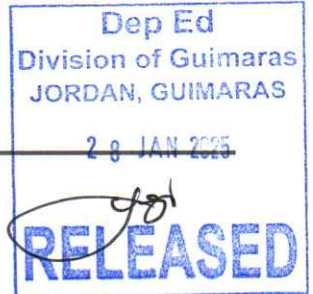




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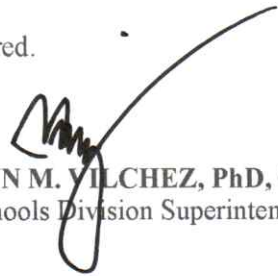
January 28, 2025

DIVISION MEMORANDUM
No. 031, s. 2025

DIVISION ORIENTATION ON NEAP E-LEARNING COURSES

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary and Secondary School Heads
Heads of Sections and Units
All Others Concerned

1. This Office through the Human Resource Division, will conduct a **Division Orientation on NEAP E-Learning Courses** at the **Human Resource Development Center Room A and B, SDO Guimaras, San Miguel, Jordan, Guimaras** on **January 30, 2025**, to start at **8:00 a.m.**
2. Attached are DepEd Memorandum No. DM-OUHROD-0127 and List of Participants per intake and their corresponding schedule.
3. It is understood that the conduct of this activity adheres to the Equal Opportunity Principle (EOP) thus, there shall be no discrimination as to age, sex, gender, civil status, ethnicity, religious beliefs, or political affiliation.
4. Proper health and safety protocols shall be strictly observed during the conduct of the activity.
5. Travel expenses and per diems of participants are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
6. Wide and immediate dissemination of this Memorandum is desired.


NOVELYN M. VILCHEZ, PhD, CESO VI
Schools Division Superintendent

Enclosure: As stated
Reference: As stated
Allotment: To be indicated in the Perpetual Index
under the following subjects:

SCHOLARSHIPS

TEACHERS



Address: DECS Building, San Miguel, Jordan, Guimaras, 5045
Telefax: (033) 581-2158
Email: guimaras@deped.gov.ph | Facebook: DepEd Tayo Guimaras
Website: deped.sdguimaras.com



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List of Participants and Schedule in the E-Learning Courses to DepEd Educators

Intake 1

Schedule:

Exploration: January 27 – February 4, 2025

Official Start: February 5, 2025

No.	School I.D.	Name	School/Station
1	115835	LARA, RUBY GABANES	Agsanayan ES
2	115835	VILLANUEVA, AILYN LUBRIDO	Agsanayan ES
3	302427	ARTUZ, MERY CRIS CUBITA	Agsanayan NHS
4	302427	JORNADAL, GHERALD JOHN PIELAGO	Agsanayan NHS
5	302427	MANDE, LILIAN ESMAÑA	Agsanayan NHS
6	302427	SISON, DINA GALFO	Agsanayan NHS
7	302427	VILLANUEVA, SHEILA FUENTES	Agsanayan NHS
8	115847	GALLO, RHODORA TALABAN	Aguilar ES
9	115847	MONTEVERDE, YVONNE TALABAN	Aguilar ES
10	115860	JANOLINO, ANALIZA DENILA	Alaguisoc ES
11	115836	GINGABO, ANABELLE REGACHO	Avila ES
12	115836	SALARDA, OFELIA FERRER	Avila ES
13	115877	ADIO, MARY JEAN GAUGANO	Ayangan ES
14	115821	VILLANUEVA, JEAN DORMIS	Bueanavista CS
15	115821	FERASOL, LURELA TANAMAN	Buenavista CS
16	115821	GALLINERO, MA. MARELA DIOLAZO	Buenavista CS
17	302426	CUENCA, MA. LEA GALLO	Buenavista NHS
18	302426	FERRER, RIZA ECHON	Buenavista NHS
19	302426	FULGENCIO, HERSON DIONIO	Buenavista NHS
20	302426	GALLENERO, RHODORA FERRER	Buenavista NHS
21	302426	HIPONIA, CRISTINA LIBONA	Buenavista NHS
22	302426	LORIEZO, RHYAN CASTOR	Buenavista NHS
23	302426	NIEVES, DIANA GARELBA	Buenavista NHS
24	302426	SERRA, NOE GALLO	Buenavista NHS
25	302426	TAPARAN, JANETH GABO	Buenavista NHS
26	115868	INFANTE, ARLYN BERMUDO	Bugnay ES
27	302428	DISTRITO, MARYNELLE LEDESMA	Cabalagnan NHS
28	302428	DUMALAG, DOLOROSA BALA-OD	Cabalagnan NHS
29	302428	GAQUIT, IGNACIO GALGO	Cabalagnan NHS



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30	302428	GELERA, JASMIN GALIA	Cabalagnan NHS
31	302428	GONZALES, JOJO LIMOS	Cabalagnan NHS
32	302428	ORIAS, VIVIAN ESPENITRA	Cabalagnan NHS
33	115892	GAPOY, HAZEL GALON	Calaya ES
34	115893	LUMANDOG, LALYN GALON	Concordia ES
35	115893	MALAN, MARICEL SUARNABA	Concordia ES
36	115849	DAMASCO, MARINA BERDEN	Constancia ES
37	115849	HERNANDEZ, PEBE GAMAYAO	Constancia ES
38	115849	JAVIER, DIOSITA TABEROS	Constancia ES
39	115873	PORRAS, ADELAIDA CORDON	Cresente P. Chavez CS
40	115873	SASI, RODA GARGANERA	Cresente P. Chavez CS
41	115823	CATALBAS, CHARLENE FERRER	Dagsaan ES
42	302429	CLAUR, ROSA DELOTINDO	Desiderio C. Gange NHS
43	302429	GEONIGO, DAHLIA GRONIFILLO	Desiderio C. Gange NHS
44	115894	SABANDAL, AMY CAPERO	Dolores ES
45	115862	BORJA, RUBY GAMILONG	Don Pedro Vasquez MS
46	115862	NOBLEZADA, IMELDA SERRANO	Don Pedro Vasquez MS
47	115850	VARGAS, KRISTINE LEBIAN LARU-AN	Doña Lucia C. Locsin MS
48	302437	BAJALA, LEA TAASAN	Dr. Catalino Gallego Nava MHS
49	302437	GALLENTE, MARIO GALIA	Dr. Catalino Gallego Nava MHS
50	302437	PANIGUA, CECILE CABALING	Dr. Catalino Gallego Nava MHS
51	302437	PENETRANTE, ROSANITA MISSION	Dr. Catalino Gallego Nava MHS
52	302437	PENPILLO, JENNIFER TANALEON	Dr. Catalino Gallego Nava MHS
53	302437	QUETUA, RAZEL OLAVIDES	Dr. Catalino Gallego Nava MHS
54	302437	SUBESA, MARIVIC ESCASA	Dr. Catalino Gallego Nava MHS
55	302437	TABAOSARES, GINALYN GANANCIAL	Dr. Catalino Gallego Nava MHS
56	115838	GALAPIN, JEANNIE GALAS	East Valencia ES
57	115838	MOLOMOG, CHERYL ANALUCAS	East Valencia ES
58	302430	DONDIEGO, ROSCHEN JACOSALEM	East Valencia NHS
59	302430	JUNCO, REX SILLA	East Valencia NHS
60	302437	ESPAGO, EVELYN GANADORES	EPS - Filipino
61	115870	GAMARCHA, JONA SACE	Espinosa ES
62	115870	GARGANZA, JEAN GALIA	Espinosa ES
63	115851	MABAQUIAO, PERPETUA GABUTIN	Fiscal Jose M. Zambarrano Sr. MS
64	115906	ADVINCULA, JANICE SOLABER	Guiwanon ES
65	115863	SANDIG, ROWENA DUMADAOG	Hoskyn ES
66	115863	SILVA, NELIA GABASA	Hoskyn ES
67	115907	VINGNO, DAISY BALA-OD	Igdarapdap ES



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68	115864	BADILLA, LORENA DIOQUINO	Jordan CS
69	115864	NOBLEZADA, ARLENE GAITAN	Jordan CS
70	115864	ORTEGA, VILMA PATRICIO	Jordan CS
71	115864	SIBULANGCAL, ZENAIDA TANALEON	Jordan CS
72	302432	CUSTODIO, CHERRY TANLAWAN	Jordan NHS
73	302432	GA, ALFREDO JR CADUA	Jordan NHS
74	302432	MARAVILLA, VICENTE BANGHA-ON	Jordan NHS
75	302432	RONQUILLO, HAZELINE GANGE	Jordan NHS
76	302432	RONZALES, JENALYN GALON	Jordan NHS
77	115908	GAMUZA, CHARMAINE GAURANA	La Paz ES
78	115908	GOLEZ JR., ERNESTO ELARDO	La Paz ES
79	115909	CORNEL, NESTOR GALLANO	Lanipe ES
80	115879	IGBACOL, MAYBEL ABILLON	Liningwan CS
81	115879	MA-ALAT, LILIAN MAESTRAL	Liningwan CS
82	115879	TUPAS, SHARAH MAE GALLEGO	Liningwan CS
83	115910	JUTAR, WEENA GALVEZ	Lucmayan ES
84	115852	MAGUID, JACKELYN GALVEZ	M. Chavez ES
85	179503	BORREROS, SONIA GALLO	Mabini PS
86	115865	BOLAÑO, MECHIL GANANCIAL	Manuel Maravilla MS
87	115865	CORPUZ, ROSE ENDENCIO	Manuel Maravilla MS
88	115880	GAPOY, RUBY GAJO	Millan ES
89	115825	MANUEL, ALBERT DE LA CRUZ	Navalas ES
90	115897	APELADO, SYLVIA GENTIZON	Nueva Valencia CS
91	115897	DEPAMAYLO, ALMA GARQUE	Nueva Valencia CS
92	115897	PAGUNTALAN, MA. DALIA MANIVA	Nueva Valencia CS
93	115897	TAMPANE, RAMONITA GAJO	Nueva Valencia CS
94	115826	HUALDE, RHEA ZALDIVAR	Old Poblacion ES
95	115828	LASTIMOSO, MILDRED ZARATE	Paaralan ng Buhay ng Montpiller
96	115867	HIPONIA, MARITES IBIEZA	Paaralan ng Buhay ng Tamborong
97	115841	BLONES, LORENA PABILLO	Piña ES
98	302439	ARELLANO, BAYANI ALERA	Remedios E. Vilchez - San Lorenzo NHS
99	115915	DE LEON, KAREN GALVEZ	Salvacion CS
100	115915	ESTIMERA, CHARLYN JOY ALINGALAN	Salvacion CS
101	115915	GERALDOY, OLIVIA GAJO	Salvacion CS
102	115832	GABIOTA, MYREN GALVE	Salvacion ES
103	115832	JARDER, GINA SOLANGUB	Salvacion ES
104	115832	SALCEDO, MARILYN IGPUARA	Salvacion ES
105	302436	BULLO, RODEL MILLONDAGA	Salvacion NHS



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106	302426	CABUNGAL, AILEEN TARRAZONA	Salvacion NHS
107	302436	DE LA CRUZ, MARK EROLL SEGOVIA	Salvacion NHS
108	302436	GONZALES, MA. RULYN GAMUYAO	Salvacion NHS
109	302436	MACALALAG, JUNE MICHAEL BUENAVENTURA	Salvacion NHS
110	115854	PALTIGUERA, CRISTINA GUTUAL	San Enrique ES
111	115842	SERILLA, RHEA ROBLES	San Isidro ES (Buenavista)
112	115843	GONZALES, JADE HERRERO	San Roque - Tastasan ES
113	115916	DE LA CRUZ, REY-ANN CALAYCAY	San Roque ES
114	115916	GARGANERA, JINKY TATON	San Roque ES
115	115856	BASAÑEZ, EDNA GAMARCHA	Sebario ES
116	115856	DICHOSA, DINAH MAY DE LOS REYES	Sebario ES
117	115891	PINO, ANALIZA DEDILES	Sebaste Fundacion ES
118	115857	GAMILONG, SUSANA TALAGON	Silvestra G. Melgar MS
119	115874	SEDANTES, DANILO SEFIL	Sinapsapan ES
120	115857	OCCENA, ANNABEL MAGAN	Sivestra G. Melgar MS
121	115875	SEGOBRE, GILDA GANGE	Sta. Teresa ES
122	115858	GALIDO, ROSE GAMUZARAN	Suclaran CS
123	115844	PARREÑO, ANNA LIZA CABILLOS	Supang CS
124	310902	GAITANO, MA. LUCIA DALMINO	Supang NHS
125	310902	MINERVA, ALJAY PAMA	Supang NHS
126	310902	PALABRICA, GINA ZARAGOZA	Supang NHS
127	115887	NISHIDA, DEL ROSE ALMOMENTO	Tanglad ES
128	115845	AGUILAR, MARJORIE ESMANA	Tinadtaran ES
129	302438	ASUNCION, JOYCE ALIP	Trinidad V. Canja - Sta. Teresa NHS
130	302438	ESTEMBER, MARY JOY VILLANUEVA	Trinidad V. Canja - Sta. Teresa NHS
131	302438	GAMBITO, ROMIL TOSALEM	Trinidad V. Canja - Sta. Teresa NHS
132	302438	GANANCIAL, MARLYN ESTEMBER	Trinidad V. Canja - Sta. Teresa NHS
133	302438	GERSABALINO, ANNIE GENCIANEO	Trinidad V. Canja - Sta. Teresa NHS
134	302438	LITO, CRISTINE SEGOBRE	Trinidad V. Canja - Sta. Teresa NHS
135	302438	MONSALVE, MARICON HERRERA	Trinidad V. Canja - Sta. Teresa NHS
136	302438	OSANO, REYNALDO JR. ATANOSO	Trinidad V. Canja - Sta. Teresa NHS
137	302438	PENANO, DAISY PASTOR	Trinidad V. Canja - Sta. Teresa NHS
138	302438	TEMBLADOR, JEANIE ALOJADO	Trinidad V. Canja - Sta. Teresa NHS
139	115834	MAESTRE, RUSSIAN SAMBAS	Zaldivar ES



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Intake 2

Schedule:

Exploration: April 21 – 29, 2025

Official Start: May 5, 2025

No.	School I.D.	Name	School/Station
1	115876	URETA, CARMELITA CALUYO	Alegria ES
2	302425	TRESPLACIOS, LYNDE GAURANA	Alegria NHS
3	115821	CASERO, LINA BRITO	Buenavista CS
4	115821	GOLEZ, MADELEINE ROSARIO ROMANO	Buenavista CS
5	115869	BARIL, BETHANEE CALVO	Buluangan ES
6	115905	ESCARIO, JULIE ESTACION	Cabalagnan ES (Retired)
7	115905	GONZALES, OFELIA TOGANE	Cabalagnan ES
8	302428	CABIOC, TERESITA GINA GACHO	Cabalagnan NHS
9	115892	GALVEZ, DELIA DE LA CRUZ	Calaya ES
10	115849	SILVA, CECILIA TAMAYOR	Constancia ES
11	115873	FLOR, EUFEMIA GENCIANEO	Cresente P. Chavez CS
12	115894	NICOLAS, ROGILYN VALIENTES	Dolores ES
13	115862	BUELOS, REX NEMIADA	Don Pedro Vasquez MS
14	302437	DIZON, EMMANUEL PUNZALAN	Dr. Catalino Gallego Nava MHS
15	302437	GALLEGO, MYRNA VILLARMA	Dr. Catalino Gallego Nava MHS
16	302437	TACUBAY, JOCELYN GAMBALAN	Dr. Catalino Gallego Nava MHS
17	115838	QUIDATO, MAY EMBON	East Valencia ES
18	302430	ANGELES, ROSELYN GABAYOYO	East Valencia NHS
19	302430	GABAYOYO, RICKY GABALES	East Valencia NHS
20	115906	LOZANA, JESSA MAY GALVEZ	Guiwanon ES
21	115864	BELLEZA, MARICHEL DE LA PUERTA	Jordan CS
22	115864	GANO, RESYL CARO	Jordan CS
23	115864	HOBILLA, LALAINE DESCUTIDO	Jordan CS
24	302432	DE LA CRUZ, SHERLYN GILLA	Jordan NHS
25	302432	FAINSOL, RUDILYN RODRIGUEZ	Jordan NHS
26	302432	SACRAMENTO, ROMANA ENDENCIO	Jordan NHS
27	302432	VILLANUEVA, LEONORA LYNN MORANO	Jordan NHS
28	115909	ESTACION, MERCEDITA GALFO	Lanipe ES
29	115909	LANZAGARITA, MILAGROS GELLEGO	Lanipe ES
30	115871	APOLINARIO, ROGELIO OREDINA	Lawi ES
31	115910	GALIMBA, RANSE ALIPARO	Lucmayan ES



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32	115880	RUBITE, ARDITH GANTALA	Millan ES
33	115839	PEÑARANDA, JEPETH GALLECA	Nazaret ES
34	115897	TOLENTINO, GLENDA PET	Nueva Valencia CS
35	115826	DORMIS, MARILOU GABUTIN	Old Poblacion ES
36	115898	GANE, CONSEJO GEDALANGA	Oracon ES
37	115828	GAITAN, JERLIE GATSON	Paaralan ng Buhay ng Montpiller
38	115841	BITAMOR, JAYNE GABINETE	Piña ES
39	115841	JORNADAL, HERMINIA GAGATAM	Piña ES
40	302439	LAGARTONA, REMIA GALIDO	Remedios E. Vilchez - San Lorenzo NHS
41	302439	MAGAN, VENUS GARQUE	Remedios E. Vilchez - San Lorenzo NHS
42	115888	GALVE, LYNIE LAMATA	Sabang ES
43	115888	TUBONGBANUA, MA. JULIE SERONO	Sabang ES
44	115891	PESCADERA, MELANIE GALVE	Sebaste Fundacion ES
45	115875	GANIA, FEVE GELLEGO	Sta. Teresa ES
46	115844	FERRER, ERWIN GALLO	Supang CS
47	115833	PAUCHANO, ROWENA RODRIGUEZ	Taminlan ES
48	302438	DEPAMALLO, RICHARD DORMIDO	Trinidad V. Canja - Sta. Teresa NHS
49	302438	GALLEGO, MARY ANN SEQUIO	Trinidad V. Canja - Sta. Teresa NHS
50	302438	SOLIHON, RACHEL GANGE	Trinidad V. Canja - Sta. Teresa NHS



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

JAN 21 2025

REGIONAL MEMORANDUM
No. 061, s. 2025

PROVISION OF E-LEARNING COURSES TO DEPED EDUCATORS

**To: Schools Division Superintendents
All Others Concerned**

1. Attached is MEMORANDUM DM-OUHROD-2025-0127 from the Office of the Undersecretary for Human Resource and Organizational Development dated January 16, 2025 regarding the **Provision of E-Learning Courses to DepEd Educators**.
2. Immediate dissemination of and compliance of this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As Stated
Reference: DM-OUHROD-2025-0127 dated 16 January 2025
To be indicated in the Perpetual Index
under the subjects:

SCHOLARSHIPS

TEACHERS

LGS/HRDD- Provision of E-Learning Courses to DepEd Educators
12/January 21, 2025



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS
24 93 0184



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
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.

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/4twn2j9h>.
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/nXpPxVtZy>.
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 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

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/ElearningPaxIntake1 2 nd Intake: https://tinyurl.com/ElearningPaxIntake2	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/4twn2i9h	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/4twn2i9h	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