



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

30 January 2025


DIVISION MEMORANDUM  
No. 087 s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO.52 S. 2025,  
PARTICIPATION OF DEPED REGION 5- EDUCATORS TO NEAP  
E-LEARNING COURSES**

To : OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. Relative to Division Memorandum No. 52 s. 2025, "Participation of DepEd Region 5- Educators to NEAP E-Learning Courses," this office instructed the identified participants to this scholarship program to accomplish this link <https://depedcid.github.io/hrd-school/e-learning-courses.html> to finalize the list per intake and to facilitate the immediate submission of the Undertaking. Intake 3 participants can be accessed through this link: <https://tinyurl.com/ElearningPaxIntake3>.
2. In addition to this, the signed 2 copies (A4 coupon bond) of Undertaking will be submitted to the OIC-Schools Division Superintendent for endorsement to the Regional Director.
3. For replacements due to justifiable reasons the school heads shall submit the accomplished List of Replacements from Intake 2 and 3 and duly signed Waiver of Participation.
4. Enclosed are the following:
  - a. Enclosure No. 1: Regional Memorandum No. 00125 s. 2025
  - b. Enclosure No. 2: DM-OUHROD-2025-0194
  - c. List of Replacements Template
5. Immediate dissemination of the Memorandum is desired.

By Authority of the OIC- Schools Division Superintendent:

  
**EVA S. TOLENTINO**  
Administrative Officer V  
Officer-In-Charge



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Republic of the Philippines  
Department of Education  
REGION V - BICOL



27 Jan 2025

REGIONAL MEMORANDUM  
No. 00125, s. 2025

GUIDANCE ON THE IMPLEMENTATION OF THE NEAP E-LEARNING COURSES  
FOR DEPED EDUCATORS

To : Assistant Regional Director  
Schools Division Superintendents  
HRD SEPS and HRD EPS-II  
All Others Concerned

1. Relative to DepEd Memorandum (DM-OUHROD-2025-0127) and Regional Memorandum No. 63, s. 2025 (Participation of DepEd Region 5 Educators to NEAP E-Learning Courses), this Office enjoins all Schools Division Offices (SDOs) through HRD SEPS to facilitate the implementation of this priority program guided by the attached supplemental memorandum from the Office of the Human Resource and Organizational Development (DM-OUHROD-2025-0194).
2. **HRD SEPS** are directed to finalize the list per intake and facilitate the immediate submission of Undertaking by identified participants. The complete details for the Procedures and Actual Implementation, Replacements of Participants, and Support Mechanisms can be found in the attached memorandum.
3. For replacements due to justifiable reasons as cited in the attached memorandum, SDOs are requested to submit the **accomplished List of Replacements** and duly signed **Waiver of Participation**.
4. For any questions or clarifications, please contact Mr. Roy T. Bañas, Chief ES, HRDD-NEAP R at [roy.banas@deped.gov.ph](mailto:roy.banas@deped.gov.ph).
5. Immediate dissemination of this Memorandum is desired.

  
**GILBERT T. SADSAD**  
Regional Director

To be indicated in the Perpetual Index  
under the following subjects:  
NEAP TRAINING    TEACHER TRAINING    SCHOLARSHIP    ELEARNING

HRDD-NEAPR/rtb/jaa  
01/27/2025



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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/ElearnngPaxIntake1">https://tinyurl.com/ElearnngPaxIntake1</a>	Intake 2 <a href="https://tinyurl.com/ElearnngPaxIntake2">https://tinyurl.com/ElearnngPaxIntake2</a>	Intake 3 <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
	Submission link: <a href="https://tinyurl.com/4tw2j9h">https://tinyurl.com/4tw2j9h</a>		
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](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**

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**Enclosure 1**

**List of Replacements**  
**Schools Division Office: \_\_\_\_\_**  
**SDO Code: \_\_\_\_\_**

#	NAME	INTAKE	SCHOOL	REASON FOR DEFERRING/WITHDRAWING	SUPPORTING DOCUMENT/S	NAME OF REPLACEMENT	INTAKE	SCHOOL	DEPED EMAIL ADDRESS

**Prepared by:**

**Approved and endorsed by:**

\_\_\_\_\_  
 HRTD SEPS

\_\_\_\_\_  
 Schools Division Superintendent



Republika ng Pilipinas  
**Department of Education**

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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: