



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

31 January 2025

DIVISION MEMORANDUM

No. 103, s. 2025

PROVISION OF E-LEARNING COURSES TO DEPED EDUCATORS

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
Administrative Officer V
All Others Concerned
This Division

1. Pursuant to Republic Act No. 11713 “Excellence in the 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 attached list of participants per Intake. The activities shall be conducted based on the following schedule, to wit;

Participants	Schedule	
	Exploration	Official Start
Intake 1 (Annex A)	27 January – 04 February 2025	05 February 2025
Intake 2 (Annex B)	21-29 April 2025	05 May 2025

5. The identified participants 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 School Heads are advised to strongly support the participation of the selected teachers in this endeavor.



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

7. Participants are required to accomplish and submit an Undertaking (*Enclosure 2*) in four (4) copies to the SGOD SEPS on or before February 3, 2025.
8. To update the database School Heads, Supervisors, Public School District Supervisors, and Head Teachers are required to complete the Data Profiling Form through <https://forms.ooffice/r/TKRT9xzkw> before February 28, 2025.
9. For queries, please reach out to SEPS Michelle V. Torres through email: michelle.torres@deped.gov.ph
10. Immediate dissemination of this memorandum is desired.

FELIX ROMY A TRIAMBULO, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Annex A

E-Learning Participants- Cohort 1 (First Intake)
Exploration Schedule: January 27-February 4, 2025
Official Start: February 5, 2025

No.	School ID	Full Name
1	303884	ABAYON, JUDICEL COLLADO
2	125942	ACABAL, ELISA CAL
3	125941	ACAYLAR, SHARON NARVAEZ
4	501787	ACOPIO, AMALIA BULAGAO
5	303876	ACOYMO, EMERITA CAGBABANUA
6	303880	ADASA, JASMIN BALLADARES
7	125938	ADRIAS, MA. GRACIA RIO
8	125932	AGUM, HONORIA MARYOLA OBLIGADO
9	125936	ALVARADO, JOSEPHINE SULASULA
10	303880	ANDRADA, MARLON CARORO
11	125918	APILAN, LUCITA BAEI
12	303879	ARANCES, MAY LOVE MONGCUPA
13	303884	BAES, JOSEPH DAGUINOTAS
14	303881	BAES, LANI GALLEPOSO
15	303880	BAGUIO, EDELYN CAYONGCONG
16	125914	BAJE, GRETHEL TOME
17	501790	BANLOS, GERLYN SUMAGANG
18	125961	BATION, DORIS NALZARO
19	125955	BOLIGAO, GLAIZA NARVAEZ
20	125925	BULAY-OG, ANELITA ARGUILLAS
21	125959	BUSICO, CAMILA BENDANIO
22	125919	BUSICO, MARIA FE BAGUINAT
23	303880	BUSTALINO, CAMILO BAIT-IT
24	125949	CAGANDAHAN, SHIMEI BATINO
25	125945	CAINTA, TERESITA JARALVE
26	303879	CAMAZO, RUEL EMPEYNADO
27	125918	CIMAFRANCA, EMMA QUIMIGUING
28	125954	CIMAFRANCA, IRENE BALNIG
29	125914	CORDUA, MA. GINA MONGCUPA
30	500675	DAGOTDOT, DOREEN DENURA
31	125959	DENURA, JOSEPHINE SIAO
32	501298	DOFITAS, SOPHIA ELAINE MARIE ROA
33	303878	DUYAGUIT, MERCEDES EGUIA
34	125935	EGUIA, LORETO SENIO
35	303877	EGUIA, ROMEL OBNIMAGA
36	125940	ELUMBARING, LINDA AGALOT



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

37	197001	ENGUITO, JERLINA OBEDENCIA
38	303880	ESTOQUE, FRIENDLY ANN YORONG
39	303880	GAHISAN, MA. DOROTHY JOY TAN
40	125938	GAHUMAN, VIRGINIA MORTE
41	303884	GALLEPOSO, MERLYN BALWIT
42	501789	GRANDIZA, CHARRY BOLIGAO
43	501789	HAMPAC, ROWENA TUMAROY
44	125961	INSONG, GRACIA VILLADAREZ
45	125934	JUMUAD, JOSEFA SOMOROY
46	125925	MAGHINAY, JANE JAUCULAN
47	501298	MALACAT, ALLY ACOPIADO
48	303883	MALANA, MARJORIE DANGCALAN
49	303880	MIRASOL, JACQUELINE ANDAG
50	303880	MOHAMETANO, REYCIA RUIZ
51	125960	NAVARRO, MA. FE MAGBOJOS
52	303880	NICDAO, ERLINE BAYRON
53	303883	PABLEO, MERCEDITA RELUYA
54	303884	PALMERO, ARCELI DE LOS SANTOS
55	125914	PENADOS, ARNEL DIAZ
56	303880	QUIMIGUING, ANA FIELA BALLADARES
57	303878	QUINES, CRISTITA ELUMBA
58	125954	QUIZO, JULIETA ECONAR
59	125942	RECAMARA, NILDA GALANIDO
60	303876	RECENTES, REBECCA DAWAT
61	303882	SALES, JANICE CALUNSAG
62	125926	SANTOS, ANNIE BALLADARES
63	125920	SARITA, FATIMA ELECCION
64	125920	SOLATORIO, ANNA LEE AGDA
65	125960	TAON, LIEZEL BOLIGAO
66	125913	TIBON, JULIETA HIBAYA
67	303880	TOLING, JUBETH ENDEREZ
68	125960	TOMALES, JUDITH DINGLASA
69	303877	VERANO, EMMANUEL ALAYON
70	303884	WOO, RHODORA LACTUAN
71	303881	YBANEZ, CARIDAD GONZALES



