



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

February 11, 2025

DIVISION MEMORANDUM
No. 0040, s. 2025

**INFORMATION DISSEMINATION ON THE PROVISION OF E-LEARNING COURSES TO
DEPED EDUCATORS (INTAKE 2)**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisor, CID
Chief Education Program Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads
Division Section Heads
All others concerned

1. Relative to Regional Memorandum DM-OUHROD-2025-0127 on the Provision of E-Learning Courses to DepEd Educators, and pursuant to Republic Act No. 11713, also known as the 'Excellence in Education Act,' and DepEd Order No. 011, s. 2019, titled 'Implementation of the National Educators Academy of the Philippines (NEAP) Transformation,' this Office provides the following details regarding the E-Learning Courses for the listed personnel.
2. Please refer to the table below for the schedule of intake.

Participants	Schedule	
	Exploration	Official Start
Intake 2	21-29 April 2025	05 May 2025

3. 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.
4. School Heads are advised to implement arrangements to support the participation of teachers and school leaders in the e-learning courses.
5. The "No Disruption of Classes Policy" must be strictly observed at all times.
6. Participants of the said e-learning course are required to accomplish and submit **two (2)** copies of *Undertaking (Enclosure 2)* to the Human Resource and Development Division in the School Governance and Operations Division (SGOD) Office, while participants **with valid reasons** who wish to decline the course shall submit **two (2) copies** of *waiver*, templates available through <https://tinyurl.com/E-LearningTemplates>.
7. Further, to update the database of NEAP, all School Heads, Public Schools District Supervisors, and Head Teachers are required to complete the *Data Profiling Form* through <https://tinyurl.com/DavNorIntake2> by 07 March 2025.

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8. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
9. Immediate dissemination and compliance of this Memorandum is desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


ROSALINDA N. DIONIO
Administrative Officer V

Enclosed: As stated.
SGOD/jam



Second Intake 2

Region XI

Code	RegionID	DivisionID	School ID	School	District	Full Name
763	REG11	REG11-03	128570	Cambanogoy CES	Asuncion	BATERBONIA, MILA GAMOTAN
815	REG11	REG11-03	128571	Camoning ES	Asuncion	GASTON, VIVIEN MARIE HINACAY
886	REG11	REG11-03	128571	Camoning ES	Asuncion	TALAGSA, EVELYN ROMERO
857	REG11	REG11-03	128573	Concepcion ES	Asuncion	PALER, JOYCE DALAGA
858	REG11	REG11-03	128573	Concepcion ES	Asuncion	PALER, NUMERLITA BUAL
831	REG11	REG11-03	128576	Kipalili ES	San Isidro	LAMSIN, MARIA ELENA MONDEJAR
810	REG11	REG11-03	128579	Magbaad ES	Asuncion	FERNANDEZ, ELENIE JUBAHIB
828	REG11	REG11-03	128581	Mamangan ES	San Isidro	JOSE, MARIVIC LAUSA
754	REG11	REG11-03	128591	Sagayen ES	Asuncion	ARANGES, THELMA SAMORANOS
762	REG11	REG11-03	128591	Sagayen ES	Asuncion	BATERBONIA, MARISSA MONTERO
826	REG11	REG11-03	128594	Sawata Adecor ES	San Isidro	JAUHARI, LUZ DEVINA BUHIAN
789	REG11	REG11-03	128595	Sawata Ernandcor CES	San Isidro	CUYOS, FAITH ABELITA
842	REG11	REG11-03	128614	Bacale ES	BE. Dujali	MARTIN, MERCY MALAZARTE
785	REG11	REG11-03	128616	Cabayangan ES	BE. Dujali	CHAVEZ, YVONNIE VALLE
800	REG11	REG11-03	128616	Cabayangan ES	BE. Dujali	DIANA, JULIET LACUROM
755	REG11	REG11-03	128618	Dujali CES	BE. Dujali	ARBIS, CLEDA BLESS CABALLERO
852	REG11	REG11-03	128625	Anibongan ES	Carmen	NIBRES, ANGELES ROJAS
745	REG11	REG11-03	128627	Carmen CES	Carmen	ADORABLE, LINETH VILLATORA
796	REG11	REG11-03	128627	Carmen CES	Carmen	DE RAMOS, MERLYN MAGDADARO
818	REG11	REG11-03	128627	Carmen CES	Carmen	HINONG, LEONORA JABILLO
856	REG11	REG11-03	128627	Carmen CES	Carmen	PAHAMUTANG, EMMA LADERA
878	REG11	REG11-03	128627	Carmen CES	Carmen	SAROSAD, JOVELYN JUMARAN
881	REG11	REG11-03	128627	Carmen CES	Carmen	SORIMA, CLARINDA ALVAREZ
761	REG11	REG11-03	128629	Cebulano ES	Carmen	BALONOS, JENIVER ORBETA
748	REG11	REG11-03	128634	Magsaysay ES	Carmen	ALBARICO, JULIET BANGUIRAN
846	REG11	REG11-03	128634	Magsaysay ES	Carmen	MEDALLA, CORAZON CANTUTAY
756	REG11	REG11-03	128640	Sto. Niño ES	Carmen	ARCENA, RONIA NAZARENO
787	REG11	REG11-03	128640	Sto. Niño ES	Carmen	COYOS, ARCHIEL CADAYONA
841	REG11	REG11-03	128643	Tubod ES	Carmen	MANLIGUEZ, MARY GRACE EDER
778	REG11	REG11-03	128644	Tuganay ES	Carmen	CAMACHO, BELINDA AYUBAN
779	REG11	REG11-03	128644	Tuganay ES	Carmen	CAMACHO, HELEN BALONGKIT
806	REG11	REG11-03	128644	Tuganay ES	Carmen	ESPAÑA'OLA, MARIBEL ROMERO
807	REG11	REG11-03	128644	Tuganay ES	Carmen	ESPIRAT, NIMA ESPAÑA'OLA
820	REG11	REG11-03	128645	Adelanto ES	Kap. East	INO, RAMELIZA LABRADO
866	REG11	REG11-03	128651	Domingo B. Hain ES (Florida ES)	Kap. East	QUIROS, DOLORES TUD
811	REG11	REG11-03	128662	Maniki CES SPED Center	Kap. East	FERNANDEZ, GERALINDA PILON
835	REG11	REG11-03	128662	Maniki CES SPED Center	Kap. East	LOMOCOSO, NELFA UBALDE
861	REG11	REG11-03	128662	Maniki CES SPED Center	Kap. East	PIELAGO, MERIAM DELIDELI
872	REG11	REG11-03	128662	Maniki CES SPED Center	Kap. East	ROBIS, PRECELIA GOMEZ
829	REG11	REG11-03	128663	Marcos P. Estoque ES	Kap. East	LAGRADA, RAZEL CATAHURAN
838	REG11	REG11-03	128663	Marcos P. Estoque ES	Kap. East	MALABAR, GINAFE PAINIT
859	REG11	REG11-03	128670	Sua-on ES	Kap. East	PALOMATA, GINA TIBAS
746	REG11	REG11-03	128674	Gabuyan CES	Kap. East	AGNI, LETTY BUTIN
753	REG11	REG11-03	128675	Mabantao ES	Kap. East	ARANGCANA, LENITH ARGUILLA
884	REG11	REG11-03	128702	Dasing ES	New Corella	TACASTACAS, EASTER JAPAY
860	REG11	REG11-03	128703	Del Pilar ES	New Corella	PASUQUIN, DAISY ALE
853	REG11	REG11-03	128705	El Unido ES	New Corella	NUEZCA, EDNA GUNSI
769	REG11	REG11-03	128706	Guadalupe ES	New Corella	BUCTUANON, GLEND JUEVESANO
777	REG11	REG11-03	128709	Limbaan ES	New Corella	CALVO, THELMA PALARAN
775	REG11	REG11-03	128712	Mesaoy ES	New Corella	CADAY, SHIRLEY IMPAS
848	REG11	REG11-03	128712	Mesaoy ES	New Corella	MERCADO, TRINIDAD OMBAJEN
855	REG11	REG11-03	128714	New Corella CES	New Corella	PADOOGDOG, LOUIELA TUVILLA
867	REG11	REG11-03	128716	New Sambog ES	New Corella	RAZONA, FRETZEL MALANOG
764	REG11	REG11-03	128719	San Roque ES	New Corella	BATINGAL, RITA FABROQUEZ
837	REG11	REG11-03	128722	Sta. Cruz ES	New Corella	LUNA, ANALYN BURLAZA
880	REG11	REG11-03	128723	Sta. Fe ES	New Corella	SOCIA, RITCHELLE CALVO
822	REG11	REG11-03	128725	Suawon ES	New Corella	JALA, JOSELYN COMIDOY
823	REG11	REG11-03	128725	Suawon ES	New Corella	JALA, MARIA RAFAELA MATILDO
766	REG11	REG11-03	128750	La Libertad ES	Sto. Tomas East	BENEGIAN, NOLIVIE SAYOTO
749	REG11	REG11-03	128751	Lunga-og ES	Sto. Tomas East	ALBINO, LENITA ASINIA
832	REG11	REG11-03	128751	Lunga-og ES	Sto. Tomas East	LANDASAN, REMEDIOS RODRIGUEZ
783	REG11	REG11-03	128752	Nafco CES	Sto. Tomas East	CELI, MARICEL GEMARINO
850	REG11	REG11-03	128752	Nafco CES	Sto. Tomas East	MODERES, EMY HOPANDA
893	REG11	REG11-03	128752	Nafco CES	Sto. Tomas East	WONG, MARICEL PADASAY
776	REG11	REG11-03	128754	Salvacion ES	Sto. Tomas East	CALUNSAG, MARYLOU CARAS
798	REG11	REG11-03	128754	Salvacion ES	Sto. Tomas East	DERUTAS, EVELYN MURING
864	REG11	REG11-03	128761	New Katipunan ES	Sto. Tomas West	PONDALES, JUDITH SARIO
744	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	ACHA, SUSAN GALICHA
781	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	CASIPAG, RIA LACNO
786	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	CONDIMAN, MARIA FLETCHER TEPOSO
794	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	DAYOT, IRENE GRACE LEGISTA
795	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	DAYRIT, MILYN ASIO
808	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	FAMISARAN, SHIRLEY LICAYAN
812	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	FLORES, NELY PEREZ
819	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	HONTORIA, SHERRY LOU FLORES

849	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	MISLANG, VIVIAN SILAPAN
851	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	NADURA, REY GARBO
854	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	OMLANG, ALICIA QUIAZ
869	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	REMETIRA, MERLYN QUILANTANG
876	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	RULIDA, ARACELIE FUGOSO
879	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	SIGLOS, MARY GRACE MAGAPAN
890	REG11	REG11-03	128765	Sto. Tomas CES SPED Center	Sto. Tomas West	VILLARIN, AMPARO BALAIS
752	REG11	REG11-03	128801	Dagohoy ES	Talaingod	ANDOT, REMEDIOS CABACUNGAN5
844	REG11	REG11-03	128801	Dagohoy ES	Talaingod	MATURA, CHRISTIE GARNICA
765	REG11	REG11-03	304215	Alejal NHS	Carmen	BELLEZAS, LOIDA UY
750	REG11	REG11-03	304217	Asuncion NHS	Asuncion	ALMODIEL, JANNETTE GUINIT
758	REG11	REG11-03	304217	Asuncion NHS	Asuncion	BAGUIO, SCARLETTE JUMAWAN
759	REG11	REG11-03	304217	Asuncion NHS	Asuncion	BAJAO, EDWIN SAJULAN
771	REG11	REG11-03	304217	Asuncion NHS	Asuncion	CAÑETE, RENATO NUYAD
816	REG11	REG11-03	304217	Asuncion NHS	Asuncion	GEROCHE, SOL RYAN NALANGAN
870	REG11	REG11-03	304217	Asuncion NHS	Asuncion	REMORIN, MARIFE REGIDOR
784	REG11	REG11-03	304218	Sagayan NHS	Asuncion	CERBAS, LIONILYN ANTIGRA
792	REG11	REG11-03	304221	Antonio V. Fruto Sr. NHS	BE. Dujali	DAPAT, SALOME FRUTO
801	REG11	REG11-03	304221	Antonio V. Fruto Sr. NHS	BE. Dujali	DOLATRE, EVELYN MORALES
799	REG11	REG11-03	304222	Carmen NHS	Carmen	DEVILLERES, JOSEPHINE CORPORAL
804	REG11	REG11-03	304222	Carmen NHS	Carmen	ENO, NENA FERMIN
862	REG11	REG11-03	304222	Carmen NHS	Carmen	PIQUERO, REYDEN LYN EDAYAN
889	REG11	REG11-03	304222	Carmen NHS	Carmen	VILLANUEVA, SHIRLEY BARBARONA
883	REG11	REG11-03	304228	Dña Carmen Soriano NHS	Kap. West	TABUGOC, DEMOSTHENES CARREON
790	REG11	REG11-03	304229	Dujali NHS	BE. Dujali	DAGMIL, MERLYN DUJALI
882	REG11	REG11-03	304230	Tanglaw NHS	BE. Dujali	SOSAYA, ALLAN GLENN RIOJA
805	REG11	REG11-03	304233	Kapalong NHS	Kap. East	ESGUIRAN, TITA BUNGABONG
833	REG11	REG11-03	304233	Kapalong NHS	Kap. East	LARANIO, RUBY JEAN LUMBA
836	REG11	REG11-03	304233	Kapalong NHS	Kap. East	LUMBA, JOSEPHINE PORLAS
847	REG11	REG11-03	304233	Kapalong NHS	Kap. East	MELLO, DOROTHY DIPALING
892	REG11	REG11-03	304233	Kapalong NHS	Kap. East	WATIN, OLESEBEL PROSTRERO
874	REG11	REG11-03	304237	Kimamon NHS	Sto. Tomas East	RODRIGUEZ, MA. BELLATINA CORONADO
817	REG11	REG11-03	304239	Limbaan NHS	New Corella	GOZON, EDGARDO BATANGON
843	REG11	REG11-03	304239	Limbaan NHS	New Corella	MATILDO, FRANK BALILI
887	REG11	REG11-03	304239	Limbaan NHS	New Corella	TANGUAN, JOVELYN POLINAR
868	REG11	REG11-03	304241	Luna NHS	Kap. West	REBUCAS, JANICE JAYA
840	REG11	REG11-03	304243	Semong NHS	Kap. West	MANILE, ANIVIC AZUCENA
760	REG11	REG11-03	304248	New Corella NHS	New Corella	BALO, RICHARD REPONTE
793	REG11	REG11-03	304248	New Corella NHS	New Corella	DARUNDAY, VIRGENIA CATANGCATANG
824	REG11	REG11-03	304248	New Corella NHS	New Corella	JALA, MERLE ALVAREZ
827	REG11	REG11-03	304248	New Corella NHS	New Corella	JEMINA, MARIGEL CALIBO
782	REG11	REG11-03	304251	Sawata NHS	San Isidro	CATAMBACAN, JENNIFER APLASCA
830	REG11	REG11-03	304251	Sawata NHS	San Isidro	LAGURA, VICTORIANA NEBRIA
768	REG11	REG11-03	304252	Sonlon NHS	Asuncion	BOLANIO, JOCELYN BAUTISTA
743	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	ABEN, ESTRELLITA DANGCATAN
774	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	CABONITA, LEONIDISA AMORES
780	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	CANTEROS, DONNABELLE CANONO
791	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	DALISAY, JOAN SULPOT
797	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	DE RAMOS, TEODESIA SIOS-E
802	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	DOLORMENTE, JESNINIETA AMARDECER
813	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	GALICHA, DAVE ANTHONY MANLIGUEZ
814	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	GANADE, LILIA RULE
821	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	ISTURIS, NONA GRACE OLMEDO
871	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	REVILLA, AGUSTIN CABALLERO
875	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	RONCADO, ROSANNA ALIBO
877	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	SANSAIT, SARAH SAMSONA
885	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	TAGANAIT, MELITA UGDANG
891	REG11	REG11-03	304254	Sto Tomas NHS	Sto. Tomas West	WATE, RELIETO MELANO
825	REG11	REG11-03	304255	La Libertad NHS	Sto. Tomas East	JATICO, DANIEL TABAR
863	REG11	REG11-03	304256	Salvacion NHS	Sto. Tomas East	PONCE, MARITES LORONO
845	REG11	REG11-03	305508	Ramon Segundo Sr. NHS	Kap. East	MATURAN, CECILE BAZAN
772	REG11	REG11-03	315901	Tubod NHS	Carmen	CABACANG, VENUS SOTTO
873	REG11	REG11-03	315901	Tubod NHS	Carmen	ROBLES, ROSEMARIE LINGO
888	REG11	REG11-03	315901	Tubod NHS	Carmen	TRIBUNALO, MERCEDITA BAGUIO
757	REG11	REG11-03	500450	Kinamayan IS	Sto. Tomas East	ARROSAS, EVA FLORA
770	REG11	REG11-03	500789	Sampao IS	Kap. West	BURLAS, SHERILL ORTIZ
767	REG11	REG11-03	500846	Rizal IS	Asuncion	BERMOY, RICHEL VENUS
747	REG11	REG11-03	500852	Magwawa IS	Sto. Tomas West	ALAMILLO, ROLANDO ANIÁ'ON
809	REG11	REG11-03	500855	Mesolong IS	Talaingod	FELISCUZO, HELEN FAUNILLAN
803	REG11	REG11-03	501077	Magatos IS	Asuncion	EDNALGAN, WILMA GOMEZ
834	REG11	REG11-03	501077	Magatos IS	Asuncion	LAWAS, ZONSAIDA CEDDILLO
773	REG11	REG11-03	501410	Palma Gil IS	Talaingod	CABALLERO, MARY GRACE DANO



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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://tinivurl.com/ElearningPaxIntake1	27 January – 04 February 2025	05 February 2025
Intake 2	https://tinivurl.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/nXpPxVtfZv>.
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



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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/EIearningPaxIntake1 2 nd Intake: https://tinyurl.com/EIearningPaxIntake2	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/4twn2j9h	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/4twn2j9h	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



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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