



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

January 24, 2025

DIVISION MEMORANDUM
No. **37**, s. 2025

**PROVISION OF E-LEARNING COURSES SCHOLARSHIP PROGRAM
TO DEPED EDUCATORS**

To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. Pursuant to DM-OUHROD-2025-0127 *“Provision of E-Learning Courses to DepEd Educators”* dated 16 January 2025 and DM-OUHROD-2025-0194 *“Supplemental Memorandum to DM- OUHROD-2025-0127: Guidance on the Implementation of the E-Learning Courses Scholarship Program for DepEd Educators”* dated 23 January 2025, DepEd NEAP-R2 through this office informs the selected scholars to submit an Undertaking as confirmation of their participation to the e-learning courses.
2. To facilitate the URGENT finalization of the list to the Regional Office, Intake 1 participants are requested to submit a soft copy of the accomplished Undertaking in the given drive on January 24 (Friday), 2025 until 12NN, with filename of the undertaking following this format: SURNAME_FIRSTNAME_MI_SCHOOL ID.
3. Refer to the table below for the submission of the Undertaking per intake and the corresponding schedule:


Participants	Drive for Submission of Undertaking	Schedule		
		Submission of Undertaking	Exploration	Start of Program
Intake 1	https://tinyurl.com/mvjaz5v5	January 24, 2025	January 27- Feb. 4, 2025	February 5, 2025



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: <https://sdonuevavizcaya.com>

Intake 2	https://tinyurl.com/38x7frft	February 15, 2025	April 21-29, 2025	May 5, 2025
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4. The identified 250 participants from this SDO grouped into 2 batches, specifically identified as Intake 1 (Batch 1) and Intake 2 (Batch 2). Intake 1 participants who are no longer in the list due to resignation, retirement, or on leave for the duration of the e-learning course will be replaced with participants from Intake 2, with the replacement/s communicated by the SDO to the Regional Office and Central Office.
5. Since the e-learning course is a flexible and self-paced professional development program via an online platform, participants are given a minimum of 3 months to a maximum of 1 year to finish the course.
6. Specific details of the e-learning courses are herewith attached through DM-OUHROD-2025-0127 and DM- OUHROD-2025-0194.
7. For guidance, information and strict compliance.


ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent
 01-2025-57 *q* *of*



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Enclosure 1.

Intake 1 Nueva Vizcaya Participants

No.	ID	SCHOOL NAME	NAME
1	103907	Baan ES	CODNITA GINA ABDON
2	103909	Beti ES	DE GUZMAN JOSIE FERIANIZA
3	103919	Kirang ES	CASIL ALELIE DISPO
4	103922	Nagcuartelan ES	TAMPOYA MARLYN GUILLERMO
5	103937	Lantap ES	FAMORCA RAQUEL GALICINAO
6	103938	Murong ES	GUIEB CRISELDA ABLANG
7	103939	Nangalisan ES	PALLANAN MARIA LUISA CABADING
8	103941	Paniki ES	RAMOS ANALIZA BALDEVINO
9	103948	Tuao North ES	BALUNSAT JILL TABERNA
10	103954	Barat ES	CARDENAS CHYNTIA SIERRA
11	103961	Pallas ES	PAAY GILDA JUAN
12	103963	Salinas ES	MARZAN CAROLYN DUMALE
13	103964	San Leonardo ES	PATRICIO DEXTER LAMOSTE
14	103968	Almaguer North ES	TACTACAN JULIET BALNES
15	103969	Almaguer South ES	SADUESTE DAMARIS FERNANDEZ
16	103970	Bambang North C/S	ADZUARA GIOVANNI RAGUAL
17	103973	Labni ES	VILLOSO JOEL ACOSTA
18	103974	Mabuslo ES	PARUNGAO JR. LORETO DELA CRUZ
19	103980	Ambaguio CS	BAHEL VIOLETA BACKIAWAN
20	103980	Ambaguio CS	BARTOLOME FELICITAS FAUSTO
21	103984	Bayombong CS/SPED Center	CASTRO DODIE QUINTANA
22	103984	Bayombong CS/SPED Center	SAQUING KEVIN MARF BACSA
23	103984	Bayombong CS/SPED Center	TABBAGON DAISY BAN-AO
24	103984	Bayombong CS/SPED Center	TAMBALQUE CARLITO GUNTALILIB
25	103985	Bayombong South ES	DOLES MARY ROSE SALVADOR
26	103985	Bayombong South ES	TIAM RONELIE ALLAS
27	103993	Magapuy ES	PALAGUD SHIELA CAUILAN
28	103997	Paitan ES	BUCASAS SUSAN HALINO
29	103997	Paitan ES	FLORES REYNALDO GASPAR
30	103997	Paitan ES	GUBAN RAQUEL BARBOSA
31	104001	Vista Hills ES	ACOSTA VICTORINA AMERILA
32	104001	Vista Hills ES	BENTER MARIETA DULAY
33	104005	Bonfal West ES	PABLO MELBA NARCISO
34	104006	Cabuaan ES	PILOTIN LEONARDO JR. EVANGELISTA
35	104007	Casat ES	TRINIDAD FERDINAND CERDEÁ'OLA
36	104009	La Torre ES	VILORIA RYAN ROMERO
37	104013	Pawak ES	HIDALGO REMIE WAYAS
38	104014	Sta. Rosa ES	MANARANG OLIVIA SANSANO

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39	104014	Sta. Rosa ES	ROGA ARNALDO PILI
40	104016	Arwas ES	ALHOMON JENNIFER GUINOBO
41	104023	Escoting ES	ARAGON CLYTIE MANALO
42	104026	Nagsabaran ES	BANIAGO MABETH TELA
43	104037	Bclancc ES	GUZMAN JAY BADUA
44	104038	Binuangan ES	CARONILLA JOY ALIPIO
45	104044	Inaban ES	ORDINARIO ALFREDO JR VARGAS
46	104047	Mabasa ES	AGRAAM CYNTHIA FAELMA
47	104048	Macabenga ES	ARBENIO ANDESA PANGOS
48	104061	Castro ES	CASTANEDA MARY LUZ BALBAGUEN
49	104062	Dupax CS	CASTILLEJOS ARMIDA MAMAOG
50	104063	Ecameging ES	CAMPO GLEN MILLER MAEJAN
51	104069	Mangayang ES	MANGAOANG FLORDELIZA BELINO
52	104070	Palabotan ES	LAYUGAN MARCIAL RAZA
53	104081	Capisaan ES	BINLINGAN ROSEMARIE GULLUNAN
54	104081	Capisaan ES	DOMINGO MARILYN LATAYON
55	104084	Didipio ES	PINKIHAN SAMUEL NIDOGMA
56	104095	Muta ES	CAPDIN ESTHER RUFINO
57	104098	Papalungan ES	BENOSA JULITA SALGADO
58	104098	Papalungan ES	DUMALAN NAUI BILUG
59	104099	Papaya ES	CACLINI IMELDA BANG-AD
60	104103	Siguem ES, Kasibu	BENITO ARCELIE OLLI
61	104115	Besong ES	BASINAG AGUSTINA ESPADA
62	104118	Buyasyas ES	BUGTONG ELVIRA FELIPE
63	104125	Kayapa Proper ES	LUCAS JUDITH SABINO
64	104126	Alang Salacsac ES	LAGAYO GABRIELA SINGGANGAN
65	104134	Nansiakan ES	LIGMAYO CORNELIA CALENO
66	104146	Atan ES	DULNUAN JOAN GUMATIN
67	104146	Atan ES	TIMOGAN KAREN VIERNES
68	104147	Aurora ES	FERNANDEZ JUNE GARCIA
69	104159	Nalubbunan ES	SALVADOR REVENITA DACUSIN
70	104160	Quezon CS	AGRAVANTE ROGER CASTRO
71	104161	Runruno ES	DINCOG SUSANA MAYANGAO
72	104164	Aggub ES	CARREON MARIBEL LOPEZ
73	104164	Aggub ES	TAAN GEORGE BALLESTEROS
74	104166	Basaran ES	TABALDO ELVIE ASUNCION
75	104167	Concepcion ES	GAERLAN CONCHITA RIVERA
76	104170	Lactawan ES	CALLANGA RAFAEL BAYUN
77	104171	P.D. Galima ES	CUNTAPAY MARLON QUINTO
78	104175	Bagahabag ES	QUILBAN EDERLINA DULIG
79	104178	Calaoagan ES	BLANCO MARY GRACE FABRO
80	104180	Mapaina ES	ALLAYBAN MAILYN BACTING
81	104181	San Juan ES	GALAPON GERALDINE RODA

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82	104182	Solano North ES	GARCIA VIRLITA CASTANETO
83	104183	Solano South ES	FARINAS FE BALUT
84	104183	Solano South ES	RAMOS HAIDEE FERNANDIINE
85	104184	Solano West ES	DIZON MARWILYN JUSTO
86	104186	Wacal ES	ORDONIO RICHARD MARCELINO
87	104190	Bacneng ES	BENITO RUDY AGMALLO
88	104195	Baracbac ES	TINDAAN VIVIAN GALIGUIS
89	104206	Marikit East ES	VIERNES VICTORIA MERIÁfæ"O
90	104207	Pelaway ES	GUINER LUIS COSEP
91	104209	Sta. Fe CS	MENDOZA VIVIAN CARAMAT
92	104213	Bintawan North ES	DACUMOS ELOISA BULUSAN
93	104216	Nagbitin ES	VALDEZ JUANITA JUAN
94	104217	Ocapon ES	MANALIGOD JOJIE DACUSIN
95	156006	Dr. Candido V. Rosario Sr. ES	AGUIRRE VICENTE SANTE
96	300615	Alfonso Castañeda NHS	DE JESUS MELANIE IDAY
97	300618	Aritao NHS	CARANTO MARISOL VILLANUEVA
98	300618	Aritao NHS	SINULDONG PAMELA BERNARDO
99	300619	Bagabag NHS	ABAN FLORENTINO JR. AMALINGAN
100	300619	Bagabag NHS	DULAWAN ARSENIA MOVIDA
101	300619	Bagabag NHS	LIBAN MERCY CALAUAD
102	300619	Bagabag NHS	TAGUIAM FAUSTINO CORTEZ
103	300619	Bagabag NHS	TIAD WYNEE BLANCO
104	300620	Bambang NHS	BASTERO GERARDO JR. BAYACA
105	300620	Bambang NHS	DACULOG RHODA RAMIREZ
106	300620	Bambang NHS	GAMPONIA DOLORES HERNANDEZ
107	300620	Bambang NHS	MACABUDBUD GILDA EMILIO
108	300620	Bambang NHS	MARTIN JIDETTE VALDEZ
109	300620	Bambang NHS	PADILLA RAQUEL FERNANDEZ
110	300620	Bambang NHS	PADUA MARIEL MAGTALAS
111	300620	Bambang NHS	REYES JOEL SOLIS
112	300620	Bambang NHS	TUMACDER EDNA DOLORES TUGAB
113	300622	Belance HS	ESWAY MARY JANE PACHECO
114	300623	Bintawan NHS	AFAN FLORDELYN RUIZ
115	300623	Bintawan NHS	ANDAL JOEAN SABADO
116	300623	Bintawan NHS	CORPUZ GENEVIEVE ESTEVES
117	300626	Casat NHS	PADUA VALERIE VALEROS
118	300626	Casat NHS	SALUDARES NOVELYN BIBAS
119	300627	Diadi NHS	DELA CRUZ CORNELIA VELASCO
120	300627	Diadi NHS	MIGANO GILBERT BANGONA
121	300627	Diadi NHS	VICMUDO ARLEE MENDOZA
122	300627	Diadi NHS	VICMUDO FREDIRICK REYES
123	300628	Dupax del Sur NHS	AMADOR NOEL SALAS
124	300628	Dupax del Sur NHS	DALAY NOEL SAGARIO

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125	300630	Kakiduguen NHS	MONGUIHO JOANNE DUGAY
126	300631	Kasibu National Agricultural School	SEPULCHRE AILENE ZAFE
127	300635	Lamo NHS	DALMACIA ROMELYN LUNA
128	300635	Lamo NHS	MAGLAYA LAURO ALABANZA
129	300635	Lamo NHS	OCHONA HILDA CABALITASAN
130	300635	Lamo NHS	SALVADOR HEHERSON GALANGA
131	300637	Munguia NHS	PEREZ SEPTANIA TAGURE
132	300638	Murong NHS	ACIERTO NOVELYN ORTIZ
133	300638	Murong NHS	AMORES CATHERINE TAMANI
134	300639	Nansiakan NHS	CASTANEDA MYRNA OLANES
135	300641	NVGCHS	CALANGAN ALOYDA BACUD
136	300641	NVGCHS	SANTOS, MARYLINDA PASCUA
137	300641	NVGCHS	DANGUILAN LILYBETH AGUILAR
138	300641	NVGCHS	FRANCO FERDINAND LAGUIT
139	300641	NVGCHS	JORGE CHRISTIAN SONIO
140	300641	NVGCHS	LOPEZ TROJAN JERIC O.
141	300641	NVGCHS	TABANGCURA ROSEMARY ANN CACACHO
142	300641	NVGCHS	TABERNA JIMBO MENDEZ
143	300641	NVGCHS	VALDEZ MARICRIS GERONIMO
144	300641	NVGCHS	VALDEZ PETERSON GALANZA
145	300643	Paniki HS	NABAL-O ROSEBIMER VILLAMOR
146	300644	Quezon NHS	CARBONEL MARYJANE SALDIVAR
147	300644	Quezon NHS	MANANGKIL CECILLE DELOVERJES
148	300644	Quezon NHS	PEREZ JOSEPH VEN PENASO
149	300644	Quezon NHS	TAMINAYA JOLLY C
150	300645	Salinas HS	VELASCO MAYLANI SALINAS
151	300646	Solano HS	ANTONIO ALVIN KRISTIAN RAMOS
152	300646	Solano HS	CASTRO MARGIE ROSE CALATERO
153	300646	Solano HS	GALICIA REYNALDO SANSANO
154	300646	Solano HS	GOMALOG LEA AZUR
155	300646	Solano HS	MORALES JOVELYN BERNARDINO
156	300646	Solano HS	PABLO HERMINIO JR FERRER
157	300646	Solano HS	PILASPILAS JONALD DIONELA
158	300646	Solano HS	PILASPILAS MARY JANE TAPLAN
159	300646	Solano HS	TACANG ALMA NARAG
160	300648	Sta. Cruz Pingkian HS	LIGMAYO WILFRED PAAY
161	300648	Sta. Cruz Pingkian HS	PITLONGAY GARLYMAYNE CANAM
162	300649	Santa Fe NHS	ANUMA REYMA DAGDAG
163	300649	Santa Fe NHS	BELINO MARIFI DEL-AS
164	300649	Santa Fe NHS	DAPIG OFELIA BALINHAWANG
165	300649	Santa Fe NHS	MORENO MARVIN SINGIT
166	300651	Uddiawan NHS	LIMOS ANA GRACE SANCHEZ

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167	304675	Pinayag NHS	KINDAHAN MARIVIC SALVE
168	306202	Bonfal NHS	CORDERO ROLLDHAN CACHERO
169	306202	Bonfal NHS	FERRER ANA JANE ACOSTA
170	306202	Bonfal NHS	HERMOSO SHEVERLY ADDUCUL
171	306202	Bonfal NHS	TORRES BILLY JAMES GARCIA
172	306208	Eastern Nueva NHS	ANANAYO FLORENCIO AMANGON
173	306208	Eastern Nueva NHS	CHIMMIN ROGELIO MAYANGYANG
174	500895	Binalian Integrated HS	DANGSAL LONGCOY BAHLUNGAY
175	502192	Paquet IS	ROSARIO JOCELYN PACIO
176	502193	Bua IS	ILDEFONSO MARCELITA GUINER
177	502194	Balong IS	DULNUAN LUCIA DONIO
178	502221	Solano East CS	MIGUEL LILIA CORPUZ
179	502336	Bambang CSI SPED Center	CALULOT MARIE JANE DOMRIQUE
180	502336	Bambang CSI SPED Center	RITO JONA CALDITO

Intake 2 Nueva Vizcaya Participants

No.	ID	SCHOOL NAME	NAME
1	103966	Abian ES	BALATIBAT, IMELDA LAYNO
2	103967	Abinganan ES	PEREZ, DIVINA BARTOLOME
3	104188	Alfonso Castañeda Central School	NADIAHAN, ROSE BURAS
4	300615	Alfonso Castañeda NHS	AGUADA, ABNER VADIL
5	103982	Ammoweg ES	BAGIWAN, MADELENE POLONIO
6	300618	Aritao NHS	ABIVA, NOEL AGPOON
7	300618	Aritao NHS	ANTONIO, NERIO FERNANDEZ
8	300618	Aritao NHS	LARON, JUDITHA DORIA
9	300618	Aritao NHS	PABIONA, STEVENCE SIMPLE
10	104141	Baan Elementary School	RAMOS, PAZ MARINAS
11	104192	Baliling ES	ANUMA, NORMA MENDOZA
12	300620	Bambang NHS	PATRICIO, JAN RUDOLPH AGCAOILI
13	300620	Bambang NHS	VILORIA, MARIETTA SIRUNO
14	103970	Bambang North C/S	ORENA, VIVIAN PADILLA
15	103970	Bambang North C/S	PINAROC, CONCEPCION ALOS
16	104194	Bantinan Elementary School	PUDONAN, MARIETTA VALENCIA
17	103984	Bayombong Central School/SPED Center	CASIBANG, CONSUELO ANASTACIA RUFIN
18	104002	Bayombong West ES	DUKO, MARITA RONA JALOTJOT
19	300622	Belance High School	ACQUISIO, CHARLIE MENZI
20	103909	Beti ES	LAURO, MILAGROS TUCAY
21	500895	Binalian Integrated HS	DINGPAYAN, GLORIA LACQUIAS
22	104214	Bintawan South Elementary School	LIBUNAO, TRINIDAD NATIVIDAD
23	502195	Bone North IS	CACAL, DELIA ABENOJAR

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24	104004	Bonfal Pilot CS	MARIANO, JUDITH PADILLA
25	104018	Bugnay ES	AGUSTIN, ELSIE LAGMOY
26	104150	Buliwao ES	PIMENTEL, JUDITH GINES
27	104019	Butao Elementary School	DELA CRUZ, LOLITA DELA CRUZ
28	104006	Cabuaan ES	GANNABAN, GRACE LUP-AC
29	103935	Careb ES	JALLORINA, MARLENE LILAGAN
30	300626	Casat NHS	HOGGANG, JOSEPH BUYUCCAN
31	104169	Dadap ES	GONZALES, JULIE SIBUG
32	300627	Diadi NHS	GALGO, RANDY VIRTUDAZO
33	104042	Dupax del Norte CS	GALIWAN, VALENTINA CALIBA
34	306206	Dupax Del Norte NHS	DRES, JONATHAN BAYLE
35	300628	Dupax del Sur NHS	FELIX, AILEEN MAMAOAG
36	104215	Ernesto Lapan Pale ES	BONDOL, MELVIN BUNOLNA
37	104199	Galintuja ES	DELA CRUZ, FERNANDA MABLI
38	300618	Ignacio D. Dumangeng	SARMIENTO, ROSARIO ORTIZ
39	104202	Imugan Elementary School	CALIAG, MARCELO CATAO-AN
40	300630	Kakiduguen NHS	PANIS, ANGELINE VALDEZ
41	104088	Kasibu Central School	BANAGA, HAZEL MISSION
42	104088	Kasibu Central School	DINERO, FE INUGUIDAN
43	104124	Kayapa CS	SINGGANGAN, MIGARA SINACAY
44	104089	Kongkong Elementary School	CAJIMAT, MINDA REDULFIN
45	103937	Lantap ES	VALDEZ, JOBEL MENDOZA
46	104091	Lupa ES	VICENTE, SHIRLEY DE LEON
47	104092	Macalong Elementary School	TRINIDAD, YASMEEN CALMA
48	104131	Macdu ES	CADAME, GRACE DUYAPAT
49	103959	Mauan ES	DELIZO, NILO MONES
50	104216	Nagbitin ES	CONCEPCION, MERLITA LAPADA
51	300641	Nueva Vizcaya Gen. CHS	SANTOS, MARYLINDA PASCUA
52	300641	Nueva Vizcaya Gen. CHS	ASIS, PURIFICACION BACUD
53	300641	Nueva Vizcaya Gen. CHS	SIMON, EDISON ALLERA
54	300643	Paniki High School	VILLENA, EDDIE CALIMLIM
55	104140	Pingkian CS	CAMPOY, ESTRELLITA TIMO-AN
56	300644	Quezon NHS	SABADO, TOMASITA LIZARDO
57	300645	Salinas High School	BORJA, ELIZABETH PEÑA
58	300632	Saturnino P. Calansi	PUYAO, ROMANA PATTOC
59	104208	Sinapaoan ES	ODONES, RODEL GALDONES
60	502221	Solano East CS	CADELINA, TERESITA ORPIA
61	300646	Solano High School	BASILIO, VAL MENARDO DOMINCEL
62	300646	Solano High School	LIBAN, LETICIA COLLADO
63	300648	Sta. Cruz Pingkian HS	BINWAG, NISAN KISO
64	103946	Sta. Lucia Elementary School	MADAMBA, FEBE IGNACIO
65	104014	Sta. Rosa ES	MAMARIL, JUDITH MARTIN
66	501941	Sto. Domingo IS	DELA CRUZ, REBECCA RAMOS
67	104211	Tactac ES	SERQUINA, MARLYN ANGEL

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68	300650	Tuao High School	LAUDENCIA, JOYLET ROSELLE CUTILLON
69	103949	Tuao South ES	CREDO, JANICE DANIEL
70	104174	Tucal Elementary School	CASTILLO, CESAR ACOSTA



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0127

TO : **Regional Directors**
Schools Division Superintendents
HRDD Chiefs / NEAP R Focal Persons
School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : **PROVISION OF E-LEARNING COURSES TO DEPED EDUCATORS**

DATE : 16 January 2025

1. Pursuant to Republic Act No. 11713 "Excellence in Teacher Education Act" and DepEd Order No. 011, s. 2019 "Implementation of the National Educators Academy of the Philippines (NEAP) Transformation," NEAP is mandated to provide quality professional development (PD) programs to school leaders, in-service teachers, and other teaching-related personnel.
2. In support of this mandate, **NEAP shall provide e-learning courses** that are aligned with the professional development priorities for each target job group, through the **E-Learning Courses Scholarship Program**.
3. This program has the following objectives:
 - a. Enhance the professional competencies of school leaders and teachers through a diverse range of well-designed e-learning courses addressing their specific learning needs; and
 - b. Facilitate continuous and self-directed professional development of school leaders and teachers via an online platform, enabling flexible and self-paced learning that transcends time and location constraints.
4. Please refer to the table that follows for the links to the list of participants per intake and the corresponding schedule.

Participants	Link	Schedule	
		Exploration	Official Start
Intake 1	https://tinyurl.com/ElearningPaxIntake1	27 January - 04 February 2025	05 February 2025
Intake 2	https://tinyurl.com/ElearningPaxIntake2	21-29 April 2025	05 May 2025

The e-IPCRF ratings for 2022-2023 were used to determine the participants for each Intake.



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2



Certificate No. PMP-081
 23 01 000

5. Each selected participant will be granted a license to access the available e-learning courses. These courses can be accessed through a desktop computer or laptop with an internet connection.
6. The Regional Offices (ROs) and the Schools Division Offices (SDOs) are advised to strongly support the participation of the selected school leaders and teachers in this endeavor.
 - a. HRDD Chiefs/NEAP R Focal Persons in charge of scholarships and SDO HRTD SEPS and EPS must follow the terms of reference, procedures, and timeline for program implementation outlined in *Enclosure 1*.
 - b. School Heads/Heads of Offices are advised to implement arrangements to support the participation of teachers and school leaders in the e-learning courses.
 - c. The *No Disruption of Classes Policy* must be strictly observed at all times.
7. Participants are required to accomplish and submit an *Undertaking (Enclosure 2)*. ROs are expected to consolidate and submit these documents in PDF format to the NEAP Scholarship Secretariat through the link <https://tinyurl.com/4twn2j9h>.
8. An **Online Coordination Meeting** with HRDD Chiefs/NEAP R Focal Persons in charge of scholarships as well as SDO HRTD SEPS and EPS will be held on **17 January 2025 (Friday), 1:00 – 3:00 p.m.** via *Microsoft Teams* (<https://tinyurl.com/z45u344dj>). Please confirm attendance through <https://forms.office.com/r/nXpPxVtfZv>.
9. To update our database, **all School Heads, Supervisors, Public Schools District Supervisors, and Head Teachers are required to complete the Data Profiling Form** through <https://forms.office.com/r/TKRTR9xzkw> by **07 March 2025**.
10. For any questions or clarifications, please reach out to the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph or call (02) 8715-9919.
11. For immediate dissemination and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

MALCOLM S. GARMA

Assistant Secretary for Operations



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Enclosure 1

Terms of Reference and Procedures

Procedure	In-charge	Document/Access to the Document	Timeline
Issuance of Memorandum with the list of selected participants based on the National e-IPCRF report for SY 2022-2023 gathered by the Bureau of Human Resource and Organizational Development.	NEAP-Professional Development Division	List of selected participants for the 1 st Intake: https://tinyurl.com/ElearningPaxIntake1 2 nd Intake: https://tinyurl.com/ElearningPaxIntake2	January 10-15, 2025
Intake 1			
Communication to selected participants	SDO-HRTDS	List of selected participants (Intake 1)	January 16-20, 2025
Participant's submission of their Undertaking as confirmation of their participation	Selected Participants	Undertaking (Signed by the SDS)	January 21-24, 2025
Finalization of List of Participants with DepEd email addresses	SDO-HRTDS	https://tinyurl.com/4twn2j9h	January 24-29, 2025
Provision of access credentials to the 1 st Intake	NEAP-PDD	E-learning License	January 24-February 4, 2025
Participants' exploration of the platform	NEAP-PDD	E-learning License	January 27-February 4, 2025
Start of the program	NEAP-PDD	E-Learning License	February 5, 2025
Submission to NEAP of hard copies of the Undertaking (duly signed by the Regional Director)	RO-HRDD	<u>Hard</u> copies of the Undertaking	January 28-February 14, 2025
Intake 2			
Communication to selected participants	SDO-HRTDS	List of selected participants (Intake 2)	January 16-February 15, 2025
Participant's submission of their Undertaking as confirmation of their participation	Teacher-Participants	Undertaking (Signed by the SDS)	February 15-28, 2025
Finalization of List of Participants with DepEd email addresses	SDO-HRTDS	https://tinyurl.com/4twn2j9h	March 4-20, 2025
Provision of access credentials to the 2 nd Intake	NEAP-PDD	E-learning License	April 21-25, 2025
Participants' exploration of the platform	NEAP-PDD	E-learning License	April 21-29, 2025
Start of the program	NEAP-PDD	E-learning License	May 5, 2025
Submission to NEAP, hard copies of the Undertaking (duly signed by the Regional Director)	RO-HRDD	<u>Hard</u> copies of the Undertaking	April 28- May 8, 2025



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Enclosure 2

UNDERTAKING

I, [full name], [position] of [school, division, region], [age], [civil status], [citizenship], and residing at [address] hereby agree to participate in the E-Learning Courses Scholarship Program provided by DepEd through NEAP.

- a. I acknowledge that I have been selected to participate in the program which aims to enhance my competencies and support my continuous development as a school leader/teacher.
- b. I confirm that I have the necessary access to a computer or laptop with internet connection to take the online courses.
- c. I will commit the necessary time and effort to engage with the course content, take responsibility for the activities, and complete assignments.
- d. I am aware that the courses are self-paced and recognize my responsibility to manage my time effectively to ensure the completion of the courses within a reasonable period of time.
- e. In line with the *No Disruption of Classes Policy*, I will ensure that my participation in the online courses will not interfere with my leadership/teaching and other responsibilities in school.
- f. I agree to submit required reports related to the scholarship program in a timely manner.
- g. I shall conduct myself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course.
- h. I shall apply the knowledge, skills, and learning experiences that I will gain from the courses in my professional practice.
- i. Should I fail to fulfill my commitment towards the completion of the available online courses without any valid reason, I agree to refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program.

By signing this undertaking, I recognize my personal responsibility for my professional growth and commit to the application of the knowledge and skills gained through this program to contribute positively to the enhancement of students' learning outcomes and the development of basic education in the country.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____.

(Scholar's Name and Signature)

With the endorsement and approval of:

Schools Division Superintendent

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____ in _____.

Regional Director



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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0194

TO : Regional Directors
 Schools Division Superintendents
 HRDD Chiefs / NEAP R Focal Persons
 School Heads
 All Others Concerned

FROM : **WILFREDO E. CABRAL**
 Undersecretary
 Human Resource and Organizational Development

SUBJECT : **SUPPLEMENTAL MEMORANDUM TO DM-OUHROD-2025-0127: GUIDANCE ON THE IMPLEMENTATION OF THE E-LEARNING COURSES SCHOLARSHIP PROGRAM FOR DEPED EDUCATORS**

DATE : 23 January 2025

In line with memorandum DM-OUHROD-2025-0127 "Provision of E-Learning Courses to DepEd Educators" dated 16 January 2025, this is to provide the following guidance on the implementation of the **E-Learning Courses Scholarship Program**:

I. Procedures and Actual Implementation (Timeline and Reminders)

A. The timeline of procedures and actual implementation of the scholarship program is as follows:

Procedure/Phase	Schedule		
	Intake 1 https://tinyurl.com/ElearningPaxIntake1	Intake 2 https://tinyurl.com/ElearningPaxIntake2	Intake 3 https://tinyurl.com/ElearningPaxIntake3
Submission of Undertaking signed by SDS as confirmation of participation <i>(by identified participants)</i>	21-24 January 2025	15-28 February 2025	01-19 July 2025
Finalization of List of Participants with DepEd email addresses <i>(by SDO-HRTDS)</i>	24-29 January 2025	04-20 March 2025	20-31 July 2025
Provision of E-Learning License Access Credentials to scholars via email	24 January – 04 February 2025	21-25 April 2025	05-16 August 2025



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Certified by Dep 025
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Exploration/Navigation by scholars	27 January – 04 February 2025	21-29 April 2025	27 August – 05 September 2025
Start of the Program/Actual Subscription to E-Learning Courses	05 February 2025	05 May 2025	08 September 2025
Submission to NEAP CO of hard copies of the Undertaking signed by the Regional Director (by RO-HRDD)	28 January – 14 February 2025	28 April – 08 May 2025	Until 08 August 2025

