



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

28 Jan 2025

DIVISION MEMORANDUM
SGOD-2025-020

ONLINE ORIENTATION, SUPPLEMENTAL GUIDELINES AND ADDITIONAL
PARTICIPANTS ON E-LEARNING COURSES TO DEPED EDUCATORS

To: Assistant Schools Division Superintendent
Functional Division Chiefs
All Others Concerned

1. In relation to Region Memorandum NEAP 2025-007 titled Provision of E-Learning Courses to DepEd Educators, enclosed is the Supplemental Memorandum to DM-OUHROD-2025-0127: Guidance on the Implementation of the E-Learning Courses Scholarship Program for DepEd Educators.
2. List of additional participants can be accessed in this link including Intake 1, Intake 2 and Intake 3 <https://bit.ly/4hb9js9>.
3. Concerned personnel are directed to perform the following:
 - a. Participants need to register in this link on or before February 7, 2025 for Intake 2 and 3 <https://bit.ly/3PKwiyg>
 - b. Participants are required to accomplish and submit three (3) hard copies of Undertaking (A4 size) to HRDS Office on or before February 14, 2025 for Intake 2 and 3. The Undertaking form is no longer required to be notarized. Template of Undertaking can be accessed in this link <https://bit.ly/4aC7Usv>
 - c. School Heads through their Administrative Officers shall inform the HRDS if the identified participant(s) in Intake 2 and 3 is/are no longer connected to DepEd due to transfer to another agency, retirement, or resignation. The SDO Scholarship In-Charge shall select participants from the identified pax of NEAP in Intake 2 and 3.
 - d. The Administrative Officers are required to encode the email address and contact number of the identified participants in this link for immediate harvest of data required by the BHROD <https://bit.ly/40R9i76>
4. For further details on Provision of E-Learning Courses to DepEd Educators, the HRDS will conduct online orientation to the identified participants on January 31, 2025, 9AM via MS Teams. The meeting link will be sent to the HRDS GC with School Heads and AOs for dissemination to their respective participants.
5. For inquiries, contact Rehane Sambuto at 09385540626.



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6. For the information and guidance of all concerned.


RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: DM-OUHROD-2025-0127

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

ORIENTATION

RPS/SGOD-HRDS/MLA – online orientation, supplemental guidelines and additional
participants on e-learning courses to deped educators

0110/28 January 2025



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Republika ng Pilipinas
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/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
Provision of E-Learning License Access Credentials to scholars via email	24 January – 04 February 2025	21-25 April 2025	05-16 August 2025



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

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Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone Nos.: (083) 508-2039
Website: depedsarangani.org
Email Address: sarangani@deped.gov.ph



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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-HRTDS)	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.



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List of Replacements

Schools Division Office:

SDO Code:

[illegible]

Prepared by:

HRTD STEPS

Approved and endorsed by:

Schools Division Superintendent



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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:



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- 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.

Copy furnished:
OFFICE OF THE SECRETARY

MALCOLM S. GARMA
Assistant Secretary for Operations



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