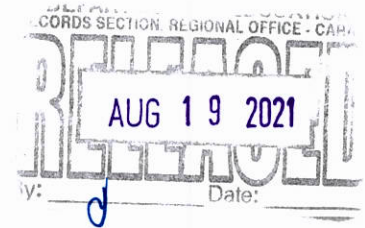




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



August 18, 2021

REGIONAL MEMORANDUM  
No. 646, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS  
This Region

**SPECIFIC INSTRUCTIONS ON E-LEARNING OF NON-TEACHING  
PERSONNEL IN DEPED**

1. The Office of Undersecretary for Human Resource and Organizational Development (HROD) has issued Memorandum No. DM-HROD-2021-0050 on the Specific Instructions on E-Learning of Non-Teaching Personnel in DepEd to provide information and guidance to all non-teaching personnel per governance level on the basic standards and processes of implementation and availment of their planned Learning and Development interventions via e-learning.
2. Refer to the attached memorandum for the requirements in the selection of the service providers, identification of target learners/participants, including the funding and payment process.
3. For information and guidance.

  
**EVELYN R. FETALVERO, PhD, CESO IV**  
Director IV

Encl/s.: As Stated  
Reference/s: DM No. 40, s. 2021  
CSC MC No. 3, s. 2021  
To be indicated in the Perpetual Index  
under the following subjects:

LEARNING

NON-TEACHING

PERSONNEL

HRD/mmv  
08/18/2021



Address: J.P. Rosales Avenue,  
Butuan City  
Trunkline No: (085) 342-8207  
Telefax No: (085) 342-5969  
Email: caraga@deped.gov.ph



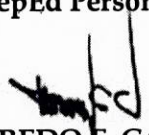


Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

---

MEMORANDUM  
DM-HROD-2021-0050

TO : Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents Concerned  
All DepEd Personnel Concerned

FROM :  WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : SPECIFIC INSTRUCTIONS ON E-LEARNING OF NON-TEACHING  
PERSONNEL IN DEPED

DATE : 11 August 2021

---

With reference to DepEd Order (DO) No. 40, s. 2020 titled **Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in view of the COVID-19 Pandemic** and in congruence with the Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, s. 2021 titled **General Guidelines on Digital/Online Learning in the Public Sector**, this Memorandum is issued to provide information and guidance to all non-teaching personnel per governance level on the basic standards and processes of implementation and availment of their planned L&D interventions via e-learning (*see ANNEX A*).

This further specifies the requirements in the selection of service providers, identification of target learners/participants, including the funding and payment process.

In addition, this likewise informs that availment of eLearning with associated fees (e.g., registration fee) charged from the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) funds, which shall be applicable only for personnel with plantilla/permanent positions.

For inquiries, please contact the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) through its email address [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone number (02) 8470- 6630.

For information and guidance.

ANNEX A

E-Learning for Non-Teaching Personnel  
in the Department of Education (DepEd)

Contents

A. What is E-Learning Modality? ..... 1

B. What are the Basic Requirements/Qualifications for eLearning Participants? ..... 1

C. How to Procure Subscription to OLM? ..... 2

D. What are the Minimum Requirements in Selecting the Service Provider for OLM? ..... 2

E. Performance Monitoring and Completion ..... 3

References ..... 4

Attachment A. Recommended Priority Competencies for DepEd Non-Teaching Personnel ..... 6

## A. What is E-Learning Modality?

As prescribed by CSC MC No. 3, s. 2021, agency heads may implement, adopt and/or avail *e-learning* as one of the digital/online learning modalities for public sector employees.

- a. E-Learning or electronic learning is a formalized learning intervention that refers to “a learner-centered asynchronous approach where participants access online multi-modal learning resources to learn at their own pace, anytime, anywhere” (CSC, 2021).
- b. The delivery of this learning modality is through digital resources that may be provided through the use of electronic devices such as desktop computers, laptops, tablets, or smart phones, that are connected to the internet.
- c. E-Learning may be delivered by L&D focal offices or other proponents in DepEd through:
  - (1) In-house Learning Management System- which refers to a software application developed internally by DepEd to deliver online trainings or courses for employees.
  - (2) Subscription to Online Learning Marketplace (OLM)- which refers to enrollment of personnel to online learning platform/portal for readily available e-learning content and learning management system offering various courses. Subscription to OLM shall be needs-based; therefore, courses to be availed must correspond to the employee’s learning needs and DepEd’s priority competencies as indicated in DO 40., s 2020. (*Refer to Attachment A for recommended priority competencies*).

## B. What are the Basic Requirements/Qualifications for eLearning Participants?

- a. All DepEd non-teaching personnel, regardless of employment status (permanent, non-permanent, COS, JO, etc.) may be selected as participants for in-house LMS and/or as enrollees to OLM. **However, participation or subscription to eLearning that requires registration/subscription fees charged from the OPDNTP fund will be made available only for personnel with plantilla/permanent positions.**
- b. Participation in eLearning must be needs-based and shall be subject to the individual or office’s approved learning plan/development plan.
- c. Participation in eLearning requires the approval of the immediate supervisor.

- d. Other requirements and qualifications to participate in eLearning may be established by the program management team.
- e. Selection of participants must not be based on sex, sexual orientation or gender identity, civil status, disability, religion, ethnicity, or political affiliation. Age should not be a limitation provided that the participant can render service in the agency within the next six months upon attending paid eLearning, charged from DepEd funds.

#### C. How to Procure Subscription to OLM?

- a. Procurement of OLM may be funded by the *Organizational and Professional Development of Non-Teaching Personnel* (OPDNTP) funds and/or by other available fund sources; subject to the existing budget, accounting, and auditing rules and regulations.
- b. Procurement of service provider for subscription to OLM shall be initiated by the L&D focal offices per governance level (BHROD-HRDD for CO level; HRDD for RO level; and SGOD-HRDS for SDO level); or other end-users designated by the head of office.
- c. Subscription period may be on a monthly or annual basis; whichever is deemed cost-beneficial to the office/agency.
- d. Expenses charged from all fund sources for this purpose are subject to provision of procurement law, reimbursement, liquidation, and accounting processes as guided by the existing rules and regulations issued by the Commission on Audit (COA), Department of Budget Management (DBM), and other oversight agency/ies.

#### D. What are the Minimum Requirements in Selecting the Service Provider for OLM?

The minimum requirements to be included in the Terms of Reference (TOR) or Technical Specifications in the selection of service provider for subscription to OLM are as follows:

- (1) An authorized learning and development institute for the public sector as recognized by the Civil Service Commission (CSC)
- (2) With an available comprehensive collection of courses corresponding to the priority competencies of DepEd personnel.
- (3) With unlimited access to e-learning programs/courses that are engaging, practical, digestible, which can drive learner's engagement

- (4) Access to new and emerging courses particularly on the new competencies required in the New Normal
- (5) Courses are continuously updated to ensure freshness of content
- (6) Courses have evidence of quality based on the ratings of learners
- (7) Has system with robust tools to drive effective learning: Assignment, Learning Paths, Custom Categories, Group Admin, Learning Playbooks
- (8) Courses have interactive question and answer (Q&A) features that are answered by the instructors themselves
- (9) With built-in Learners' Assessment
- (10) With a user-friendly interface
- (11) Accessible to all devices (laptop, desktop, mobile)
- (12) Accessible 24/7
- (13) Can give access to the internal unit from DepEd as an administrator to monitor the progress of participants' engagement, etc.
- (14) Has administrative system to:
  - i. View dashboards to track courses being taken by the organization, generate participation turn-out, progress results and profiles
  - ii. Provide an at-a-glance understanding of what types of skills your employees are developing
  - iii. Gain deep insights on learning activity through reports
  - iv. Provide smart recommendations to give your learners' course suggestions based on prior learning and learning behaviors or other similar interests
  - v. Manage enterprise-wide licenses

## ===== E. Performance Monitoring and Completion =====

- a. The L&D focal office, together with the participant's immediate supervisor shall be responsible for monitoring the progress of the eLearning participants.
- b. The L&D focal office or proponent office shall ensure proper documentation of eLearning programs, including completion reports, list of attendees, program evaluation results, etc.
- c. For recognition purposes, training hours shall be based on the actual duration of the module/course indicated in the learning portal/platform.
- d. Performance evaluation for the provisions in these guidelines shall be included in the IPCR checkpoints and the program implementation reviews.

#### References

CSC Memorandum Circular (MC) No. 3, s. 2021, *General Guidelines on Digital/Online Learning in the Public Sector*

DepEd Order No. 40, s. 2020, titled *Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic*

Online Learning Marketplace Subscription Terms of Reference (TOR) for F.Y. 2021 COLDP  
(Proposed by BHROD-HRDD; and approved by BHROD Director IV)

(Attachment A)

## Recommended Priority Competencies for DepEd Non-Teaching Personnel

### A. Core Skills/Behavioral Competencies

- Self-Management
- Professionalism and Ethics
- Results-focus
- Teamwork
- Service Orientation
- Innovation
- Crisis/Pandemic-related behavioral skills/competencies (e.g., mental health and well-being; techno-dexterity)

### B. Functional Competencies

*\*Applicable courses to the following job groups:*

- o General Administrative
- o Education, Library and Archival
- o Medicine and Health
- o Finance
- o Planning
- o Executive
- o Legal and Judicial
- o Agrarian, Agricultural, and Environment Resource
- o Architecture and Engineering Service
- o Crafts, Trades and Related Service
- o Mathematics, Physical and Biological Sciences Service
- o Art and Recreation Service
- o Social Sciences and Welfare Service
- o Human Resource and Organizational Development

### C. Leadership Competencies

- Building Collaborative and Inclusive Working Relationships
- Managing Performance and Coaching for Results
- Leading Change
- Thinking Strategically and Creatively
- Creating and Nurturing a High-Performing Organization
- Planning and Organizing for Greater Impact
- Managing/Leading Remote Teams
- *Others* (Identified from needs assessment)