



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 25, 2025

OFFICE MEMORANDUM

HRDD-2025- **099**

**LETTER OF AWARD FOR THE SOUTHEAST ASIAN MINISTERS OF
EDUCATION ORGANIZATION REGIONAL LANGUAGE CENTRE
(SEAMEO RELC) SCHOLARSHIP**

To: Schools Division Superintendent } Leyte
All Others Concerned

1. Attached is the Letter of Award to **Mr. Rodel L. Cabuhoc** for the Southeast Asian Ministers of Education Organization Regional Language Centre (SEAMEO RELC) Scholarship for the Course titled "C113: Advanced Specialist Certificate in Language Assessment."
2. For inquiries and other concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through **hrdd.region8@deped.gov.ph**.
3. Immediate dissemination of this Memorandum is desired.


EVELYN R. FETALVERO, CESO III
Regional Director

HRDD-TJCP





Department of Education Region VIII <region8@deped.gov.ph>

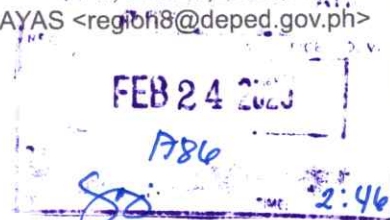
Acceptance letter to SEAMEO RELC Course titled "C113: Advanced Specialist Certificate in Language Assessment"

1 message

SCHOLARSHIP SECRETARIAT (DEPED) <scholarships@deped.gov.ph>

To: RODEL CABUHOC <rodel.cabuhoc@deped.gov.ph>, REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>

Fri, Feb 21, 2025, at 4:02 PM

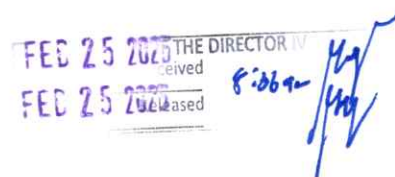


Dear Mr. Cabuhoc,

Congratulations!

We are pleased to inform you that you have been selected as a recipient of the "C113: Advanced Specialist Certificate in Language Assessment" (**FACE-TO-FACE**) The course will take place from April 8 to 25, 2025 (excluding travel dates).

Attached, you will find the following documents:



1. **Acceptance Letter**
2. **Protocols for Travel Authority Request**
3. **Templates for Required Documents**

Please review and complete the following requirements for the approval of your Travel Authority:

1. **Substitution Plan/Certification/Designation Letter:** Obtain a letter from your immediate supervisor confirming that a substitute will cover your responsibilities. (Refer to the template from your school or Division.)
2. **Proposed Work Application Plan:** Describe how you will apply the knowledge gained from the course upon returning to your workstation. Include:
 - Key Action Steps
 - Timeline
 - Expected Outcomes
 - Data Source
 - Evaluation Methodology
 - Resources Needed (Refer to the template from your school or Division.)
3. **Travel Authority Request Annex A:** Complete this form, which is attached.
4. **Endorsement Letter:** Secure an endorsement addressed to the approving authority from your Schools Division Office (SDO) and Regional Office (RO) (Endorsing the documents for approval)
5. **Certificate of No Pending Case and Clearance Form:** Obtain these documents from your SDO and Legal Division.
6. **Travel/Scholarship Report:** Complete and submit this report 2-4 weeks after your return. (Template attached.)
7. **Itinerary of Travel:** (Attached.)
8. **Justification Letter:** Address this letter to the concerned approving authority.

FEB 24 2025

9. Scholarship Contract

Please note that the process and signatories for travel authority have recently changed. For reference, consult the attached file [DO-s2022_046].







Kindly submit the hard copies of these documents by **February 28, 2024**, to:

Personnel Division (BHROD-PD)
Department of Education
DepEd Complex, Meralco Avenue, Pasig City
(02) 633-9345 / 636-6546

Additionally, please email the soft copies to: scholarships@deped.gov.ph or this email thread

Thank you for your attention to these requirements. If you have any questions or need further assistance, please do not hesitate to reach out.

6 attachments

-  [Omnibus Travel Guidelines for All Deped Personnel] DepEd_Order_s2022_046 (1).pdf
2365K
-  Form for Travel Authority For Official Travel (Annex A) (1).pdf
217K
-  Itinerary of Travel.xlsx
12K
-  R4-2 (Scholarship Contract).docx
19K
-  Scholarship Report Template.docx
934K
-  C113 LOA-PHL-Rodel C.pdf
595K



Southeast Asian Ministers of Education Organization
Regional Language Centre

06 February 2025

Mr Rodel Lorega Cabuhoc
BRGY. IV-McArthur
Tabontabon, Leyte
The Philippines

Dear Mr Rodel Lorega Cabuhoc,

LETTER OF AWARD FOR SEAMEO RELC SCHOLARSHIP
C113: Advanced Specialist Certificate in Language Assessment
08 Apr 2025 – 25 Apr 2025

We are pleased to inform you that you have been offered a SEAMEO RELC Scholarship for
C113: Advanced Specialist Certificate in Language Assessment
08 Apr 2025 – 25 Apr 2025

- 2 Your Scholarship will be valid for the above course from 08 Apr 2025 – 25 Apr 2025.
- 3 Your Scholarship will be subjected to the enclosed Terms and Conditions of the SEAMEO RELC Scholarship.
- 4 This offer and your acceptance thereof shall constitute a binding agreement between SEAMEO RELC and yourself.
- 5 Please complete the attached Acceptance of Scholarship form and email it to sa@relc.org.sg no later than **13 Feb 2025**.
- 6 If you wish to travel directly to Singapore from your city of residence, instead of your capital city, you must pay the difference in cost for such an arrangement. Please clearly indicate your preference when returning the Acceptance of Scholarship Form to us, along with the city of departure and the airport name. Additionally, kindly state in your reply that you are willing to pay the price difference for the alternative arrangement. Our travel agent will determine the availability and prices of air tickets accordingly.
- 7 Kindly adhere to the airline's baggage allowance policy strictly.
- 8 Please note that SEAMEO RELC reserves the right to reject late or incomplete submissions of the Acceptance of Scholarship form and supporting documents, if applicable.

Thank you.

Yours sincerely,

Choo Hung Yee (Ms)
Division Manager
Scholarship & Administration Division