

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



HRDD-RM-2025-357

13 May 2025

Regional Memorandum
No.357 s.2025

COMMENCEMENT OF THE E-LEARNING COURSES SCHOLARSHIP PROGRAM FOR DEPED EDUCATORS – INTAKE 2

To **Schools Division Superintendents**

1. With reference to DM-OUHROD-2025-1170 from DepEd Central Office, this Office, through the Human Resource Development Division, announces the **Commencement of the E-Learning Courses Scholarship Program Intake 2.**
2. There are 7,293 slots to be filled for DepEd Region IV-A as of 01 May 2025. Hence, the following guidelines are set to fill in those slots:
 - a. The Regional Office will re-endorse teachers who are given access but failed to activate their accounts. (First Wave)
 - b. The Schools Division Offices may select new participants provided the teachers meet the qualifications and parameters (Second Wave):
 - Two (2) years of service based on FY 2024 IPCRF ratings
 - Expressed interest by submitting a fully accomplished and signed Undertaking (See Enclosure for the template)
 - Must possess digital literacy and be equipped with computer / laptop and stable internet connection.
3. Interested and identified scholars / participants must register at <https://forms.office.com/r/rqUJdUkPkX> to ensure the accuracy of participant information. Schools Division Offices are instructed to create their own tracker and share *view access* to the Regional Office to monitor those who signify their interest and submitted their undertaking.
4. The endorsed scholars by the Regional Office will receive a three-month license upon activation of their accounts.
5. Please refer to the timeline of procedures and e-learning account activation below:



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Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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Procedure	Schedule
First Wave	
ROs' First Endorsement of Participants/Scholars to the NEAP Central Office	14 May 2025 <i>(deadline)</i>
Sending of Invitations/E-Learning License Access Credentials to Participants/Scholars via email	15 May 2025
Participants' Account Activation (First Wave)	16 May 2025
Second Wave	
ROs' Second Endorsement of Participants/Scholars to the NEAP Central Office	19 May 2025 <i>(deadline)</i>
Sending of Invitations/E-Learning License Access Credentials to Participants/Scholars via email	20 May 2025
Participants' Account Activation (Second Wave)	21 May 2025

6. For inquiries and concerns, please contact the Regional Office Scholarship Secretariat through email hrd.calabarzon@deped.gov.ph.
7. Immediate dissemination of the Memorandum is hereby enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director



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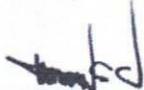
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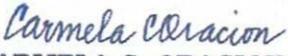
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1170

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


CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : **COMMENCEMENT OF THE E-LEARNING COURSES SCHOLARSHIP PROGRAM FOR DEPED EDUCATORS – INTAKE 2**

DATE : 07 May 2025

In reference 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, the National Educators Academy of the Philippines (NEAP) announces the **Commencement of the E-Learning Courses Scholarship Program – Intake 2**, for which the following guidelines are provided:

I. Selection of Scholars/Participants

- A. The Regional Offices (ROs) are authorized to select participants for Intake 2 based on the **total number of slots to be filled**. Below is the status of account activation per region as of 01 May 2025, for reference.

Region	Activated	Slots to be Filled	Total
I	1,589	1,126	2,715
II	749	787	1,536
III	4,045	5,336	9,381
IV-A	6,232	7,293	13,525
IV-B	1,359	2,643	4,002
V	4,690	3,439	8,129
VI	3,588	7,900	11,488



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VII	3,381	2,573	5,954
VIII	1,897	2,433	4,330
IX	2,326	2,451	4,777
X	3,161	4,926	8,087
XI	1,362	4,243	5,605
XII	2,795	2,765	5,560
XIII	1,358	1,147	2,505
CAR	505	541	1,046
NCR	6,012	5,348	11,360
Total	45,049	54,951	100,000

B. To fill the **54,951 slots for Intake 2**, the ROs may also re-endorse teachers who are part of the Intake 1 regional masterlist but have not yet activated their accounts.

C. The selection of participants must strictly adhere to the following qualifications and parameters to ensure transparency, fairness, and alignment with program objectives:

- **FY 2024 Performance - Individual Performance Commitment and Review Form (IPCRF) Rating:** Priority shall be given to educators with at least two (2) years of service based on their FY 2024 IPCRF ratings, with consideration to the following categories:
 - Teachers I-III needing intervention
 - Master Teachers I-III needing intervention
 - High-performing Teachers I-III
 - Head Teachers aiming for reclassification to teaching career line
- **Expressed Interest:** Interested educators must signify their willingness and intent to join the program by submitting a fully accomplished and signed **Undertaking (template is attached)**, within ten (10) days after activation of their *LinkedIn Learning* account. The ROs must submit to the NEAP Central Office the complete and accurate consolidated *Undertaking* of their respective participants.
- **Digital Readiness:** Participants must possess digital literacy and must be equipped with the necessary resources such as computer/laptop and stable internet connection to access and navigate the *LinkedIn Learning* platform.
- **Equitable Distribution:** The ROs must ensure equitable representation across Schools Division Offices (SDOs). However, should there be challenges due to location and availability of stable internet connection in some areas within one SDO, as reported by the Schools Division Superintendent and verified by the Regional Director, the slots may be reallocated to other more suitable SDOs.

II. Registration of Identified and Endorsed Scholars/Participants

A. To streamline the documentation process and ensure the accuracy of participant information, all identified and endorsed scholars/participants must register through the official e-learning registration form which is unique per region. Please see below the registration links.

Region	Link
I	https://forms.office.com/r/6me6NvfsRC

II	https://forms.office.com/r/axSLE5GtRn
III	https://forms.office.com/r/5KSsRaO9ZV
IV-A	https://forms.office.com/r/rqUJdUkPkX
IV-B	https://forms.office.com/r/in87aAiTSx
V	https://forms.office.com/r/xM6q1QGWLR
VI	https://forms.office.com/r/gz18X5qX7K
VII	https://forms.office.com/r/4UEZgLGFWj
VIII	https://forms.office.com/r/D5SNf5Ukr7
IX	https://forms.office.com/r/C38QcQpz7Z
X	https://forms.office.com/r/wpWj17L8Bq
XI	https://forms.office.com/r/CK5S6iVi7h
XII	https://forms.office.com/r/URKsKKBtgx
XIII	https://forms.office.com/r/Hx2utn61Kz
CAR	https://forms.office.com/r/nKjdWJfhfV
NCR	https://forms.office.com/r/8VNkNZeXKW

- B. The ROs are directed to disseminate the above registration links to their respective regional participants and ensure that registration is completed prior to endorsement to the NEAP Central Office.

III. Timeline of Procedures and E-Learning Account Activation

- A. The final scholars/participants, as endorsed by the ROs, will receive a three (3) – month license upon activation of their accounts. During this time, they may freely navigate the learning platform and explore all available courses.
- B. Please refer to the timeline of procedures and e-learning account activation below.

Procedure	Schedule
First Wave	
ROs' First Endorsement of Participants/Scholars to the NEAP Central Office	14 May 2025 <i>(deadline)</i>
Sending of Invitations/E-Learning License Access Credentials to Participants/Scholars via email	15 May 2025
Participants' Account Activation (First Wave)	16 May 2025
Second Wave	
ROs' Second Endorsement of Participants/Scholars to the NEAP Central Office	19 May 2025 <i>(deadline)</i>
Sending of Invitations/E-Learning License Access Credentials to Participants/Scholars via email	20 May 2025
Participants' Account Activation (Second Wave)	21 May 2025

Should you have further questions and clarifications, please coordinate with **Ms. Rizza Pereyra**, Senior Education Program Specialist, NEAP Scholarship Secretariat, through email scholarships@deped.gov.ph or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – DM-OUHROD-2025-0127 "Provision of E-Learning Courses to DepEd Educators" dated 16 January 2025
 Enclosure 2 – 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

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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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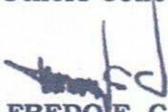
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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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

- 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.
- 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**.
- This program has the following objectives:
 - 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
 - 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.
- 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://tinivurl.com/ElearningPaxIntake1	27 January - 04 February 2025	05 February 2025
Intake 2	https://tinivurl.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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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/z45u344d>). 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.

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MALCOLM S. GARMA
Assistant Secretary for Operations



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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/ElearnngPaxIntake1	Intake 2 https://tinyurl.com/ElearnngPaxIntake2	Intake 3 https://tinyurl.com/ElearnngPaxIntake3
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
	Submission link: https://tinyurl.com/4twn2j9h		
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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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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