



Republic of the Philippines  
**Department of Education**  
 Region XI  
 Schools Division of Panabo City

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0048

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor (SGOD)  
 Chief Education Supervisor (CID)  
 All Elementary and Secondary School Heads/Principals  
 All Concerned Scholars

Subject: **SUPPLEMENTAL MEMORANDUM TO DM-OURHOD-2025-0127  
 GUIDANCE ON THE E-LEARNING COURSES SCHOLARSHIP  
 PROGRAM**

Date: January 30, 2025

Attached is Regional Memorandum HRDD-2025-018 dated January 24, 2025 re: **Supplemental Memorandum to DM-OURHOD-2025-0127 Guidance on the E-Learning Courses Scholarship Program**, which provide procedures and timeline on the actual implementation of the E-Learning Courses Scholarship Program. Relevant details are found in the enclosures.

For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

  
**RELEASED**

  
**JAN 31 2025**

RECORDS SECTION SDO PANABO CITY  
 BY 

Enclosed: As stated.

SGOD/ABA/HRD/KSD



Schools Division Office of Panabo City  
 City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
 Tel. Nos. (084)823 1469, (084) 628 4066

RECORDED

25-41600



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

January 24, 2025

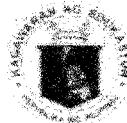
REGIONAL MEMORANDUM  
HRDD-2025-018

SUPPLEMENTAL MEMORANDUM TO DM-OUHROD-2025-0127 GUIDANCE ON THE E-LEARNING COURSES SCHOLARSHIP PROGRAM

To: Assistant Regional Director  
Schools Division Superintendents

1. In reference to DM-OUHROD-2025-0127 **"Provision of E-Learning Courses to DepEd Educators"**, dated January 16, 2025, this is to provide the following procedures and timeline on the actual implementation of the E-Learning Courses Scholarship Program. Further details are found in the enclosures.

Procedure/ Phase	Schedule		
	Intake 1 <a href="https://tinyurl.com/ElearningPaxIntake1">https://tinyurl.com/ElearningPaxIntake1</a>	Intake 2 <a href="https://tinyurl.com/ElearningPaxIntake2">https://tinyurl.com/ElearningPaxIntake2</a>	Intake 3 <a href="https://tinyurl.com/ElearningPaxIntake3">https://tinyurl.com/ElearningPaxIntake3</a>
Submission of Undertaking signed by SDS as confirmation of participation	January 21-24, 2025	February 15-28, 2025	July 1-19, 2025
Finalization of List of participants with DepEd email addresses (SDO-HRTDS)	January 24-29, 2025 Submission Link: <a href="https://tinyurl.com/ElearningPaxIntake1">https://tinyurl.com/ElearningPaxIntake1</a>	March 4-20, 2025	July 20-31, 2025
Scholarship navigation by scholars	January 27- February 4, 2025	April 21-29, 2025	August 27, 2025- September 5, 2025

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

<b>Procedure/ Phase</b>	<b>Schedule</b>		
Start of the Program/Actual Subscription to e-Learning Courses	February 5, 2025	May 5, 2025	September 8, 2025
Submission to NEAP CO of hard copies of the Undertaking signed by the Regional Director (RO-HRDD)	January 28, 2025-February 14, 2025	April 28, 2025-May 8, 2025	Until August 8, 2025

2. Should you have clarifications, coordinate with Maureen Ava B. Acuna, (DepED RO XI-Scholarship Focal Person) at NEAP-R, through [biddineapro1@gmail.com](mailto:biddineapro1@gmail.com).
3. Immediate dissemination of this Memorandum is highly desired.

Encl.: As stated:

ROH9/maba

DEPARTMENT OF EDUCATION  
 RECORDS SECTION  
**RELEASED**

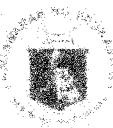
BY: J.M. 30, 2025  
 DATE: 44606  
 TIME: 10:00 AM

**ALLAN G. FARNAZO**  
 Director IV



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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 <a href="https://tinyurl.com/58wv4th">https://tinyurl.com/58wv4th</a>	Intake 2 <a href="https://tinyurl.com/58wv4th">https://tinyurl.com/58wv4th</a>	Intake 3 <a href="https://tinyurl.com/58wv4th">https://tinyurl.com/58wv4th</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 – 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-HRROD)</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/446dewh39> 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.

**Copy furnished:**  
**OFFICE OF THE SECRETARY**

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



## Republika ng Pilipinas

## Department of Education

**Enclosure 1**

### List of Replacements

**Schools Division Office:** \_\_\_\_\_

## SDO Code

Prepared by:

Approved and endorsed by:

## **HRTD SEPS**

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**Schools Division Superintendent**