

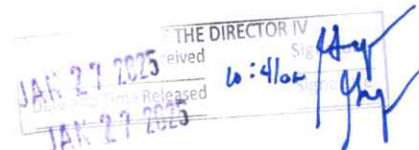


Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**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<br><a href="https://tinyurl.com/ElearnngPaxIntake1">https://tinyurl.com/ElearnngPaxIntake1</a> | Intake 2<br><a href="https://tinyurl.com/ElearnngPaxIntake2">https://tinyurl.com/ElearnngPaxIntake2</a> | Intake 3<br><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/4twn2j9h">https://tinyurl.com/4twn2j9h</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   |

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|  |                               |                        |                               |
|--|-------------------------------|------------------------|-------------------------------|
| 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 (by RO-HRDD) | 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



**Enclosure 1**

## List of Replacements

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

**SDO Code:**

**Prepared by:**

**Approved and endorsed by:**

## ARTD 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: