



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

16 May 2025

**DIVISION MEMORANDUM**  
SGOD-2025-076

SUBMISSION OF ENDORSEMENT AND UNDERTAKING FOR THE E-  
LEARNING COURSES SCHOLARSHIP PROGRAM FOR DEPED  
EDUCATORS - INTAKE 2

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

1. Relative to the commencement of the NEAP's E-Learning Courses Scholarship Program – Intake 2, this Division is on the process of selecting the participants for the said batch. Previously identified participants by NEAP in Intake 2 and Intake 3 shall be given priority. In case the identified participant is already separated in service or opt to submit a waiver or has been included in the Intake 1, the school head is authorized to select for their replacement.
2. The selection of participants must strictly adhere to the following qualifications and parameters to ensure transparency, fairness, and alignment with program:
  - a. 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
  - b. 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.
3. Relative to this, the concerned School Heads are directed to submit an endorsement of the participants along with the copy of Undertaking (Long size in 3 copies) on or before May 21, 2025, at the Human Resource Development Section (HRDS). The link for the Undertaking, Waiver and Endorsement templates as well as the NEAP identified participants for Intake 2 and 3 can be accessed through this



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link: <https://bit.ly/4aC7Usv>

4. Endorsed participants must register through the official e-learning registration form through this links:
  - a. SDO Sarangani link: <https://bit.ly/RegistrationIntake2>
  - b. NEAP Region 12 link: <https://forms.office.com/r/URKsKKBtgx>
5. The above registration applies to all incoming Intake 2 participants whether:
  - a. Intake 1 participants who were INVITED BUT NOT ACTIVATED (no endorsement and undertaking required)
  - b. Intake 2 and 3 participants identified by NEAP (endorsement and undertaking required)
  - c. Replacements of Intake 2 and 3 (endorsement, undertaking and waiver of originally identified NEAP participants required)
2. For inquiries, contact Ms. Rehanee P. Sambuto at 09385540626.
3. For the information and guidance of all concerned.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

PROGRAMS  
REPORTS

RPS/SGOD-HRDS/MLA – submission of endorsement and undertaking for the e-learning courses  
scholarship program for deped educators - intake 2  
0445/May 16, 2025