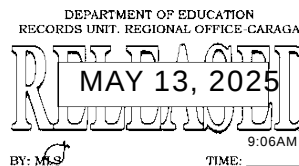




Republic of the Philippines  
**Department of Education**  
CARAGA REGION



MAY 13, 2025

REGIONAL MEMORANDUM  
No. **0487**, s. 2025

To: Schools Division Superintendents  
All Others Concerned

**E-LEARNING COURSES SCHOLARSHIP PROGRAM FOR DEPED  
EDUCATORS - INTAKE 2**

1. In reference to DM-OUHROD-2025-01170 dated May 7, 2025, this office, through the Human Resource Development Division (HRDD) announces the **Commencement of the E-Learning Courses Scholarship Program for Deped Educators - Intake 2.**
2. The scholarship program aims to facilitate the 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.
3. Each SDO is authorized to select participants for Intake 2 considering the total number of slots allocated per office, as follows:

| Division          | Slots to be filled |
|-------------------|--------------------|
| Agusan del Norte  | 71                 |
| Agusan del Sur    | 312                |
| Bayugan City      | 46                 |
| Bislig City       | 45                 |
| Butuan City       | 86                 |
| Cabadbaran City   | 16                 |
| Dinagat Island    | 90                 |
| Siargao           | 45                 |
| Surigao City      | 46                 |
| Surigao del Norte | 84                 |
| Surigao del Sur   | 282                |
| Tandag City       | 24                 |
| <b>Total</b>      | <b>1147</b>        |

4. Division offices may re-endorse teachers from the Intake 1 masterlist who have not yet activated their accounts. Original Intake 2 learners who were designated as replacements for Intake 1 must be substituted with a new set of learners.



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

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

- A. **FY 2024 Performance** - Individual FY 2024 Performance - Individual Performance Commitment and Review Form (IPCRF) Rating: Priority shall be given to educators with at least two 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. **Expressed Interest:** Interested educators must signify their willingness and intent to join the program by submitting a fully accomplished and signed Undertaking (template attached), within ten days after activation of their LinkedIn Learning account.
- C. **Digital Readiness:** Participants must possess digital literacy and must be equipped with the necessary resources such as computer/laptop and a stable internet connection to access and navigate the LinkedIn Learning platform.

6. To streamline the documentation process and ensure the accuracy of participant information, all identified and endorsed scholars/participants must register using the official e-learning registration form. For Caraga XIII, registration can be completed via <https://forms.office.com/r/Hx2utn61Kz>.

7. All documentary requirements of the identified participants, compiled by the SDOs, shall be submitted either to Elmer Augustus F. Conde at [elmer.conde@deped.gov.ph](mailto:elmer.conde@deped.gov.ph) or Isidra C. Moral at [isidra.moral@depedgov.ph](mailto:isidra.moral@depedgov.ph) on or before **May 13, 2025**, as the deadline for ROs' first endorsement of participants/scholars to the NEAP Central Office for the first wave is May 14, 2025, and for the second wave is May 19, 2025.

8. The final scholars/participants, as endorsed by the ROs, will receive a three-month license upon activation of their accounts. During this time, they may freely navigate the learning platform and explore all available courses.

9. For questions or concerns, please contact the Human Resource Development Division through Isidra C. Moral, Education Program Supervisor, at [isidra.moral@depedgov.ph](mailto:isidra.moral@depedgov.ph).



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

10. For immediate dissemination and strict compliance.

**MARIA INES C. ASUNCION**  
Director IV  
Regional Director

Encl.: UNDERTAKING

Reference: As Stated

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

PROGRAMS      SCHOLARSHIP      TEACHERS

HRDD/icm  
5/9/2025



Republic of the Philippines  
Department of Education  
CARAGA REGION

**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.
- 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 a manner that upholds 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 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 applying 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



Address: J.P. Rosales Avenue, Butuan City  
Trunkline No: (085) 225-1151  
Telefax No: (085) 342-5959  
Email: [caraga@deped.gov.ph](mailto:caraga@deped.gov.ph)  
Website: [caraga.deped.gov.ph](http://caraga.deped.gov.ph)



| Doc. Ref. Code | RO-ASD-F107 | Rev  | 00     |
|----------------|-------------|------|--------|
| Effectivity    | 02.01.23    | Page | 4 of 4 |





Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

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 |

|              |               |               |                |
|--------------|---------------|---------------|----------------|
| 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         |
| <b>Total</b> | <b>45,049</b> | <b>54,951</b> | <b>100,000</b> |

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      | <a href="https://forms.office.com/r/6me6NvfsRC">https://forms.office.com/r/6me6NvfsRC</a> |

|      |                                                                                           |
|------|-------------------------------------------------------------------------------------------|
| II   | <a href="https://forms.office.com/r/axSLE5GtRn">https://forms.office.com/r/axSLE5GtRn</a> |
| III  | <a href="https://forms.office.com/r/5KSsRaQ9ZV">https://forms.office.com/r/5KSsRaQ9ZV</a> |
| IV-A | <a href="https://forms.office.com/r/rqUJdUkPkX">https://forms.office.com/r/rqUJdUkPkX</a> |
| IV-B | <a href="https://forms.office.com/r/in87aAiTSx">https://forms.office.com/r/in87aAiTSx</a> |
| V    | <a href="https://forms.office.com/r/xM6q1QGWLr">https://forms.office.com/r/xM6q1QGWLr</a> |
| VI   | <a href="https://forms.office.com/r/gz18X5qX7K">https://forms.office.com/r/gz18X5qX7K</a> |
| VII  | <a href="https://forms.office.com/r/4UEZgLGFWj">https://forms.office.com/r/4UEZgLGFWj</a> |
| VIII | <a href="https://forms.office.com/r/D5SNf5Ukr7">https://forms.office.com/r/D5SNf5Ukr7</a> |
| IX   | <a href="https://forms.office.com/r/C38QcQpz7Z">https://forms.office.com/r/C38QcQpz7Z</a> |
| X    | <a href="https://forms.office.com/r/wpWj17L8Bq">https://forms.office.com/r/wpWj17L8Bq</a> |
| XI   | <a href="https://forms.office.com/r/CK5S6iVj7h">https://forms.office.com/r/CK5S6iVj7h</a> |
| XII  | <a href="https://forms.office.com/r/URKsKKBtgx">https://forms.office.com/r/URKsKKBtgx</a> |
| XIII | <a href="https://forms.office.com/r/Hx2utn61Kz">https://forms.office.com/r/Hx2utn61Kz</a> |
| CAR  | <a href="https://forms.office.com/r/nKjdWJfhfV">https://forms.office.com/r/nKjdWJfhfV</a> |
| NCR  | <a href="https://forms.office.com/r/8VNkNZeXKW">https://forms.office.com/r/8VNkNZeXKW</a> |

- 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                        |
|-------------------------------------------------------------------------------------------------|---------------------------------|
| <b>First Wave</b>                                                                               |                                 |
| 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                     |
| <b>Second Wave</b>                                                                              |                                 |
| 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](mailto: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

#### Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS



Republika ng Pilipinas  
**Department of Education**

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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

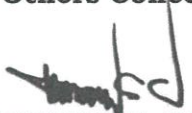


Republika ng Pilipinas  
**Department of Education**

**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          |
| <b>Intake 1</b> | <a href="https://tinyurl.com/ElearningPaxIntake1">https://tinyurl.com/ElearningPaxIntake1</a> | <b>27 January – 04 February 2025</b> | <b>05 February 2025</b> |
| <b>Intake 2</b> | <a href="https://tinyurl.com/ElearningPaxIntake2">https://tinyurl.com/ElearningPaxIntake2</a> | <b>21-29 April 2025</b>              | <b>05 May 2025</b>      |

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

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/4tw2j9h>.
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](mailto: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*



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<br><a href="https://tinyurl.com/ElearnngPaxIntake1">https://tinyurl.com/ElearnngPaxIntake1</a> | Intake 2<br><a href="https://tinyurl.com/ElearnngPaxIntake2">https://tinyurl.com/ElearnngPaxIntake2</a> | Intake 3<br><a href="https://tinyurl.com/ElearnngPaxIntake3">https://tinyurl.com/ElearnngPaxIntake3</a> |
| 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 –<br>04 February 2025                                                                        | 21-25 April 2025                                                                                        | 05-16 August 2025                                                                                       |

|                                                                                                             |                               |                        |                               |
|-------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------|-------------------------------|
| 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 <i>(by RO-HRDD)</i> | 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](mailto:scholarships@deped.gov.ph) or landline (02) 8715-9919.

For immediate dissemination and appropriate action.

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**OFFICE OF THE SECRETARY**

**MALCOLM S. GARMA**  
*Assistant Secretary for Operations*