



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 30 2025

MEMORANDUM

PROVISION OF E-LEARNING COURSES TO DEPED EDUCATORS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 57, s. 2025 dated January 16, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Likewise, this activity aims to enhance professional competencies of in-service through a diverse range of well-designed e-learning courses addressing their specific needs.
3. Immediate, wide dissemination of, and strict compliance with this Memorandum are desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects
SCHOOL
AFS/ SCHOLARSHIP
045 January 24, 2025

TEACHERS

SCHOLARSHIP

UN-2025-045

045



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Republic of the Philippines
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NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

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BARTOLOME, ARMANDO LUCIO ATANACIO	Muntinlupa Business HS - Main
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CABIGUNDA, OLIVER JAVIER	Tunasan National HS
CORONEL, RODERICK AREDas	Tunasan National HS
CRUZATA, ANNIELIN AMADA	Tunasan National HS
DELA CRUZ, ROSE ANN DOINOG	Tunasan National HS
DELIFINO, RENE GAOR	Tunasan National HS
DOMIQUIL, GILBERT REYES	Tunasan National HS
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FIGURACION, ROWENA GUTIERREZ	Tunasan National HS
RAMOS, CELENOR TINIO	Tunasan National HS
SAN ANTONIO, ANGEL PARTOSA	Tunasan National HS
SOMONTINA, JULIE ATOLE	Tunasan National HS
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MENDOZA, ROSEMARIE GARCIA	Pedro E. Diaz HS
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NIADAS, RODRIGO JR. NAREDO	Pedro E. Diaz HS
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PAJE, JUANITA TOMAGAN	Pedro E. Diaz HS
REYES, JOCELYN PONCE	Pedro E. Diaz HS
ROMAN, ANITA CUNANAN	Pedro E. Diaz HS
RUIZ, JACQUELYN FAJILAGUTAN	Pedro E. Diaz HS
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CASTRO, RENATO MARIANO	Poblacion National HS
DE RAMA, JOJIT CAALAMAN	Poblacion National HS
DELA PAZ, LYNIE GIRON	Poblacion National HS
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DIQUIT, MARIA GRILEY NABARTEY	Muntinlupa Science HS
EGIDO, JENIE ROSE ESQUERA	Muntinlupa Science HS
JAMBALOS, ANNIE ROSE JALAC	Muntinlupa Science HS
JAVIER, MARK ARCHEI ORONAN	Muntinlupa Science HS
LACANLALE, ROMEO CELI	Muntinlupa Science HS
MASANGKAY, CRISTINA KATALBAS	Muntinlupa Science HS
PANTOJA, RYAN JUMAR ROLE	Muntinlupa Science HS
TEOFISTO, ARLENE RAMOS	Muntinlupa Science HS
VEGA, ARISTOTLE ESPELETA	Muntinlupa Science HS



ZAMBRANO, GARY OLIVER ROSAURA	Muntinlupa Science HS
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COLUMBINO, GRACE BALDO	Muntinlupa National HS
COPRO, JOSEPH MARAJO	Muntinlupa National HS
DAVID, ROMNICK FERNANDEZ	Muntinlupa National HS
DAYUTA JR, BIENVINIDO CABRILLAS	Muntinlupa National HS
DE LUMIN, ARNOLD EVANGELISTA	Muntinlupa National HS
DELOS SANTOS, DAISY MADRIAGA	Muntinlupa National HS
DIAZ, ROLANDO PATIAG	Muntinlupa National HS
FERRER, JACQUELINE CATUNGAL	Muntinlupa National HS
LOGRONIO, MARIA FE BAYBAYON	Muntinlupa National HS
LONTOK, MONICA S	Muntinlupa National HS
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MARQUEZ, AIRES DELA CUESTA	Muntinlupa National HS
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PEDRIGALA, FLORENTINA DALHAG	Muntinlupa National HS
RAMORES, ANA ROVIE TORELLO	Muntinlupa National HS
SARMIENTO, JOHNDDEL ESCRIBA	Muntinlupa National HS
SICAN, NELIA LALLABBAN	Muntinlupa National HS
SOLANGON, EUGENE GAELA	Muntinlupa National HS
TABANGCAY, OLGA MORALINA	Muntinlupa National HS
TENEDERO, LEILANI MARCELO	Muntinlupa National HS
WIJETUNGE, MARY ANN OBINGUAR	Muntinlupa National HS
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ALVAREZ, NOLITO ROQUE NAZARENO	Alabang ES
APODACA, RUSSEL MOLINA	Alabang ES
BARAHAN, MICHELLE BANDOLA	Alabang ES
BARDON, DOMINGO HETAPE	Alabang ES
BAUZON, MARY GRACE BULOS	Alabang ES
BENAVIDEZ, JOANA MARIE CARMONA	Alabang ES
BEVERLYN, SUNER ARNOCO	Alabang ES
CALLANGAN, MARLYN CAPANAN	Alabang ES
DELA CRUZ, HANNAH JOY GONZAGA	Alabang ES
DETERA, EDILYN DINEROS	Alabang ES
DONCERAS, SAHLEE YAP	Alabang ES
ESPORLAS, MYLA ENTREGUENA	Alabang ES
FAUSTO, DAFFNELYN LIBARNES	Alabang ES
HILAPO, MARIA ALENIE BALDIMOR	Alabang ES
INFANTE, ERLINDA LANDRITO	Alabang ES
LADERAS, MA. PRECIOSA MALAPOTE	Alabang ES
LANDRITO, MA.RHEENA NAVARRO	Alabang ES
LORENZO, MAILA CALAUNAN	Alabang ES
LUMALANG, FELICITAS SEMILLA	Alabang ES
MALATE, ROMULO VILLADOLIN	Alabang ES
MASANGCAY, EMELY GUMARAO	Alabang ES
MAULION, LIZA GUIANH	Alabang ES
MONZALES, KRISTINE SECRETO	Alabang ES
NAPAL, SHERYL ESQUIERDO	Alabang ES
NAVARRO, FLORDELIZA VILLAJUAN	Alabang ES
NIEFES, JENNIFER PARATE	Alabang ES
NOLASCO, NELIA AGASANG	Alabang ES
ONELLA, ARRIANNE FUGEN	Alabang ES
OTIC, PINKY REOTUTAR	Alabang ES
PANTOJA, CRESTITALYN-AN LLAVE	Alabang ES
RAYMUNDO, AIRENE VILLANUEVA	Alabang ES
RELLONES, BERNADETTE CASIREZ	Alabang ES
RESIDUO, WINNY CARL HILAPO	Alabang ES
SAN LUIS, ELENITA TINIO	Alabang ES
TOMAS, ARSENIO FONTANILLA	Alabang ES
TOMAS, FRANCISCA SAN PEDRO	Alabang ES
TRINIDAD, MELANIE CAPANAN	Alabang ES
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BERMUDO, ASUNCION ORDIZ	Bagong Silang ES
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CERVEZA, JOEMA TAMERA	Bagong Silang ES
DACUBA, GINA RIZZA CERVANTES	Bagong Silang ES
ENERO, CHARITO SINANGOTE	Bagong Silang ES
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BAUA, HENIE MILANTE	Bayanan ES - Main
BOHOL, RHEA JANINA VIRAY	Bayanan ES - Main
BORROMEO, JOCELYN MILLAN	Bayanan ES - Main
CAUBALEJO, ANDREA HILHANG	Bayanan ES - Main
DACARA, ANA LYN SAMUDIO	Bayanan ES - Main
DALIDA, LEARNIE BAQUIRAN	Bayanan ES - Main
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QUINTO, ANGELITA DE VERA	Buli ES
SORIANO, CARIDAD FABROA	Buli ES

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PEREZ, IMELDA ABELA	Cupang ES - Annex
VECINA, ANNABELLE PRADO	Cupang ES - Annex

BERCASIO, CLARIZA BALINGBING	Cupang ES - Main
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FALDAS, BERNADETH MONTILLANO	Cupang ES - Main
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LINQUICO, JANET ESPORLAS	Cupang ES - Main
LLACUNA, EVELYN TAMON	Cupang ES - Main
LUNA, JANE CASTOR	Cupang ES - Main
MALUBAY, SHERYL RIVERA	Cupang ES - Main
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PIANO, DIANNE ANGELES	Cupang ES - Main
SUPETRAN, JOANA PALMA	Cupang ES - Main
YACAP, EVELYN TABADA	Cupang ES - Main



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SANCHEZ, RICA VENDIOLA	F. De Mesa ES
URBINO, MARIEL MAY DOMONDON	F. De Mesa ES

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LARAL, JUVY DEUNA	Filinvest Alabang ES
MENDOZA, RACHEL FABIC	Filinvest Alabang ES
MORALES, JOCELYN ABLITER	Filinvest Alabang ES
NAVEA, CHEERLOU RONGAVILLA	Filinvest Alabang ES
SACAYAN, LEONISA LACHAMA	Filinvest Alabang ES
VILLABITO, ERMILLA MENDOZA	Filinvest Alabang ES

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CABACCAN, GALO AGGABAO	Tunasan ES
CASACOP, MARY JANE BADUA	Tunasan ES
DELA CRUZ, LEYMA BUTAC	Tunasan ES
DELA CRUZ, RICHARD RAMISCAL	Tunasan ES
DUEÑOS, ETHEL SORIANO	Tunasan ES
EBRO, ANABELLE TABAOSARES	Tunasan ES
GONZAGA, GERONDINA MECONO	Tunasan ES
MACATUBAL, ALEEN FAJILAN	Tunasan ES
MANIKAN, JAYSON SITJAR	Tunasan ES
PANG-AN, RITA RICA FRANCA	Tunasan ES
RAMOS, WILMA SUGUITAN	Tunasan ES
VERZOSA, TERESITA BLANZA	Tunasan ES



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ARAO, ENJILIANE NORADA	Itaas ES
ARIÁEZ, ANNALYN RAMOS	Itaas ES
BERINGUELA, MARIA KAREN GUEVARRA	Itaas ES
BERNADEZ, JASMIN FRIAL	Itaas ES
CABALLERO, JUAN DOMINGO	Itaas ES
CASTRO, ELIZABETH PALOMO	Itaas ES
DALUGDUG, MARY JEAN SABLA-ON	Itaas ES
DAPOC, EUFROCINA MACALALAD	Itaas ES
DATUL, WENDELYN BOBIER	Itaas ES
DE JUAN, MARY JEAN MILLONES	Itaas ES
DE PAZ, EDORLYNE ESTRELLADO	Itaas ES
DESCUTIDO, JOVY OTERO	Itaas ES
DUENOS, EDWARD RICO	Itaas ES
ESCOBAR, HERMENEGILDA LABANG	Itaas ES
ESPINA, MARIA FATIMA CABALES	Itaas ES
GOZA, MERVIN FLORENDO	Itaas ES
KONDO, REBECCA VILLA	Itaas ES
LAT, AURORA MAGUYON	Itaas ES
MANANSALA, DANILO CENTENO	Itaas ES
PALMIANO, CARINA DOMINGO	Itaas ES
PANOPIO, HANNAH NATIVIDAD	Itaas ES
SALIMPADE, PURISIMA PANESA	Itaas ES
SANDOVAL JR., ARTEMIO VILLANUEVA	Itaas ES
TULUD, MARYNETH ALCAO	Itaas ES
ZABALA, MILDRED ALLAM	Itaas ES

ABGAO, AIZA ROSAS	Sucat ES Sitio Pagkakaisa Annex
BAGAS, MA. CRISTINA GUTIERREZ	Sucat ES Sitio Pagkakaisa Annex
BAUTISTA, JAIME GANIO	Sucat ES Sitio Pagkakaisa Annex
CATBAGAN, CRESILDA LACHICA	Sucat ES Sitio Pagkakaisa Annex
DIAZ, ERNAH TOBIAS	Sucat ES Sitio Pagkakaisa Annex
FAIGANE, JANET NUFABLE	Sucat ES Sitio Pagkakaisa Annex
GACOS, JEAN SIMBRE	Sucat ES Sitio Pagkakaisa Annex
LACHICA, BRENDA BOADO	Sucat ES Sitio Pagkakaisa Annex
LIPON, JOAN BANDOL	Sucat ES Sitio Pagkakaisa Annex
PADILLA, MERIAN VERGARA	Sucat ES Sitio Pagkakaisa Annex
PANCIPANE, EUGENIA FRANCIA PILLAS	Sucat ES Sitio Pagkakaisa Annex
RECTO, SONY PEREZ	Sucat ES Sitio Pagkakaisa Annex



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DE PAZ, WELFREDO MANGALLON	Lakeview Integrated School
FERNANDEZ, LUIS CABAL	Lakeview Integrated School
FRANCISCO, TEOVALDA ESPINO	Lakeview Integrated School
GOZA, ELDA MANZANO	Lakeview Integrated School
GUCOR, HAYDE FERNANDO	Lakeview Integrated School
LOPENA, CZARINA PESTANO	Lakeview Integrated School
MALLE, MARIZ CUSTODIO	Lakeview Integrated School
MAMARIL, JULITA MACARAEG	Lakeview Integrated School
NAYON, SUNSHINE LIBERTY LIBERATO	Lakeview Integrated School
OLORVIDA, NANCY TAGALOG	Lakeview Integrated School
PEREA, RITCHIE MADLANGBAYAN	Lakeview Integrated School
PORTEZA, GINA CABEZUDO	Lakeview Integrated School
ROMALES, MYRENE FRANCISCO	Lakeview Integrated School
RUIZ, EDDIE BALLESTEROS	Lakeview Integrated School
SANTOS, IRENE LAGO	Lakeview Integrated School
TORRES, EMANUEL	Lakeview Integrated School
VALLESPIN, JEAN BORRE	Lakeview Integrated School

AMBROCIO, ALFREDO ALONSAGAY	Muntinlupa ES
AMBROCIO, AMOR OLVIDA	Muntinlupa ES
ARCIAGA, MARLENE MENESES	Muntinlupa ES
AZCARRAGA, LUZVIMINDA PILAPIL	Muntinlupa ES
BALLER, RHEA EVANGELISTA	Muntinlupa ES
BUFI, MA. LINETH LUYA	Muntinlupa ES
ESCAT, CYPRUSS TEODORO	Muntinlupa ES
ESTAVILLO, CHERRY FIGUERAS	Muntinlupa ES
GRATIL, MYLENE ESTRADA	Muntinlupa ES
MARCOS, ANNA KATRINA DE LA ROSA	Muntinlupa ES
REMPILLO, VIVIAN MENDOZA	Muntinlupa ES
RIVERA, NORMAN CALIJA	Muntinlupa ES
RODIN, ARVILITA PONCE	Muntinlupa ES
ROMAQUIN, JENNIFER MANANSALA	Muntinlupa ES
RUFO, CATHERINE DE JESUS	Muntinlupa ES
SALCEDO, MA. TITANIA SANTOS	Muntinlupa ES
TIONG, JACQUELINE VALLECERA	Muntinlupa ES
VILLANUEVA, FROILAN AVILES	Muntinlupa ES



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

ABAD, NECY FERNANDO	Poblacion ES
ABELLA, MARBIE PANDAAN	Poblacion ES
AGUILAR, AGNES REMEGIO	Poblacion ES
AGUILAR, JOVELYN DONGON	Poblacion ES
BACOLOR, CRISTINA PULUMBARIT	Poblacion ES
CARCEDO, MARLENE DIZON	Poblacion ES
CUBITA, ZANDRA TORENO	Poblacion ES
DE JOYA, MIGNON LUPISAN	Poblacion ES
ERBITE, NIDA TESALONA	Poblacion ES
ESPIDA, HONEYLEEN DE LUNA	Poblacion ES
FAMINIANO, MARY JOY FABREGAS	Poblacion ES
FLORES, JENNIFER TINAY	Poblacion ES
FRANE, CHERYL ORATE	Poblacion ES
FUENTES, JASMIN DE LA CRUZ	Poblacion ES
GETIGAN, SHEILA BALAUAT	Poblacion ES
GREGORIO, REGINA AMBUCAY	Poblacion ES
LANOBA, BEVERLY VALIENTE	Poblacion ES
LASIAN, MA. ESFER REJUSO	Poblacion ES
LICO, MARIA ELENA REQUIERO	Poblacion ES
LLIDO, ROGER CABILI	Poblacion ES
LOPEZ, LEONIELIE SAPALLIDA	Poblacion ES
MARIANO, JENNIBETH ALCANTARA	Poblacion ES
MARIANO, MA. TERESA LANUEVO	Poblacion ES
MARIANO, TEODORA CALIMAG	Poblacion ES
MOJICA, VIRGINIA BUSTAMANTE	Poblacion ES
MONTANO, MARY ANN CALURA	Poblacion ES
OLAZO, ELLAINE TOLENTINO	Poblacion ES
QUILAS, SALOME SOTERAÑ'A	Poblacion ES
RUFLOE, ANNA LOREN DURIA	Poblacion ES
SARAGA, LUCER TEPAIT	Poblacion ES
SIERRA, JOSEPHINE ROJAS	Poblacion ES
SOLOMON, SUSANA BALLEJO	Poblacion ES
TAMAYO, MARY JOY AQUINO	Poblacion ES
TEPAIT, MARICEL MANALO	Poblacion ES
TRILLES, NOREEN GODOY	Poblacion ES
ZAMORA, CONCORDIA CAMASO	Poblacion ES



