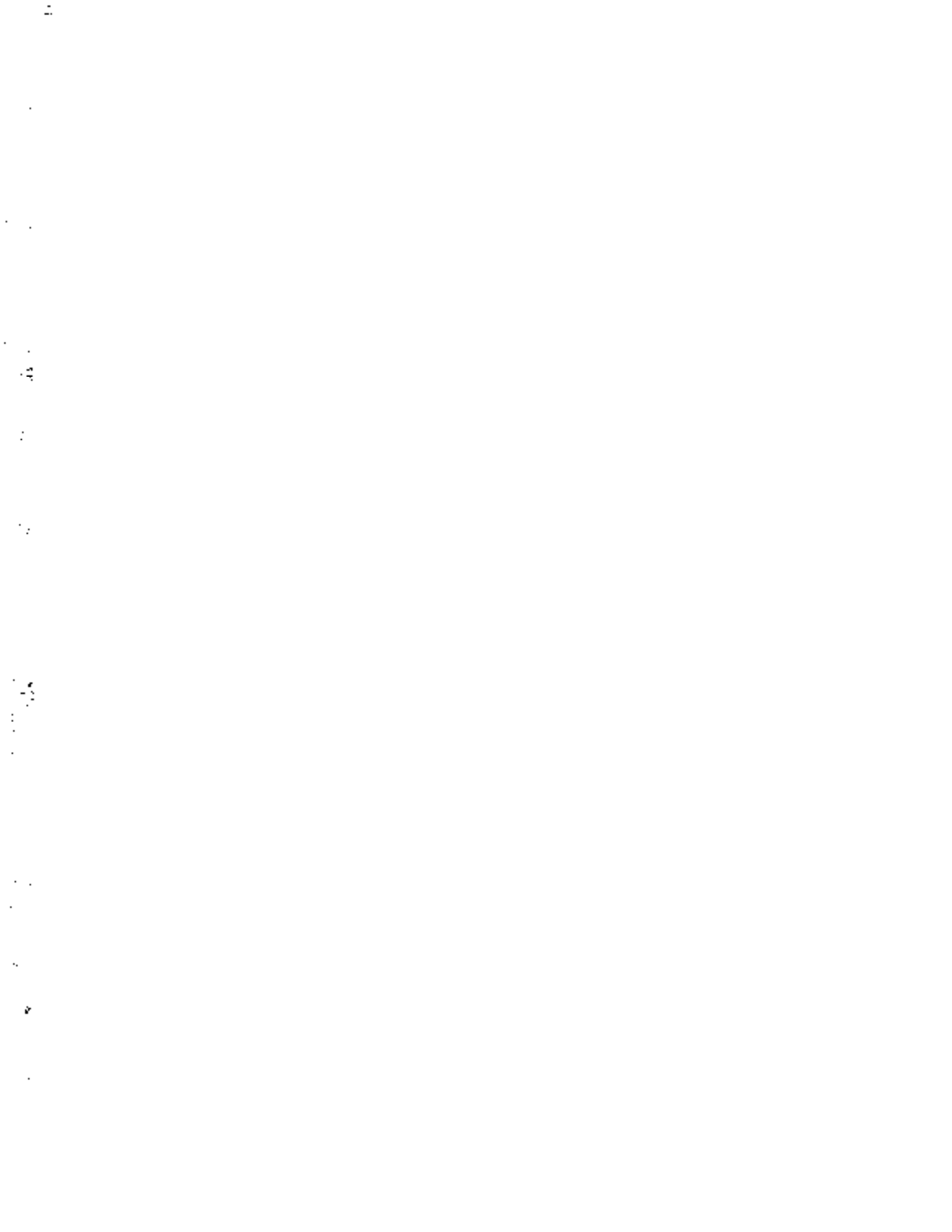
3. To qualify for admission to Course 101, a candidate must:
- a. have a bachelor of arts degree in language, linguistics or language teaching;
 - b. have a minimum of two years of language teaching experience;
 - c. have sufficient command of English to follow advanced studies conducted in the English language and must possess qualities necessary for the writing of a good research paper; and
 - d. be under 40 years of age.

4. For admission to Course 401, a candidate must:
- a. hold a university degree, preferably a master's degree, in Linguistics, English or a related field;
 - b. submit the subject and design of a proposed research project intended for completion of or associated with any research project intended for a university degree or for meeting the requirement of a non-RUC grant or award; and
 - c. be clearly qualified to carry out the project in Singapore.

5. For admission to Course 207, nominees should be selected from professional translators and translation teachers in governmental institutions; persons engaged in the development of bilingual dictionaries; persons engaged in the development of instructional materials involving translation; or university lecturers in translation, linguistics or language teaching.

The candidate must:

- a. possess a university degree;
- b. be proficient in English and must have an excellent command of the national/official language since the course places heavy emphasis on translation from English into the national/official language(s). The course will be conducted in English;
- c. have some experience in translation; and
- d. be under 45 years of age.



6. For admission to Course 301, a candidate must:
- a. be a graduate of a university such as the University of Singapore;
 - b. submit evidence of adequate training and ability to undertake the proposed course;
 - c. preferably have the HELC Diploma in Applied Linguistics with Distinction/Credit or a minimum of 120 hours of Linguistics and 180 hours of Language Methodology Courses at post-graduate level with not less than 24 months' teaching service or other relevant experience; and
 - d. not be simultaneously registered in another educational institution.

7. The agencies concerned should set up their own screening committee to choose the nominees for each course with primary consideration of the needs of the different divisions within the region and the ability of the nominees to fill such need upon return from training. Each nomination should be accompanied by the following documents:

- a. A medical certificate from a government clinic certifying that the candidate is physically fit for the course.
- b. Transcripts of Records for both undergraduate and graduate courses.
- 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 TESL/Linguistics.
- e. Certification given by a responsible authority attesting to the candidate's competence in English for advanced studies.
- f. Certification that the candidate is a permanent staff member of the agency (public/private) to which he/she belongs and that said agency will underwrite his pre-travel expenses and clothing allowance.
- g. Clearance from his/her office.
- h. A copy of the Personal Information Sheet (see enclosed form), properly accomplished.

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

(Sgd.) GEORGE D. COFFIN
Minister of Education and Culture

Incl.:

As stated

Reference:

NEC Memorandum: No. 27, s. 1978

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

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

~~Course of Study, COLLEGIATE~~
~~LANGUAGE~~
~~SCHOLARSHIP~~
~~TRAINING PROGRAM~~

(Inclosure to MEC Memorandum No. 308, s. 1979)

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 of Experience	Salary