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

dapitancity@deped.gov.ph

www.depeddapitancity.net

fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Annex B

E-Learning Participants- Cohort 2 (Second Intake)

Exploration Schedule: April 21-29, 2025

Official Start: May 5, 2025

Code	School ID	Full Name
1	125913	BALUCAN, EVANGELINE GOMEZ
2	303884	ABNE, NORAMS DAGPIN
3	303884	ACAYLAR, EVELYN ESPERANZA
4	303878	ADASA, HAZEL BULAY-OG
5	303880	ALAYON, ROSEMARY VILLEGAS
6	501787	AMISTOSO, JUDELYN PADAO
7	125938	BALLADARES, LORENA OBORDO
8	125957	BERENGUEL, MELLIE CINCO
9	303884	BRETO, MARIROSE ELUMBARING
10	303880	BUSCA, MA. LUNA CIMA FRANCA
11	125939	CAGA-ANAN, MARILYN POTOY
12	125913	COMAR, MA. ZENDA QUIZO
13	125954	ICAO, MARLENE INDING
14	125946	DAGANASOL, SHARON ADANTE
15	125959	RODRIGUEZ, EMALINDA LOZALDO
16	303879	GALLEPOSO, LERMA LAPINIG
17	125938	LAPUT, MA LUISA POTOY
18	125940	LIBATO, ERNA SALDON
19	125945	PUJANES, ELENITA GABONADA
20	501787	TAGO, GRACE SAGUIN



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

UNDERTAKING

I, (full name), (position) of (school), Schools Division of Dapitan City, (age), (civil status), (citizenship), and residing at _____ hereby agree to participate in the E-Learning Courses Scholarship Program provided by DepEd through NEAP.

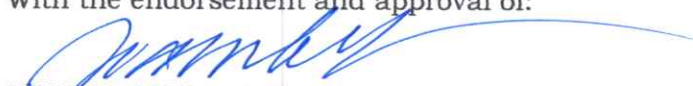
- a. I acknowledge that I have been selected to participate in the program which aims to enhance my competencies and support my continuous development as a school leader/teacher.
- b. I confirm that I have the necessary access to a computer or laptop with internet connection to take the online courses.
- 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 through 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 to wards 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 February 2025 at Dapitan City.

Scholar's Name and Signature

With the endorsement and approval of:


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City

(065) 917-5113

www.depeddapitancity.net

dapitancity@deped.gov.ph

fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

SUBSCRIBED AND SWORN TO before me this ____ day of _____ in
Pagadian City.

DR. RUTH L. FUENTES, CESO III
Regional Director



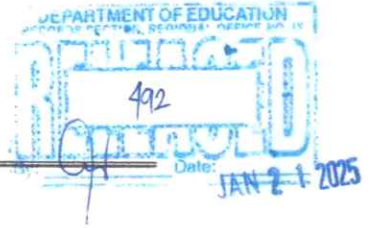
Sunset Boulevard, Dawo, 7101 Dapitan City
 (065) 917-5113 dapitancity@deped.gov.ph
 www.depeddapitancity.net fb.com/DepEdDapitanCity





Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director



Advisory No. 025, S. 2025
January 21, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
 this Advisory is issued not for endorsement per DO No. 28, s. 2001
 but only for the information of DepEd officials,
 personnel/staff, as well as the concerned public.
 (Visit www.depedro9.info)

PROVISION OF E-LEARNING COURSES TO DEPED EDUCATORS

This is in reference to the DM OUHROD-2025-0127 signed by the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, dated January 16, 2025 titled " **PROVISION OF E-LEARNING COURSES TO DEPED EDUCATORS**".

In support 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 shall provide e-learning courses that are aligned with the professional development priorities for each target job group, through the E-Learning Courses Scholarship Programs.

This program has the following objectives:

- a. enhance the professional competencies of school leaders and teachers through 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.

The Schools Division Offices are advised to strongly support and to select school leaders and teachers to participate in this endeavor while observing the "**NO DISRUPTION OF CLASSES POLICY**".

Participants are required to accomplish and submit an Undertaking (Enclosure 2) and to update our data base, all School Heads, Supervisors, Public Schools District Supervisors, and Head Teachers are required to complete the Data Profiling Form through <https://forms.office/r/TKRTR9xzkw> **before March 07, 2025.**

Immediate dissemination of and appropriate action to this Advisory is desired.

Enclosures:

- 1 Terms of Reference and Procedures
- 2 Undertaking

HRDD/MRA/eca/Adv.
 006/January 21,2025

Engr. Gregorio Cyrus
 Rector
 Office Engr. Gregorio Cyrus
 Rector, REGIONAL OFFICE IX
 DEPARTMENT OF EDUCATION
 Zamboanga Peninsula



region9@deped.gov.ph
 (062) 945-3329 | 09482076710 | 09152475207
www.depedro9.info | www.ro9-deped.com
www.facebook.com/DEPEDREGION9
 Pres. Corason C. Aquino Regional Government Center, Bolintawak, Pagadian City, 7016

Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	1 of 1






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://ipcrf.com/ElearningPosIntake1	27 January - 04 February 2025	05 February 2025
Intake 2	https://ipcrf.com/ElearningPosIntake2	21-29 April 2025	05 May 2025

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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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



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/4tws39h>.
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/aXpPxVtZy>.
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/TKRTR9xckw> 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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHR00	Rev	00
Effectivity	03/23/2023	Page	2 of 2





Republika ng Pilipinas

Department of Education

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/4w229t	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/4w229t	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



Republika ng Pilipinas
Department of Education

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