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ARROYO, JENNIFER PEDROZA	Putatan ES
BOQUIREN, ILYN MALONES	Putatan ES
CANOY, DEXTER DAQUER	Putatan ES
CORTEZ, RONALD QUIAMBAO	Putatan ES
DELA CRUZ, GIAN CARLO SAYAMAN	Putatan ES
PANGAN, MARY JEAN MILO	Putatan ES
PELARION, JENNIFER COMBIS	Putatan ES
QUERUBIN, LENELYN FILOMENO	Putatan ES
REYES, FRANCIA GALLEMIT	Putatan ES
ROMERO, MARIA FE CABRERA	Putatan ES
ROSCO, NELIBETH CODON	Putatan ES
SACE, AILEEN MAY ANDRES	Putatan ES
TOLIBAS, MARY GRACE GRAVADOR	Putatan ES

BALOLOT, MICAELA ROCHELLE BELGICA	Soldiers' Hills ES
BARCELONA, BELLA GONZAGA	Soldiers' Hills ES
CAACBAY, EDELYN OLIVETE	Soldiers' Hills ES
CASERIAL, MERLA LAGULAY	Soldiers' Hills ES
DELOS SANTOS, AUREA SARMIENTO	Soldiers' Hills ES
GERONIMO, JENNIFER SUMAWAY	Soldiers' Hills ES
MONTAÑA, RAQUEL MORALES	Soldiers' Hills ES
PADIS, MARITES ESGUERRA	Soldiers' Hills ES
PORRAS, LENIE ROSE SUERTE	Soldiers' Hills ES
VALLADORES, GRACE ARCOS	Soldiers' Hills ES

DE LARA, ELSA MINA	Victoria Homes ES
PARRENO, MARLON REGIO	Victoria Homes ES
PELARCO, RALPH PARRENAS	Victoria Homes ES
RUBIA, ALICIA ROGEL	Victoria Homes ES
TABULINA, WARREN ANTONIO	Victoria Homes ES

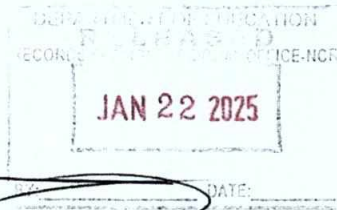


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ALUNAN, WILLOW QUE	Sucat ES - Main
ALVAREZ, MARITES PEDROSO	Sucat ES - Main
ARAZA, DENIA DURAGOS	Sucat ES - Main
ARBOLADURA, ROSEBELLA SALUGSUGAN	Sucat ES - Main
BALIONG, EVELYN LAURON	Sucat ES - Main
BARCELON, LILY BAS	Sucat ES - Main
BINAY, VERLYNJOY MONGCAWE	Sucat ES - Main
BUENAFE, GREGORIA ESTELA AXALAN	Sucat ES - Main
ESCANDOR, BABYLYN LANDRITO	Sucat ES - Main
KANDIL, RUTH CANANES	Sucat ES - Main
LADRERA, BENJAMIN RAYMUNDO	Sucat ES - Main
MOSLARES, LOURDES DENIEGA	Sucat ES - Main
NOFUENTE, MELENDRES MARTINEZ	Sucat ES - Main
NOFUENTE, VICTORIA BERMEJO	Sucat ES - Main
REYES, RICHMOND RONGAVILLA	Sucat ES - Main
SABATER, MYRA FRANCISCO	Sucat ES - Main
SANIO, CARMENCITA CABALQUINTO	Sucat ES - Main
TALADRO, MA. CECILIA AVELLANOSA	Sucat ES - Main
TULLAGA, AURORA ONAS	Sucat ES - Main
TUSCANO, CRISTINA CASTILO	Sucat ES - Main



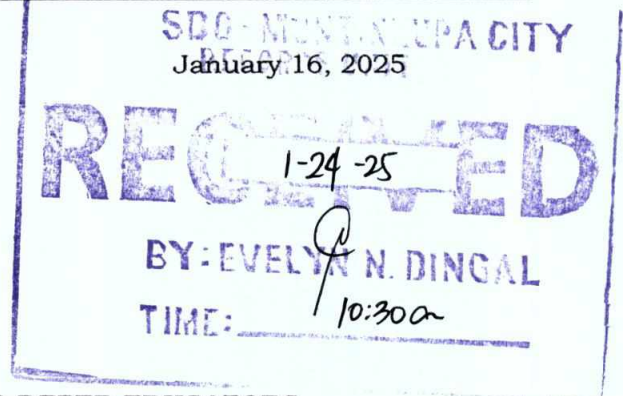
Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. 057, s. 2025

To: Schools Division Superintendents
School Heads
All Others Concerned



PROVISION OF E-LEARNING COURSES TO DEPED EDUCATORS

1. In reference to the attached Memorandum DM-OUHROD-2025-0127, dated 16 January 2025, from the Office of the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, this Office informs the field of the above-mentioned subject.
2. All SDOs are encouraged to strongly support the participation of selected school leaders and teachers in this initiative. **SEPS-HRD** shall submit the final list of participants with DepEd email addresses and hard copies of the Undertaking (*Eclosure 2*) in this Office on or before **24 January 2025** for Intake 1 and **4 March 2025** for Intake 2.
3. **All School Heads, Supervisors, Public School District Supervisors, and Head Teachers** are required to complete the **Data Profiling Form** through <https://forms.office.com/r/TKRTR9xzkw> by **07 March 2025**, in order to update the NEAP Scholarship Secretariat's database.
4. For further information and any concerns, please contact **Richard D. Vidal**, Education Program Specialist II, Regional Scholarship Focal Person, Human Resource Development Division through email richard.vidal@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

Encl. as stated

rdv/hrdd



Address: **6 Misamis Street, Bago Bantay, Quezon City**
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>





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

- 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.
- 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**.
- This program has the following objectives:
 - 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
 - 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.
- 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
Intake 1	https://tinyurl.com/ElearningPaxIntake1	27 January – 04 February 2025	05 February 2025
Intake 2	https://tinyurl.com/ElearningPaxIntake2	21-29 April 2025	05 May 2025

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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	1 of 2



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/twa39h>.
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/z45u244d>). Please confirm attendance through <https://forms.office.com/r/rXpPV1Z>.
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/TKNTR9xzku> by **07 March 2025**.
10. For any questions or clarifications, please reach out to the **NEAP Scholarship Secretariat** through email 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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Effectivity	03 23 2023	Page	2 of 2





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Department of Education

Enclosure 1

Terms of Reference and Procedures

Procedure	In-charge	Document/Access to the Document	Timeline
Issuance of Memorandum with the list of selected participants based on the National e-IPCRF report for SY 2022-2023 gathered by the Bureau of Human Resource and Organizational Development.	NEAP-Professional Development Division	List of selected participants for the 1 st Intake: https://tinyurl.com/EJCarnigFaxIntake1 2 nd Intake: https://tinyurl.com/EJCarnigFaxIntake2	January 10-15, 2025
Intake 1			
Communication to selected participants	SDO-HRTDS	List of selected participants (Intake 1)	January 16-20, 2025
Participant's submission of their Undertaking as confirmation of their participation	Selected Participants	Undertaking (Signed by the SDS)	January 21-24, 2025
Finalization of List of Participants with DepEd email addresses	SDO-HRTDS	https://tinyurl.com/EJCarnigFaxIntake1	January 24-29, 2025
Provision of access credentials to the 1 st Intake	NEAP-PDD	E-learning License	January 24-February 4, 2025
Participants' exploration of the platform	NEAP-PDD	E-learning License	January 27-February 4, 2025
Start of the program	NEAP-PDD	E-Learning License	February 5, 2025
Submission to NEAP of hard copies of the Undertaking (duly signed by the Regional Director)	RO-HRDD	<u>Hard</u> copies of the Undertaking	January 28-February 14, 2025
Intake 2			
Communication to selected participants	SDO-HRTDS	List of selected participants (Intake 2)	January 16-February 15, 2025
Participant's submission of their Undertaking as confirmation of their participation	Teacher-Participants	Undertaking (Signed by the SDS)	February 15-28, 2025
Finalization of List of Participants with DepEd email addresses	SDO-HRTDS	https://tinyurl.com/EJCarnigFaxIntake2	March 4-20, 2025
Provision of access credentials to the 2 nd Intake	NEAP-PDD	E-learning License	April 21-25, 2025
Participants' exploration of the platform	NEAP-PDD	E-learning License	April 21-29, 2025
Start of the program	NEAP-PDD	E-learning License	May 5, 2025
Submission to NEAP, hard copies of the Undertaking (duly signed by the Regional Director)	RO-HRDD	<u>Hard</u> copies of the Undertaking	April 28- May 8, 2025



Republika ng Pilipinas
Department of Education

Enclosure 2

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