

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

21 January 2025

Regional Memorandum

No.45 s.2025

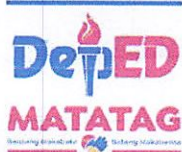
**PROVISION OF E-LEARNING COURSES SCHOLARSHIP
FOR DEPED EDUCATORS**

To: **Schools Division Superintendents**

1. With reference to DM-OUHROD-2025-0127 from DepEd Central Office, this Office, through the Human Resource Development Division, announces the provision of e-learning courses for teachers and school leaders through the **E-Learning Courses Scholarship Program**.
2. The scholarship program aims to achieve 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.
3. The participants were determined through the e-IPCRF ratings for 2022 – 2023. Please refer to the table below for the list of selected participants and their corresponding schedule:

Participants	Link	Schedule	
		Exploration	Official Start
Intake 1	https://tinyurl.com/ElearningPaxIntake1	January 27 – February 4, 2025	February 5, 2025
Intake 2	https://tinyurl.com/ElearningPaxIntake2	April 21 – 20, 2025	May 5, 2025

4. Selected participants are required to accomplish and submit the *Undertaking (Enclosure 2)* to their respective SDO-HRTDS as confirmation of their participation, **on or before January 24, 2025**.




Address: Gate 2, Karangalan Village, Cainta, Rizal
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5. Each selected participant will be granted a license to access the available e-learning courses after SDO-HRTDS provided to NEAP Central Office the list with DepEd email addresses through <https://tinyurl.com/4AELCIntake1>, **on or before January 29, 2025.**
6. Soft copies (merged - pdf format) of the signed undertaking shall be uploaded to <https://tinyurl.com/4AELCUndertaking1> and its hard copies shall be submitted to HRDD – NEAPr on or before **February 7, 2025.**
7. Please refer to Enclosure 1 for the Terms of Reference and Procedures and Enclosure 2 for the Undertaking
8. For updating of the NEAP 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 **March 7, 2025.**
9. For inquiries and concerns, please contact the Regional Office Scholarship Secretariat through email hrd.calabarzon@deped.gov.ph.
10. Immediate dissemination of the Memorandum is hereby enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ROH/06/09-01



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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/EIearningPaxIntake1 2 nd Intake: https://tinyurl.com/EIearningPaxIntake2	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