



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

18 October 2024

REGIONAL MEMORANDUM

No. 745-2024

**CALL FOR NOMINATION FOR THE SEAMEO REGIONAL CENTRE FOR
QITEP IN LANGUAGE (SEAQIL)**

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Other Concerned

1. Relative to DM-OUHROD-2024-1953 re: Call for nomination for the SEAMEO Regional Centre for QITEP in Language (SEAQIL); this office announces its **Call for Nomination** for the **SEAQIL KARTINI AWARD 2024**, with details as follows:

Course Title	SEAQIL KARTINI AWARD 2024
No. of Slots	(Two) 2
Modality	Face-to-face
Target Participants and Qualifications	One (1) Secondary School Language Teacher One (1) Education Personnel
Deadline of Submission	21 October 2024, 12:00nn

2. Each SDO shall recommend one (1) nominee after evaluation by the SDO Personnel Development Committee (PDC) following the qualifications indicated in Enclosure 1.

3. In view of limited slots provided for the region, the Regional Professional Development Committee (PDC) shall screen nominees based on Enclosure 1-4. Kindly use official DepEd email accounts in submitting the requirements.

4. Signed endorsement and attachments indicated in Enclosure 1-3 shall be sent to car.neapr@deped.gov.ph on or before the deadline indicated above.

5. Applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, no official endorsement/s, application being sent directly to the secretariat's email, discrepancy in documents, etc.

6. For queries and clarifications, please contact the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR) through Rosita C. Agnasi, OIC-HRDD-NEAPR or



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



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Elvernice S. Fanged, Scholarship Focal Person through email address at car.neapr@deped.gov.ph.

7. Immediate and widest dissemination of this Memorandum is directed.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

//hrdd-neapr/RCA/esf/SEAQIL



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(Enclosure 1 to RM No. **745-2024**)

GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

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

Remarks (✓, ✗, 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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(Enclosure 2 to RM No. 745.2024)

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 <input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	Title of the Program
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 Explain further.	
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 Explain further.	
<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 This is to certify that the information in this form and the supporting documents attached hereto are true and correct		Date and Time
Name and Signature of the Recommending Authority (SDO - HRDD)		Date and Time
APPROVED		
Name and Signature of the Recommending Authority (RO-HRDD)		Date and Time



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(Enclosure 3 to RM No. 745.2024)

SEAQIL FORMS/TEMPLATES

Attachment 1. Format of Statement Letter of Active Status

Institution Letterhead

Statement Letter

Reference number:

The undersigned below:

Name :
Position :
Institution :
Institution Address :
Mobile/WA Number :
E-mail :

declare that,

Name :
Position :
Subject Taught :
Address :

from until now is still actively teaching as a teacher of (name of subject taught)
..... at the school that I lead.

This letter is made truthfully and to be used accordingly.

.....2024
School Principal,

Signature and Stamp

(.....)



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Attachment 2. Letter of Originality and Free of Plagiarism



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION (SEAMEO)
REGIONAL CENTRE FOR QUALITY IMPROVEMENT FOR TEACHERS AND
EDUCATION PERSONNEL (QITEP) IN LANGUAGE (SEAQIL)

Jalan Gardu, Srengseng Sawah, Jagakarsa, Jakarta Selatan 12640, Indonesia | Telp.: +62 (021) 7888 4160 | Fax.: +62 (021) 7888 4073

STATEMENT LETTER

I, the undersigned below:

Name : _____
Institution : _____
position : _____
Title of Scientific Articles : _____

dedare that the scientific articles and video

- are the author's own work, original and not plagiarised work;
- does not contain elements of pornographic action, pornography, and hate speech and does not offend ethnic, religious, racial, and social group issues;
- all sources used as references in this scientific work have been mentioned in accordance with the applicable academic rules;
- have never been funded or are not being proposed for funding by another party and have never been published; as well as
- have never been included in a similar competition as a winner, either in the respective country or abroad.

I also give my permission for SEAMEO QITEP in Language to use the proposed scientific articles and videos for educational, publication, and public relations activities. This statement is made truthfully and if it is later proven to be untrue, I am willing to accept the sanctions as stipulated by SEAQIL.

....., 2024
The undersigned,

(full name)



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Attachment 3. Recommendation Letter from the Ministry

Institution Letterhead

LETTER OF RECOMMENDATION
Reference number:

The undersigned below:

Name :
Position :
Institution :
Institution Address :
Mobile/WA Number :
Email :

Provide recommendations to:

Name :
Position :
Subject Taught :
Address :

Recommendation:

This letter of recommendation has been written truthfully and to be used accordingly.

....., 2024
On behalf of
Ministry of Education, Culture,
Research,
and Technology of the Republic of
Indonesia,

Signature and Stamp

(.....)



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Email Address: car@deped.gov.ph



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Appendix 4. Systematics of Scientific Articles Writing

A. Title

Paper title comprises no more than 12 words and is written using Times New Roman with size 14, UPPERCASE, centred and bold.

B. Author(s) Name(s) and Affiliation

- Author(s) name(s) are written using Times New Roman with size 12, Capitalise Each Word, centred and bold.
- Write the author affiliation in the following order: Institution, City, Country of the institution. The affiliation is written using Times New Roman with size 11, Capitalise Each Word and centred.

C. Abstract Format

- Paper size: A4
- Indent: 1.5 cm (left and right)
- Layout: One Column Portrait
- Words: 200-250 in English (British)
- Font: Times New Roman, size 11
- Spacing: the paragraph must be justified and use single space
- Keywords: maximum 5 keywords

D. Full Paper Format

- Paper size: A4
- Margin: top and left margin 3 cm, bottom and right margin 2.54 cm
- Layout: One Column Portrait
- Words: 3000-5000 in English
- Font: Times New Roman, size 12
- The main headings use Times New Roman with font size 12, bold, UPPERCASE and without underline.
- Main headings: **INTRODUCTION, METHODS, FINDINGS AND DISCUSSION, CONCLUSION, ACKNOWLEDGEMENTS, REFERENCES, APPENDICES and BIO STATEMENT.**
- Should you need subheadings, write subheadings in Times New Roman with font size 12, bold as well as Capitalise Each Word without bullets, numbering and underline.
- The portion of each section in the full paper should be: 20% for the introduction, 15% for methods, 55% for findings & discussion, and 10% for conclusion.
- All paragraphs must be justified and use single space.
- Add space after paragraph (*font size 12, single space*) with no left indentation for the next paragraph.
- Save the file using the author's name, language speciality, Country in doc/docx format. Please refer to the following sample.
Author's Name_Country.doc/docx.
- No page number, header, footer or any identification.



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E. Template of Abstract and Full Paper

Abstract and full paper are to be formatted exactly as shown in the following guideline.

PAPER TITLE (no more than 12 words, UPPERCASE, centred, bold, Times New Roman with font size 14)

First Author¹, Second Author², Third Author³ (Times New Roman with font size 12, bold)

¹ Institution, city, country of the first author's institution

² Institution, city, country of the second author's institution

³ Institution, city, country of the third author's institution

(use Times New Roman with font size 11 for author's Affiliation)

Rina Dwiyanah¹, Limala Ratni², Hasanatul Hamidah³ (only name, without academic title)

¹SEAMEO QITEP in Language, Jakarta, Indonesia

²SEAMEO QITEP in Language, Jakarta, Indonesia

³SEAMEO QITEP in Language, Jakarta, Indonesia

(Note: ^{1,2,3} if the paper is written by more than one author)

Left
 Indent:
 1.5 cm

Abstract: An abstract is a comprehensive summary of the paper. In this section, the author(s) provides brief description of **research aims, method, and result** as well as **conclusion**. An abstract, in English, should appear on the top of the first page, after the names of the author and the information of the author's affiliation. Abstract is commenced with the word **Abstract** (in bold) followed by colon. Abstract is a single paragraph, without indentation, that summarizes the key points of the manuscript in 200 to 250 words. In other words, abstract should reflect the whole paper. Avoid quotation and citing references in the abstract.

Keywords: *author, abstract, full paper, proceeding, summary* (maximum 5 keywords, italic)

Right
 Indent:
 1.5 cm

INTRODUCTION

(font size 12, single space)

This section should discuss in-depth the research background, theories pertinent to the research and preliminary data justifying the urgency in solving a problem, problem identification, problem formulation, research purpose as well as advantages. A background should reflect



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expectation and reality. A background fundamentally describes the condition or situation underlying the research; in that there is a gap between the reality and what is expected from the existing condition.

The literature review presented in this section should be written in detail and comprehensively. It should contain the latest references (see the reference section for detailed description). All references used in this section must be made in compliance with APA.

METHODS

(font size 12, single space)

This section clearly explains the types of research conducted. Moreover, the author(s) needs to explain the steps taken in the research and refers them to the related theories. The author should also explain the data collection techniques and research instruments (including validity and reliability of the instrument). Further, description of the research subjects or objects is provided in this section. If applicable, population and sampling techniques should also be described.

FINDINGS AND DISCUSSION

(font size 12, single space)

This section presents the detailed results of the research clearly. Moreover, analysis and generalisation of the research results are described in this section. It should also include the theories supporting the data analysis results. The numbers presented in this section should be interpreted and connected to the research purpose.

Tables and figures should be placed close after their first reference or close to the location of their first mention in the text. Table headings are centred above the table, whilst, figure captions are centred below the figure. Table headings and content as well as figure captions are to be written in Times New Roman 10 pt., single space. All tables and figures must be orderly numbered as follows: Figure 1, Figure 2, Table 1 and Table 2. The following are the examples for Table 1 and Figure 1.

Table 1. Number of Survey Respondents by Language Taught

No.	Language	Number of Teachers
1	Arabic	22
2	English	96
3	French	17
4	German	25
5	Indonesian	104
6	Japanese	14
Total Number		281



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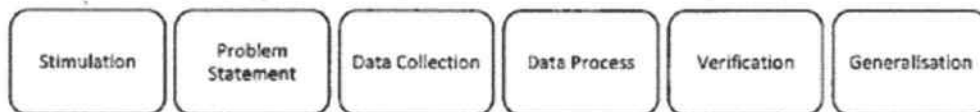


Figure 1. Stages of the Discovery Learning

Do not write the caption on the figure. Minimum figures' resolution is 200 dpi. Tables and figures which are not cited in the text should not be presented.

CONCLUSION

(font size 12, single space)

This section presents concise conclusion of the main points of the paper and the authors' point of view on the research results. In addition, the author(s) should include the evidence and quantitative data obtained from analysis results.

ACKNOWLEDGEMENTS

(font size 12, single space)

This section is the final part of the paper before reference. This is where authors extend their gratitude to the person or institution supporting them in the presentation by awarding research grant.

REFERENCES

(font size 12, single space)

List of references must follow **A.P.A. style 7th Edition**. It is suggested that the author(s) use a Reference Manager Programme (such as Mendeley Reference Manager, EndNote, etc.) for this section. It is also suggested that the author(s) cite articles published in the last 10 years. There is no limitation of year for the books cited, however, the latest publications are preferred. The following are samples of reference list.

Book

Chapter in an edited book

Sukhodolov, Y.A. (2019). The notion, essence, and peculiarities of industry 4.0 as a sphere of industry. In Popkova, E.G., Ragulina, Y.V., & Bogoviz, A.V. (eds.), *Industry 4.0: Industrial Revolution of the 21st Century* (pp. 3—10), Studies in Systems, Decision and Control 169. Springer.



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Whole authored book

Coppola, S. (2023). *Literacy for all: A framework for anti-oppressive teaching*. Taylor & Francis.

Skerrett, A., & Smagorinsky, P. (2022). *Teaching literacy in troubled times: Identity, inquiry, and social action at the heart of instruction*. SAGE Publications.

Conference

Conference presentation

Godwin-Jones, R. (2022, October 27—78). *Language learning today: Where is technology leading us? What does it mean for foreign language teachers? New trends in the field of* [Conference presentation]. The 13th AISOFOLL, Jakarta, Indonesia. <https://www.youtube.com/watch?v=uafJMxDF3zU>

Abstract of a conference presentation

Harwood, N. (2022, October 27—78). *New trends in the field of materials development* [Conference presentation]. The 13th AISOFOLL, Jakarta, Indonesia. <http://aisofoll.qiteplanguage.org/13thproceeding/>

Journal article:

Kim, S., Raza, M., & Seidman, E. (2019). Improving 21st-century teaching skills: The key to effective 21st-century learners. *Research in Comparative and International Education*, 14 (1), 99—117. <https://doi.org/10.1177%2F1745499919829214>

For more information, please visit:

<https://apastyle.apa.org/style-grammar-guidelines/references/examples>

APPENDICES

(font size 12, single space)

As supporting materials, appendices are needed to strengthen the full paper. They are useful to make the paper free of large tables, charts or diagrams. Appendices should be numbered if more than one, e.g., Appendix 1, Appendix 2.

BIO STATEMENT

(font size 12, single space)

The bio statement comprises no more than 100 words provided in another page after the full paper. Email address should be included in the bio statement.



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(Enclosure 4 to RM No. **745-2024**)

Information Note on the SEAQIL Kartini Award

Objective:

The 2024 SEAQIL Kartini Award will be held with the following objectives.

1. Selecting and determining language teachers and education personnel in Southeast Asia who instill literacy in innovative, impactful, and sustainable ways.
2. Awarding language teachers and education personnel in Southeast Asia for their dedication in instilling literacy, whether through learning or school management.
3. Disseminating good practices in literacy development from the selected language teachers and education personnel throughout Southeast Asian countries.

Participants:

Participants of the 2024 SEAQIL Kartini Award are language teachers and education personnel from upper secondary school level in the Southeast Asia region.

Participants Requirements for participants in the 2024 SEAQIL Kartini Award are as follows:

1. Participants are citizens of one of the countries in Southeast Asia.
2. Participants have a minimum educational background of Bachelor's degree.
3. Participants are language teachers or education personnel at upper secondary school level who have been active for at least three years as proven by an official letter from the school principal (attached).
4. Participants are recommended by their respective Ministry of Education (recommendation template attached).
5. Participants have implemented literacy programmes or activities in the last two years.
6. Participants upload administrative documents (latest degree certificate, official letter notifying teachers' active status, recommendation letter, work authenticity letter) when registering.
7. Participants upload scientific articles and videos of good practices in cultivating literacy in accordance with the attached guidelines.

Specification of Scientific Articles:

Scientific articles submitted to the committee must meet the following requirements.

1. The article reflects innovative, impactful and sustainable teaching or programmes in developing students' literacy.
2. The article is good teaching practices or programmes in developing students' literacy.
3. The article discusses one of the following themes.



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- a. *Transitions and Continuity in Literacy Learning*
- b. *Literacy in Language Teaching*
- c. *Literacy Teaching Strategies and Methods*
- d. *Material Development for Literacy Learning*
- e. *Technology Integration in Literacy Teaching*
- f. *Literacy Assessment and Evaluation*
- g. *Professional Development for Literacy Teaching*
- h. *Community Engagement in Literacy Learning*
- i. *Policy Implications for Literacy Education*

4. The article is the author's original work, as verified by a certificate of authenticity of the work (attached).
5. The article does not contain any elements of plagiarism, pornographic action, pornography, hate speech, and offensive content related to ethnic, religious, racial, and social group issues.
6. The article is written in English.
7. The article has never been published before in any form of publication.
8. The article is written in accordance with the writing format that has been determined by the committee.

Specification of Videos

Videos of good practice must meet the following conditions.

1. The video contains teaching practices or programmes carried out to develop students' literacy in schools, both in learning and through school management.
2. The video does not contain elements of plagiarism, pornographic action, pornography, and hate speech, and offensive content related to ethnic, religious, racial, and social group issues.
3. The video is 3-5 minutes long and can be accompanied by musical instruments.
4. The language used in the video is English.
5. The content of the video consists of:

- a. *introduction;*
- b. *background;*
- c. *objectives of teaching or literacy programmes;*
- d. *innovations in teaching or programmes which are carried out in order to develop students' literacy;*
- e. *stages or activities done in teaching or student literacy development programmes;*
- f. *the impact of implementing teaching and literacy development programmes, including what/who is affected by the literacy programmes;*
- g. *follow-up of the implemented teaching or literacy programme; and*
- h. *closing.*



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