- B. Since official communications relative to the implementation of the scholarship program will be via email, the identified participants are expected to provide their correct DepEd email addresses to the SDO-HRTDS. The E-Learning License Access Credentials will be provided to the scholars through their official DepEd email accounts.
- C. Depending on the prescribed learning paths, the scholars will be required to complete mandatory/non-negotiable courses that are aligned with established professional standards (for teachers, for school heads, and for supervisors). After this, they may take other e-learning courses that are in line with their professional development goals.
- D. Each scholar will be given a minimum of three (3) months up to one (1) year of subscription to complete the e-learning courses.
- E. The National Educators Academy of the Philippines (NEAP) will implement a support system to assist scholars in platform navigation, course selection, troubleshooting, and other issues and concerns.
- F. NEAP certificates shall be provided to scholars upon successful completion of the e-learning courses. Scholars may apply for crediting of appropriate Continuing Professional Development (CPD) units pursuant to Professional Regulation Commission (PRC) guidelines on self-directed learning.
- G. The NEAP CO will prepare a progress monitoring report on the status of implementation of the scholarship program after each Intake.

II. Replacement of Participants and Waiver

- A. In cases where the identified participants will not be able to join the scholarship program due to retirement, resignation, health-related issues, or any form of separation from DepEd, the concerned SDO – HRTDS will find replacements from the same region and/or division and job group as listed in Intakes 2 and 3. The SDO – HRTDS will then submit the accomplished **List of Replacements (Enclosure 1)**, duly approved and signed by the Schools Division Superintendent, to the NEAP CO.
- B. Additionally, the identified participants with health concerns must submit a duly signed **Waiver of Participation (Enclosure 2)**, with medical abstract/certificate issued by a government physician or government-accredited hospital/clinic, to the SDO – HRTDS.



- C. The SDO – HRTDS will then submit the abovementioned forms to the RO – HRDD, which will subsequently endorse the same to the NEAP CO through the link <https://tinyurl.com/4ddwrh59> until **03 February 2025**.

III. Support Mechanisms

- A. The ROs, the SDOs, and the School Heads are advised to strongly support the participation of the selected scholars in the program.
- B. Furthermore, the School Heads are advised to implement arrangements to support the participation of teacher-scholars in the e-learning courses, such as making resources available for this purpose and including the same as part of teacher ancillary tasks.
- The School Heads are encouraged to allow the teacher-scholars to use a portion of the two (2) hours allocated for teacher ancillary tasks every day for their participation in the e-learning courses which may be spent within or outside school premises. However, the number of hours spent for this purpose shall not exceed two (2) hours per week. Teacher-scholars shall not be required to submit documentary evidence or accomplishment reports on how the 2 hours of ancillary tasks were spent outside school premises.
 - Guidelines under DepEd Order No. 005, s. 2024 “*Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload*” and DepEd Memorandum No. 053, s. 2024 “*Implementation Guidelines for DO No. 005*” must be observed.
- C. To reiterate, the *No Disruption of Classes Policy* must be strictly observed in all cases.

Should you have further questions and clarifications, please coordinate with the **NEAP Scholarship Secretariat** through email scholarships@deped.gov.ph or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

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Enclosure 2

WAIVER ON E-LEARNING PARTICIPATION

I, [Full Name], holding the position of [Position] at [School/Division/Region], hereby submit this formal request to waive my participation in the e-learning courses by the Department of Education, through the National Educators' Academy of the Philippines (NEAP), due to my medical condition, [State Illness], as supported by the attached Medical Abstract from [Government Physician/Accredited Hospital/Clinic].

I fully understand the significance of these e-learning courses and the professional development opportunities they provide. However, due to my current health condition, I might be able to successfully complete the program. I acknowledge the potential implications of this waiver, including the possibility of being replaced in the program upon approval of this request.

I am also aware that my non-participation could impact the overall planning and execution of the program. My absence may create a gap in the Intake, requiring additional adjustments to the schedule or personnel distribution. However, I trust that the Department will make the necessary arrangements to ensure the continuity and success of the e-learning program, as well as the ongoing professional development of all involved.

I sincerely hope to resume my participation in similar programs once my health allows me to do so. Thank you for your understanding and consideration of this matter.

Scholar's Name and Signature

Date:

Endorsed by:

School Head

Date:

Approved by:

Schools Division Superintendent

Date: