



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

28 Jan 2025

DIVISION MEMORANDUM
No. 034, s. **2025**

**SUPPLEMENTAL MEMORANDUM TO DM-OUHROD- 2025-0127: GUIDANCE ON
THE IMPLEMENTATION OF THE E- LEARNING COURSES SCHOLARSHIP
PROGRAM FOR DEPED EDUCATORS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Please be informed of the **DM -OUHROD- 2025-0194** dated January 23,2025 titled "Supplemental Memorandum to DM-OUHROD- 2025-0127: Guidance on the Implementation of the E- Learning Courses Scholarship Program for DepEd Educators".
2. Enclosed are the attachments for reference and guidance.
3. Immediate and wide dissemination of and strict compliance with this Memorandum is earnestly desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent *lh*

Encl: As stated
Reference: As Stated
To be indicated in the Perpetual Index
under the following subjects:

E- LEARNING PROFESSIONAL DEVELOPMENT
TEACHERS

AGG/SEPS-HRD/Jan. 28,2025 *N*



Jesus St., Brgy. Pulungbulu, Angeles City 2009
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Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

**List of Participants
INTAKE 3**

SCHOOL	NO	NAME OF PARTICIPANTS
ABELARDO G. TINIO ELEM SCHOOL -107022	1	SANTOS, MICHELLE DE LEON
ANGELES ELEM SCHOOL-107023	2	DELA CRUZ, MELANIA DAVID
ANGELES ELEM SCHOOL-107023	3	HERNANDEZ, JASMIN AQUINO
ANGELES ELEM SCHOOL-107023	4	JINGCO, MARCELA ESTRELLADO
ANGELES ELEM SCHOOL-107023	5	PENA, EDITHA CABIGTING
ANGELES ELEM SCHOOL-107023	6	SESE, NELSON ROMANO
ANGELES ELEM SCHOOL-107023	7	TIOTUICO, ELSA MERCADO
ALBERTO G. PABALAN ELEM SCHOOL - 107038	8	DAVID, ELSIE OCAMPO
ALBERTO G. PABALAN ELEM SCHOOL - 107038	9	DELA CRUZ, LEA AYSON
AMSIC INTEGRATED SCHOOL -500131	10	MIRANDA, CECILIA DUCUT
ANGELES CITY NATIONAL HIGH SCHOOL - 301039	11	TAYAG, ANA MARIA RAMOS
ANGELES CITY NATIONAL HIGH SCHOOL - 301039	12	TULABOT, ELLEN DIZON
ANGELES CITY NATIONAL HIGH SCHOOL - 301039	13	BASCO, MARY GRACE GARCIA
ANGELES CITY NATIONAL HIGH SCHOOL - 301039	14	CALLEJA, ELAINE TUNGUL
ANGELES CITY NATIONAL HIGH SCHOOL - 301039	15	GARCIA, CELERINA CASTRO
ANGELES CITY NATIONAL HIGH SCHOOL - 301039	16	BONDOC, ANNA LIZA DULA
ANGELES CITY NATIONAL TRADE SCHOOL - 301038	17	CANTILLEPS, LIRA DEL ROSARIO
ANGELES CITY NATIONAL TRADE SCHOOL - 301038	18	VILLAVICENCIO, DEBBIE CASTILLO
ANGELES CITY NATIONAL TRADE SCHOOL - 301038	19	CATAP, ANNABELLE WAJE
BONIFACIO V. ROMERO HIGH SCHOOL - 301042	20	NUNAG, MARITES GAPUZ
CLARO M. RECTO ICT HIGH SCHOOL - 307203	21	GUIAO, JOSEIDEL GUEVARRA
CUAYAN ELEM SCHOOL -107053	22	MANDAP, JASMELITA TORRES



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DR. CLEMENTE N. DAYRIT SR. ELEM SCHOOL - 107027	23	DAVID, WINIFRIEDA SALAS
EPZA RESETTLEMENT ELEM SCHOOL 107029	24	MANALOTO, NOEL MAGAT
EPZA RESETTLEMENT ELEM SCHOOL 107029	25	DEANG, LOLITA DE JESUS
EPZA RESETTLEMENT ELEM SCHOOL 107029	26	DUENAS, KATHERINE ANN FAUSTINO
FRANCISCO G. NEPOMUCENO MEM. HIGH SCHOOL -301040	27	GALOLA, GAZELLE RIVERA
FRANCISCO G. NEPOMUCENO MEM. HIGH SCHOOL -301040	28	ARCILLA, FERNANDO PAGARIRAN
FRANCISCO G. NEPOMUCENO MEM. HIGH SCHOOL -301040	29	CUMAGUN, MARICEL MANGUIL
FRANCISCO G. NEPOMUCENO MEM. HIGH SCHOOL -301040	30	SARIP, ALMAIRAH ABDULLAH
FRANCISCO G. NEPOMUCENO MEM. HIGH SCHOOL -301040	31	
GOV. RAFAEL L. LAZATIN INTEGRATED SCHOOL - 500129	32	SAMPANG, ROWENA PANLILIO
JOSE P. DIZON ELEM SCHOOL 107031	33	SESE, GINA MARY BONUS
M. NEPOMUCENO ELEM SCHOOL -107058	34	YABUT, BLENILBA PINEDA
M. NEPOMUCENO ELEM SCHOOL -107058	35	MANALANG, ESTRELITA AYSON
M. NEPOMUCENO ELEM SCHOOL -107058	36	PANGILINAN, MATH CANLAS
MALABANIAS INTEGRATED SCHOOL - 500132	37	TALLORIN, HENRY F.
MALABANIAS INTEGRATED SCHOOL - 500132	38	DECENA, ARTURO DUNGCA
MALABANIAS INTEGRATED SCHOOL - 500132	39	OCAMPO, ANGELITA DELA CRUZ
PAMPANG ELEM SCHOOL-107059	40	PARAS, RHEAMAY TURLA
PAMPANG ELEM SCHOOL-107059	41	PASCUA, RIALITA MALLARI
PAMPANG ELEM SCHOOL-107059	42	SAMSON, MAEBELLE ELAINE CARLOS
PAMPANG ELEM SCHOOL-107059	43	TAN, VICTORIA MACTAL
PINEDA-GUTIERREZ ELEM SCHOOL -107032	44	DIZON, ANA LIZA LUMBANG
PULUNGBULO ELEM SCHOOL -107034	45	DUNGCA, CZARINA VANEZA ORTIZ
PULUNGBULO ELEM SCHOOL -107034	46	NUQUI, SHANE ROBERTO MONEARES
RAFAEL L. LAZATIN MEM. HIGH SCHOOL - 307201	47	OCAMPO, ALMABEL BANAL



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RAFAEL L. LAZATIN MEM. HIGH SCHOOL - 307201	48	VICTORIA, MAYBELLE MAGTUBO
SAPALIBUTAD ELEM SCHOOL -107037	49	SULA, DIANNE LICUP
SAPALIBUTAD ELEM SCHOOL -107037	50	SAMIA, ALMA ANTONIO
SAPALIBUTAD ELEM SCHOOL -107037	51	VIVAR, ANN CORDERO
SITIO PADER ELEM SCHOOL 107046	52	MOJICA, MARASHANE MEDINA
STO. ROSARIO ELEM SCHOOL -107061	53	VILORIA, MA. HAZEL MUSNGI
STO. ROSARIO ELEM SCHOOL -107061	54	JOAQUIN, RACQUEL CABUS
STO. ROSARIO ELEM SCHOOL -107061	55	BASILIO, BLESILDA TIPAY
TACONDO ELEM SCHOOL - 107049	56	GAUDIER, CATHERINE MEIM
TEODORO P. TINIO ELEM SCHOOL -107050	57	TANTE, ESTRELLA VELASCO



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
	Submission link: https://tinyurl.com/4twm2j9h		
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-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 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
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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: