



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0211

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

Subject: **INFORMATION DISSEMINATION ON THE 2025 LINANG E-LEARNING COURSE OFFERINGS**

Date: July 2, 2025

1. Relative to Regional Memorandum HRDD-2025-145 titled Information Dissemination on the 2025 Linang E-Learning Course Offerings, this Office hereby informs the personnel listed below of their inclusion in the said E-Learning courses. The details of the course offerings are self-explanatory.
2. In line with this, participants are required to submit a duly accomplished Service Obligation Form **for each enrolled course** to the School Governance and Operations Division, duly signed by their immediate superior, on or before **July 4, 2025, at 10:00 AM**. Relevant details and other information are found in the enclosures.
3. The registration fee for the courses shall be charged under the Central Office-Organizational and Professional Development for Non-Teaching Personnel (CO-OPDNTF) Fund, subject to the existing budgeting, accounting and auditing rules and regulations.
4. 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.
5. Immediate dissemination of this memorandum is desired.


REYNALDO B. MELLORIDA, CESO V
School Division Superintendent

Enclosure: As stated.
SGOD/jam





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

Office of the Schools Division Superintendent

LIST OF AUTHORIZED DIVISION EMPLOYEES TO PARTICIPATE IN ELDIs

PREFERRED ELDI: Mastering Microsoft Office: A Comprehensive Online Training Program for All Skill Levels (Basic Intermediate, aNd Advanced)

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Franklin	N	Maynucas	ADAS III
2	Rowena	M	Inutan	AO - IV
3	Rowena	R	Maravillosa	ADAS III
4	Mercy Carol	T	Hivertas	ADAS III
5	Myra	M.	Udi	AO II
6	Josie	D.	Lintuan	ADAS III
7	Rogie Neil	N.	Tasan	ADAS II
8	Venancio Jr.	Galo	Enarciso	AO II
9	Joeselle Lorraine	C.	Dumaguit	AO II
10	Eddie Mar	M.	Orcullo	ADAS III
11	Marife Gay	A.	Ledona	ADAS III
12	Lufel	C	Tabaranza	AO II
13	Arnel	M	Nalangan	AO II
14	Maricel	C.	Mateo	AO II
15	Jennifer	J.	Oracion	ADAS II
16	Ma. Theresa	F	Lebria	ADAS II
17	Ma. Kristine Joy	D	Amanio	ADAS III
18	Jo Anne	V	Arellano	ADAS II
19	Ana Lou	C.	Henobiagon	AO II
20	Ethma	B	Bayog	ADAS II
21	Jerome	A	Grancho	ADAS III
22	Cesar	F	Aguelo	ADAS II
23	Fredelyn		Mantos	ADAS II
24	Constant Dave	G	Caberto	Nurse II
25	Josephine	N.	Nacis	AO II
26	Roma	Q.	Berja	AO II
27	Glenn	D.	Sarona	ADAS III
28	Fe	C.	Molit	AO II
29	Aive	T	Solen	AO II
30	Irish	S.	Tautho	AO II

31	Judy		Besonia	AO II
32	Janerose	A.	Lozano	AO II
33	Camelle Vanessa	M.	Morales	AO II
34	Ross Ann	P.	Ramos	ADAS II
35	Leilani	M	Casilin	AO II
36	Xinette Joy	B	Manzala	AO-II
37	Lilet	Y	Pabillore	AO-II
38	Melodina	T	Hilario	ADAS III
39	Michelle	A	Serapion	ADAS II
40	Rizza Jane	A.	Batucan	ADAS II
41	Hazel	M	Barcelona	ADAS II
42	Icy	F	Labasano	AO II
43	Rizalyn	P	Delapos	AO II
44	Jessa Mae	T.	Saavedra	AO II
45	Manelyn	I.	Arnaiz	AO II
46	Lizanne	O.	Loseriaga	ADAS III
47	Maria Wella	D.	Crizaldo	AO II
48	Karen Mae	C.	Ambroce	ADAS II
49	Rochel	M.	Cajes	ADAS II
50	Juicy	S.	Miole	ADAS III
51	Donna Jein	R.	Plaga	ADAS II
52	Noreen Shane	C.	Adimos	AO-II
53	Aiza	R.	Amoguis	ADAS III
54	Sheilvey	E.	Niday	ADAS II
55	Catherine	C.	Albarracin	ADAS II
56	Irene	W.	Suarez	ADAS II
57	Emalyn	E.	Julio	ADAS II
58	John Martin	M.	Delapos	ADAS II
59	Renee Vi	S	Lopez	ADAS II
60	Edrian Dan	A.	Dacumos	ADAS II
61	Amie Grace	R.	Fernandez	AO II
62	Alvin	L.	Borag	AO II
63	Regine Rose	P.	Lamano	AO II
64	Mary Grace	S.	Banzon	AO II
65	Franclita	D.	Amoto	ADAS II
66	Rommel	C.	Pareja	AO II
67	Jerlyn	L.	Babiera	AO II
68	Shem Bert	T.	Babiera	ADAS II
69	Dave Mark	C.	Ang	AO II
69	Jeremiah	E.	Cubar	AOII

PREFERRED ELDI: Data Integrity: Enhancing Data and Records Management for Government Professionals

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Jean	D.	Estremos	ADA V
2	Rizza Grace	L	Gallega	AO II
3	Arnel	M	Nalangan	AO II
4	Jindle	D	Panaguiton	AO II
5	Marife	G	Bernaldez	AO II
6	James Roi	B.	Andres	AO II
7	Hazel	M	Barcelona	ADAS II
8	Ma. Theresa	F	Lebria	ADAS II
9	Ma. Kristine Joy	D	Amanio	ADAS III
10	Jo Anne	V	Arellano	ADAS II
11	Rogie Neil	N.	Tasan	ADAS II
12	Lufel	C	Tabaranza	AO II
13	Marife Gay	A.	Ledona	ADAS III
14	Elvie	A.	Namocot	ADAS III
15	Mary Joan	M.	Jadraque	ADAS - II
16	Sheena Mae	S.	Barcnas	ADAS - II
17	Emilene	T.	Pacon	ADAS III
18	Alpres	T.	Pinola	ADAS III
19	Rhea Joy	C.	Trangia	AO - II
20	Sarah Jane	P.	Cabuga	AO - II
21	Irish Dianne	E.	Garcialopez	PDO - II
22	Queen Claire	C.	Arena	AO - II
23	Jerex	B.	Jacinto	AO II
24	Stephanie Grace	R.	Anayo	AO II
25	Venancio Jr.	G.	Enarciso	AO II
26	Joeselle Lorraine	C.	Dumaguit	AO II
27	Camelle Vanessa	M.	Morales	AO II
28	Ross Ann	P.	Ramos	ADAS II
29	Arnold	R.	Adimos	ADAS II
30	Leilani	M	Casilin	AO II
31	Maricel	C.	Mateo	AO II
32	Rizza Jane	A.	Batucan	ADAS II
33	Xinette Joy	B	Manzala	AO-II
34	Lilet	Y	Pabillore	AO-II
35	Melodina	T	Hilario	ADAS III
36	Michelle	A	Serapion	ADAS II
37	Lyndee	M.	Sagaral	AO II
38	Jessa Mae	T.	Saavedra	AO II
39	Manelyn	I.	Arnaiz	AO II

40	Maria Wella	D.	Crizaldo	AO II
41	Juicy	S.	Miole	ADAS III
42	Noreen Shane	C.	Adimos	AO-II
43	Alvin	L.	Borag	AO-II
44	Marivic	S.	Baco	AO II
45	Anna Mae	M.	Quiamco	AO II
46	Aiza	R	Amoguis	ADAS III
47	Sheilvey	E.	Niday	ADAS II
48	Catherine	C.	Albarracin	ADAS II
49	Rachel	D.	Aleon	ADAS III
50	Amie Grace	R	Fernandez	AO II
51	Mary Grace	S.	Banzon	AO II
52	Francilita	D.	Amoto	ADAS II
53	Rel Francis	A.	Dayaganon	AO II
54	Dave Mark	C.	Ang	AO II

PREFERRED ELDI: Empower Within: Cultivating Self-Mastery for a Balanced Life

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Venancio Jr.	G.	Enarciso	AO II
2	Marjorie	A	Arcilla	AO II
3	Ivy Joy	W.	Tijol	AO II
4	Jindle Marie	D	Panaguiton	AO II
5	Marife	G	Bernaldez	AO II
6	Lufel	C	Tabaranza	AO II
7	Ethma	B	Bayog	ADAS II
8	Jerome	A	Grancha	ADAS III
9	Cesar	F	Aguelo	ADAS II
10	Hazel	M	Barcelona	ADAS II
11	Elvie	A.	Namocot	ADAS III
12	Mary Joan	M.	Jadraque	ADAS - II
13	Sheena Mae	S.	Barcenaz	ADAS - II
14	Emilene	T.	Pacon	ADAS III
15	Alpres	T.	Pinola	ADAS III
16	Rhea Joy	C.	Trangia	AO - II
17	Sarah Jane	P.	Cabuga	AO - II
18	Irish Dianne	E.	Garcialopez	PDO - II
19	Queen Claire	C.	Arena	AO - II
20	Jerex	B.	Jacinto	AO II
21	Stephanie Grace	R.	Anayo	AO II

22	Leilani	M	Casilin	AO II
23	Icy	F	Labasano	AO II
24	Alvin	L.	Borag	AO-II
25	Amie Grace	R.	Fernandez	AO II
26	Franclita	D.	Amoto	ADAS II

PREFERRED ELDI: Gender and Development: Principles and Mainstreaming in the Workplace

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	April Julie Mae	P	Gonzaga	PDO I
2	Joeselle Lorraine	C.	Dumaguit	AO II
3	Rey	C.	Comendador	AO II
4	Ana Lou	C.	Henobiagon	AO II
5	James Roi	B.	Andres	AO II
6	Ma. Theresa	F	Lebria	ADAS II
7	Ma. Kristine Joy	D	Amanio	ADAS III
8	Jo Anne	V	Arellano	ADAS II
9	Lufel	C	Tabaranza	AO II
10	Ethma	B	Bayog	ADAS II
11	Jerome	A	Grancho	ADAS III
12	Cesar	F	Aguelo	ADAS II
13	Josephine	N.	Nacis	AO II
14	Fredelyn		Mantos	ADAS II

PREFERRED ELDI: Public Impact: Effective Communication for Government Professionals- Intermediate Level

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Venancio Jr.	G.	Enarciso	AO II
2	Hazel	M	Barcelona	ADAS II
3	Rogie Neil	N.	Tasan	ADAS II
4	Jenny	Q.	Salvalosa	AO II
5	Joeselle Lorraine	C.	Dumaguit	AO II
6	Suzeth	R.	Sernicula	ADAS III
7	Lufel	C	Tabaranza	AO II
8	Ethma	B	Bayog	ADAS II

9	Jerome	A	Grancho	ADAS III
10	Cesar	F	Aguelo	ADAS II
11	Ana Lou	C.	Henobiagon	AO II
12	Irene Ruth	S.	Bartolome	ADAS III
13	Josephine	N.	Nacis	AO II
14	Fredelyn		Mantos	ADAS II
15	Ross Ann	P.	Ramos	ADAS II
16	Chayrine Rose	V.	Avelino	ADAS III
17	Regine Rose	P.	Lamano	AO II
18	Francilita	D.	Amoto	ADAS II
19	Rel Francis	A.	Dayaganon	AO II

**PREFERRED ELDI: Mastering Self-Management:
Strategies for Personal and Professional Growth**

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Danilo Jr.	Q.	Lumayno	EPS II
2	Miah Trizza	M	Bonita	ADAS III
3	Ivy Joy	W.	Tijol	AO II
4	Marjorie	A.	Arcilla	AO II
5	Precious Mae	C.	Gaquit	AO II
6	Constant Dave	G.	Caberto	Nurse II
7	Irene Ruth	S.	Bartolome	ADAS III
8	Ana Lou	C.	Henobiagon	AO II
9	Aive	T	Solen	AO II
10	Irish	S.	Tautho	AO II
11	Judy		Besonia	AO II
12	Janerose	A.	Lozano	AO II
13	Joeselle Lorraine	C.	Dumaguit	AO II
14	Chayrine Rose	V.	Avelino	ADAS III
15	Josephine	N.	Nacis	AO II
16	Fredelyn		Mantos	ADAS II
17	Icy	F	Labasano	AO II
18	Alvin	L.	Borag	AO II
19	Amie Grace	R	Fernandez	AO II
20	Francilita	D.	Amoto	ADAS II
21	Rel Francis	A.	Dayaganon	AO II
22	Dave Mark	C.	Ang	AO II

**PREFERRED ELDI: Mastering Attention to Detail:Techniques
for Enhanced Focus and Prevision**

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Venancio Jr.	G.	Enarciso	AO II
2	Elvie	A.	Namocot	ADAS III
3	Mary Joan	M.	Jadraque	ADAS - II
4	Hazel	M	Barcelona	ADAS II
5	Eddie Mar	M.	Orcullo	ADAS III
6	Sheena Mae	S.	Barcenass	ADAS - II
7	Emilene	T.	Pacon	ADAS III
8	Alpres	T.	Pinola	ADAS III
9	Rhea Joy	C.	Trangia	AO - II
10	Sarah Jane	P.	Cabuga	AO - II
11	Irish Dianne	E.	Garcialopez	PDO - II
12	Queen Claire	C.	Arena	AO - II
13	Jerex	B.	Jacinto	AO II
14	Stephanie Grace	R.	Anayo	AO II
15	Ethma	B	Bayog	ADAS II
16	Jerome	A	Granchon	ADAS III
17	Cesar	F	Aguelo	ADAS II
18	Ross Ann	P.	Ramos	ADAS II
19	Fredelyn		Mantos	ADAS II
20	Leilani	M.	Casilin	AO II
21	Rizza Jane	A.	Batucan	ADAS II
22	Alvin	L.	Borag	AO-II
23	Regine Rose	P.	Lamano	AO II
24	Francilita	D.	Amoto	ADAS II
25	Rel Francis	A.	Dayaganon	AO II
26	Dave Mark	C.	Ang	AO II

**PREFERRED ELDI: Advanced Technical Competencies for
Education Professionals: Program Management and
Development**

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Romela	T.	Pangandoyon	SEPS-HRD
2	Jillian April	A.	Casal	PDO II-DRRM
3	Durrell Lee	D.	Aben	AO II
4	Annie Lou	N.	Nudalo	AO II
5	Mary Jean	B.	Patricio	AOII
6	Lorina	D	Samar	AO II

7	Amie Grace	R.	Fernandez	AO II
8	Joeselle Lorraine	C.	Dumaguit	AO II
9	Lufel	C	Tabaranza	AO II
10	Ma. Theresa	F	Lebria	ADAS II
11	Ma. Kristine Joy	D	Amanio	ADAS III
12	Jo Anne	V	Arellano	ADAS II
13	Arnel	M	Nalangan	AO II
14	Josephine	N.	Nacis	AO II
15	Fredelyn		Mantos	ADAS II
16	Leilani	M	Casilin	AO II
17	Franclita	D.	Amoto	ADAS II

PREFERRED ELDI: Flourish at Work: Comprehensive Employee Development and Care-Employee Development and Welfare

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Romela	T.	Pangandoyon	SEPS-HRD
2	June Angelo	A.	Mercado	EPS II
3	Marivic	S.	Baco	AO II
4	Aive	T	Solen	AO II
5	Irish	S.	Tautho	AO II
6	Judy		Besonia	AO II
7	Janerose	A.	Lozano	AO II
8	Jenny	Q.	Salvalosa	AO II
9	Elvie	A.	Namocot	ADAS III
10	Mary Joan	M.	Jadraque	ADAS - II
11	Sheena Mae	S.	Barcenias	ADAS - II
12	Emilene	T.	Pacon	ADAS III
13	Alpres	T.	Pinola	ADAS III
14	Rhea Joy	C.	Trangia	AO - II
15	Sarah Jane	P.	Cabuga	AO - II
16	Irish Dianne	E.	Garcialopez	PDO - II
17	Queen Claire	C.	Arena	AO - II
18	Jerex	B.	Jacinto	AO II
19	Stephanie Grace	R.	Anayo	AO II
20	Leilani	M	Casilin	AO II
21	Anna Mae	M.	Quiamco	AO II
22	Jennifer	G.	Oyan	ADAS II
23	Fredelyn		Mantos	ADAS II
24	Mary Grace	S.	Banzon	AO II
25	Rel Francis	A.	Dayaganon	AO II

26	Francilita	D.	Amoto	ADAS II
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**PREFERRED ELDI: Strategic Financial Management:
Optimizing Public Funds and Resources-Financial Management**

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Rowena	M	Inutan	AO-IV Cash
2	Rowena	R	Maravillosa	ADAS III
3	Mercy Carol	T	Hivertas	ADAS III
4	Jillian April	A.	Casal	PDO II-DRRM
5	Myra	M.	Udi	AO-II
6	Miah Trizza	M.	Bonita	ADAS III
7	Diana May	O.	Somod-Ong	ADAS III
8	Precious Mae	C.	Gaquit	AO II
9	Venancio Jr.	G.	Enarciso	AO II
10	Marife	G	Bernaldez	AO II
11	Jindle Marie	D	Panaguiton	AO II
12	Rizza Grace	L	Gallega	AO II
13	James Roi	B.	Andres	AO II
14	Josie	D.	Lintuan	ADAS III
15	Maricel	C.	Mateo	AO II
16	Lufel	C	Tabaranza	AO II
17	Hazel	M	Barcelona	ADAS II
18	Ma. Theresa	F	Lebria	ADAS II
19	Ma. Kristine Joy	D	Amanio	ADAS III
20	Jo Anne	V	Arellano	ADAS II
21	Rogie Neil	N.	Tasan	ADAS II
22	Marife Gay	A.	Ledona	ADAS III
23	Jennifer		Oracion	ADAS II
24	Xinette Joy	B	Manzala	AO-II
25	Lilet	Y	Pabillore	AO-II
26	Roma	Q	Berja	AO-II
27	Melodina	T	Hilario	ADAS III
28	Joeselle Lorraine	C.	Dumaguit	AO II
29	Glenn	D	Sarona	ADAS III
30	Elvie	A.	Namocot	ADAS III
31	Mary Joan	M.	Jadraque	ADAS - II
32	Sheena Mae	S.	Barcenaz	ADAS - II
33	Emilene	T.	Pacon	ADAS III
34	Alpres	T.	Pinola	ADAS III
35	Rhea Joy	C.	Trangia	AO - II

36	Sarah Jane	P.	Cabuga	AO - II
37	Irish Dianne	E.	Garcialopez	PDO - II
38	Queen Claire	C.	Arena	AO - II
39	Jerex	B.	Jacinto	AO II
40	Stephanie Grace	R.	Anayo	AO II
41	Arnel	M	Nalangan	AO II
42	Jenny	Q.	Salvalozza	AO II
43	Camelle Vanessa	M.	Morales	AO II
44	Ethma	B	Bayog	ADAS II
45	Jerome	A	Granchos	ADAS III
46	Cesar	F	Aguelo	ADAS II
47	Aiza	R	Amoguis	ADAS III
48	Icy	F	Labasano	AO II
49	Ross Ann	P.	Ramos	ADAS II
50	Rizza Jane	A.	Batucan	ADAS II
51	Juicy	S.	Miole	ADAS III
52	Noreen Shane	C.	Adimos	AO-II
53	Leilani	M	Casilin	AO II
54	Anna Mae	M.	Quiamco	AO II
55	Jennifer	G.	Oyan	ADAS II
56	Marivic	S.	Baco	AO II
57	Alvin	L.	Borag	AO II
58	Amie Grace	R.	Fernandez	AO II
59	Mary Grace	S.	Banzon	AO II
60	Dave Mark	C.	Ang	AO II
61	Jeremiah	E.	Cubar	AOII

PREFERRED ELDI: Strategic Governance: Shaping Policies for Impactful Outcomes-Policy and Strategic Planning

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Cristopher	B.	Gonzales	EPS
2	Danilo Jr.	Q.	Lumayno	EPS II
3	Jillian April	A.	Casal	PDO II-DRRM
4	Arnel	F	Labasan	SEPS
5	Arnel	M	Nalangan	AO II
6	Ethma	B	Bayog	ADAS II
7	Jerome	A	Granchos	ADAS III
8	Cesar	F	Aguelo	ADAS II
9	Annie Lou	N.	Nudalo	AO II
10	Durrell Lee	D.	Aben	AO II

11	Lyndee	M.	Sagaral	AO II
12	Rel Francis	A.	Dayaganon	AO II

PREFERRED ELDI: Audit Pro: Elevating Standards in Quality Assurance-Auditing and Quality Assurance

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Jillian April	A.	Casal	PDO II-DRRM
2	Rey	C.	Comendador	AO II
3	Ana Lou	C.	Henobiagon	AO II
4	James Roi	B.	Andres	AO II
5	Joeselle Lorraine	C.	Dumaguit	AO II
6	Venancio Jr.	G.	Enarciso	AO II
7	Lufel	C	Tabaranza	AO II
8	Hazel	M	Barcelona	ADAS II
9	Marife Gay	A.	Ledona	ADAS III
10	Rogie Neil	N.	Tasan	ADAS II
11	Jennifer	J.	Oracio	ADAS II
12	Ethma	B	Bayog	ADAS II
13	Jerome	A	Granchio	ADAS III
14	Cesar	F	Aguelo	ADAS II
15	Arnel	M	Nalangan	AO II
16	Camelle Vanessa	M.	Morales	AO II
17	Ross Ann	P.	Ramos	ADAS II
18	Lyndee	M.	Sagaral	AO II
19	Juicy	S.	Miole	ADAS III
20	Noreen Shane	C.	Adimos	AO-II
21	Leilani	M	Casilin	AO II
22	Franclita	D.	Amoto	ADAS II

PREFERRED ELDI: Strategic Synergy: Mastering Market and Category Dynamics- Market and Category Management

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Jillian April	A.	Casal	PDO II-DRRM
2	Mary Grace	S.	Banzon	AO II

PREFERRED ELDI: The Learning Matrix: Integrating Curriculum Design and Resources

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Rey	C.	Comendador	AO II
2	Maricel	C.	Mateo	AO II
3	Venancio Jr.	G.	Enarciso	AO II

PREFERRED ELDI: Leadership Excellence: Building Resilient and High -Performing Organizations

NO.	NAME OF EMPLOYEE			POSITION/ DESIGNATION
1	Cristopher	B.	Gonzales	EPS
2	Rey	C.	Comendador	AO II
3	Joeselle Lorraine	C.	Dumaguit	AO II
4	Rel Francis	A.	Dayaganon	AO II
5	Rose Mae	R.	Ubales	AO II
6	Jeremiah	E.	Cubar	AOII

Prepared by:

ROMELA T. PANGANDYON
SEPS-HRD

Approved by:

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
DAVAO REGION

June 20, 2025

REGIONAL MEMORANDUM
HRDD-2025-145

INFORMATION DISSEMINATION ON THE 2025 LINANG E-LEARNING
COURSE OFFERINGS

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUHROD-2025-1520 titled Registration to the FY 2025 LINANG E-Learning Courses: External Learning and Development Interventions (ELDI) for DepEd Non-Teaching Personnel dated June 13, 2025. Contents are self-explanatory.
2. The deadline for pre-registration is on or before June 30, 2025 via <https://tinyurl.com/2025ElearningPreReg>. The Approved Authority to Participate and Service Obligation Form must be signed by the Head of Office. All forms and templates can be accessed via <https://tinyurl.com/2025ELDIForms>. Relevant details and other information are found in the enclosures.
3. The registration fees for the courses shall be charged under the Central Office-Organizational and Professional Development for Non-Teaching Personnel (CO-OPDNTP) Fund, subject to existing budgeting, accounting, and auditing rules and regulations.
4. For queries, email hrddneapro11@gmail.com.
5. Immediate dissemination of this Memorandum is directed.

DEPARTMENT OF EDUCATION - DAVAO
RECORDS SECTION

RELEASED

By: [Signature]

Date: [Signature]

Time: [Signature]

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH3/glv



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-1520

RECORDS SECTION
RECEIVED

17 JUN 2025

Time

9:31

FOR: UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU AND SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM: WILFREDO E. GABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT: REGISTRATION TO THE FY 2025 LINANG E-LEARNING COURSES:
EXTERNAL LEARNING AND DEVELOPMENT INTERVENTIONS
(ELDI) FOR DEPED NON-TEACHING PERSONNEL

DATE: 13 June 2025

This is to announce the FY 2025 External Learning & Development Interventions (ELDIs) being offered to non-teaching personnel (NTP) in the Department of Education (DepEd) holding **permanent**, **contractual**, and **co-terminus** employment status through e-learning courses.

These ELDIs are in support of the professional development of DepEd NTP under the FY 2025 *Learning Interventions for Navigating Advancements and Nurturing Growth* or the **LINANG Program**.

Enclosed in this Memorandum are the following:

- Annex A** – ELDI Course Offerings
- Annex B** – ELDI Registration Procedures

The deadline for pre-registration to all listed ELDIs is **June 30, 2025, 5:00 p.m.**

For any concerns or clarifications, kindly contact **Ms. Riza May Fortunato** or **Mr. Siljohn Rey Salazar** of the BHROD-HRDD at (02) 8470-6630 or through email at bhrod.hrdd@deped.gov.ph.

For your information and guidance.

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Doc. Ref. Code	CO-OUHROD-F003	Rev	00
Effectivity	03.23.23	Page	1 of 9



ANNEX A

ELDI COURSE OFFERINGS

Note: The BHROD-HRDD reserves the right to close the pre-registration deadline earlier or extend the same as the Office deems necessary.

A. ELDI for Core Competencies

- **Eligible DepEd employees:**
 - Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (Salary Grade 24 and below)
 - Currently employed in DepEd for a period of **six (6) months to three (3) years**
 - Currently involved in the management or implementation of various programs, activities, and projects (PAPs)
- **Pre-registration Deadline: June 30, 2025, 5:00 p.m.**

No.	Course Title & Relevant Link	Short Description	Course Schedule
External LSP: Udemy (self-paced e-learning course) Brochure Link: https://tinyurl.com/2024UdemyPrograms			
1.	Mastering Microsoft Office: A Comprehensive Online Training Program for All Skill Levels (Basic, Intermediate, and Advanced)	This comprehensive online training program is designed to build and enhance participants' proficiency in Microsoft Office 365 applications, tailored to various skill levels. It equips participants with the necessary skills to leverage the full potential of Microsoft Office 365, empowering them to work smarter and more effectively in their professional roles.	June 30, 2025 onwards
2.	Data Integrity: Enhancing Data and Records Management for Government Professionals	This program is designed to equip government professionals with the skills and knowledge needed to maintain the highest standards of data integrity in public service.	June 30, 2025 onwards
3.	Empower Within: Cultivating Self-Mastery for a Balanced Life	This program is designed to guide individuals on a transformative journey toward achieving self-mastery and balance in their personal and professional lives.	June 30, 2025 onwards
4.	Fostering Innovation and Creativity in the Government Sector	This course is designed to equip government professionals with the knowledge and tools necessary to drive innovation and creativity within their organizations.	June 30, 2025 onwards
5.	Public Impact: Effective Communication for	This program is designed to empower government	June 30, 2025 onwards

No.	Course Title & Relevant Link	Short Description	Course Schedule
	Government Professionals – Intermediate level	professionals with the communication tools needed to make a lasting impact in public service. By the end of the program, attendees will be equipped to navigate the complexities of public communication with greater ease and influence.	
6.	Gender and Development: Principles, Practices, and Mainstreaming in the Workplace	This program is designed to cover key concepts and principles of gender and development (GAD), including relevant laws and issuances that guide gender equality and inclusivity in the public and private sectors. Participants will also learn how to effectively work in a gender-diverse environment, develop gender sensitivity, and raise awareness to create a more inclusive and equitable workplace.	June 30, 2025 onwards
7.	Mastering Self-Management: Strategies for Personal and Professional Growth	This program is designed to equip participants with practical skills to better manage their time, emotions, and personal growth for sustained success in all areas of life.	June 30, 2025 onwards
8.	Mastering Attention to Detail: Techniques for Enhanced Focus and Prevision	The course will provide practical strategies for improving observation skills, enhancing concentration, and incorporating attention to detail into daily routines, contributing to greater personal and professional success.	June 30, 2025 onwards

B. ELDI for Functional Competencies

- **Eligible DepEd employees:**
 - Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (Salary Grade 24 and below)
 - Currently employed in DepEd for a period of **two (2) years or more**
 - Currently involved in the management or implementation of various programs, activities, and projects (PAPs)
- **Pre-registration Deadline: June 30, 2025, 5:00 p.m.**

No.	Course Title & Relevant Link	Short Description	Course Schedule
External LSP: Udemy (self-paced e-learning course) Brochure Link: https://tinyurl.com/2024UdemyPrograms			
1.	Advanced Technical Competencies for Education Professionals: Program Management and Development	The training program is tailored to enhance the technical skills required for effective program management and development. Specifically, this program shall cover the following topics: Program Delivery and Management, Program Design and Development, Program Monitoring and Evaluation.	June 30, 2025 onwards
2.	Flourish at Work: Comprehensive Employee Development and Care – Employee Development and Welfare	This program is designed for employees to gain valuable tools to manage stress, balance work-life demands, and cultivate a positive mindset, all of which contribute to sustained professional success and personal well-being, ensuring that the employees are not only equipped to excel in their roles but are also supported in leading fulfilling, balanced lives.	June 30, 2025 onwards
3.	Strategic Financial Management: Optimizing Public Funds and Resources – Financial Management	This comprehensive training program is designed to equip government professionals with the essential skills and knowledge to manage public finances effectively. Specifically, this program shall cover the following topics: preparation and interpretation of financial statements and reports, management of accounts payable and receivable, fiscal planning and budget allocation and use of information technology in managing public finances.	June 30, 2025 onwards
4.	Strategic Governance: Shaping Policies for Impactful Outcomes – Policy and Strategic Planning	This program is designed to empower government professionals with the skills and knowledge needed to craft and implement policies that drive meaningful change. Specifically, this program shall cover the following topics: policy analysis and	June 30, 2025 onwards

No.	Course Title & Relevant Link	Short Description	Course Schedule
		development, organizational and procurement planning, and risk assessment and management.	
5.	Audit Pro: Elevating Standards in Quality Assurance – Auditing and Quality Assurance	This training program is designed to elevate the standards of auditing by focusing on continuous improvement and enhancing investigation and research skills. By the end of this program, attendees will be prepared to lead in the field of auditing, consistently raising the bar for quality and excellence in their work.	June 30, 2025 onwards
6.	Strategic Synergy: Mastering Market and Category Dynamics – Market and Category Management	This program is designed for participants to explore advanced market analysis techniques to uncover key insights, trends, and opportunities that drive business growth. It also delves into the intricacies of category management, equipping attendees with strategies to optimize product categories, align with consumer needs, and enhance overall market positioning.	June 30, 2025 onwards
7.	The Learning Matrix: Integrating Curriculum Design and Resources	This program is designed for participants to explore the principles of curriculum design, learning how to structure educational content to meet diverse learner needs and align with educational standards. This program also emphasizes the integration of curriculum with various learning resources that will enhance the learning experience.	June 30, 2025 onwards

C. ELDI for Leadership Competencies

- *Eligible DepEd employees:*
 - Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (SG-18 and above)
 - Performing managerial and supervisory function as may be inherent to the position, designated, or certified by Chief/Director
 - Overseeing program/s and managing/supervising at least two (2) subordinates)
- *Pre-registration Deadline: **June 30, 2025; 5:00 p.m.***

No.	Course Title & Relevant Link	Short Description	Course Schedule
External LSP: Udemy (self-paced e-learning course) Link: https://tinyurl.com/2024UdemyPrograms			
1.	Leadership Excellence: Building Resilient and High-Performing Organizations	<p>This comprehensive training program is designed to equip leaders and managers with the skills and knowledge needed to build and sustain high-performing organizations. This program is divided into four (4) subprograms, each of which contains carefully crafted topics:</p> <ul style="list-style-type: none"> • Organizational Leadership and Development • Crisis and Risk Management • Strategic Planning and Execution • Communication and Relationship Building 	N/A
	a. Organizational Leadership and Development	This subprogram shall cover the following topics: creating and nurturing a high-performing organization, succession planning, leading the teams' learning and development, managing performance and coaching for results, and leading change	June 30, 2025 onwards
	b. Crisis and Risk Management	This subprogram shall cover the following topics: crisis preparedness and management, and managing team's mental health and well-being	June 30, 2025 onwards
	c. Strategic Planning and Execution	This subprogram shall cover the following topics: planning and organizing for greater impact, thinking strategically and creatively, and data gathering and analytics for better decision-making	June 30, 2025 onwards

No.	Course Title & Relevant Link	Short Description	Course Schedule
	d. Communication and Relationship Building	This subprogram shall cover the following topics: communication management, partnership building and strengthening, and building collaborative and inclusive working relationships	June 30, 2025 onwards

For CO employees who already have existing access to Udemy, pre-registration for Udemy courses is **no longer required**.

ANNEX B

ELDI REGISTRATION PROCEDURES

To ensure relevance of the ELDI course offering to be attended by DepEd NTP and to manage the registration of participants for each course, please be advised of the following details and procedures:

I. PRE-REGISTRATION

1. The availment of ELDI through e-learning platform is open to the following eligible employees:
 - a. Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (Salary Grade 24 and below)
 - b. Currently employed in DepEd for a period of **six (6) months or more** depending on the chosen course
 - c. Currently involved in the management or implementation of various programs, activities, and projects (PAPs)
2. To pre-register, kindly follow these steps:
 - a. Accomplish the online pre-registration form through this link: <https://tinyurl.com/2025ElearningPreReg> using your **DepEd email address**;
Note: Regional applicants **must** be first screened by the **regional Personnel Development Committee (PDC)** and approved by the Regional Director before accomplishing the pre-registration form.
 - b. Upload the following necessary documents:
 - i. **Approved Authority to Participate** duly signed by the Head of Office:
 - For Central Office – Bureau or Service Director
 - For Regional and Schools Division Office – Regional Director
 - ii. **Approved Service Obligation Form***Note:* All forms and templates can be found through this link: <https://tinyurl.com/2025ELDIForms>
3. The deadline of pre-registration is on **June 30, 2025, 5:00 p.m.** Meanwhile, the relevant information for the specific course is detailed in **Annex A**. The Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) shall close the pre-registration when the slots have already been filled or when the external Learning Service Provider (LSP) has already closed the registration.

II. EVALUATION

1. All pre-registrations lodged on or before the set deadline shall be assessed by the BHROD-HRDD. The evaluation shall strictly adhere to the deadline of pre-registration to ensure timely processing of the registration to all courses and to facilitate payment of the registration fees.
2. Acceptance of pre-registered DepEd NTP to the chosen course shall be based on the following:

a. **Relevance:** The chosen course must meet any of the following, as may be certified by the Head of Office:

- i. Responsive to the L&D needs of the employee as reflected in their Individual Development Plans (IDP) in FY 2024;
- ii. Relevant to their current duties and responsibilities; or
- iii. Supportive in the fulfillment of their office mandate to achieve strategic goals of the Department.

b. **Availability:**

- i. Acceptance to the e-learning platform shall be on a **first-come, first served basis**.
- ii. Confirmed DepEd NTP may participate in any of the available self-paced e-learning courses once given access to the platform.

III. NOTIFICATION AND CONFIRMATION

1. The BHROD-HRDD shall notify, through the official DepEd email address, the DepEd NTP who have been accepted and have secured slots to each of the courses. This notification email shall include further details of the specific course, deadline for confirmation of participation, and additional documentary requirements, if necessary.
2. Upon receipt of the email, the concerned personnel **must confirm** their participation by replying to the notification email and submit the **hardcopies of the required documents with wet signature** to the **BHROD-HRDD Office**, Room 411, 4th Floor, Mabini Building, within the set deadline.
3. To manage work and learning, confirmed participants are advised to dedicate a **maximum of 2 working hours per day and/or during non-working hours** for the chosen course. No additional overtime payment shall be given for accessing the courses.

IV. PROCESSING OF PAYMENT AND OFFICIAL REGISTRATION

1. The BHROD-HRDD shall process the registration of confirmed participants to specific ELDI courses and shall facilitate the processing of registration fees.
2. The registration fees for the courses shall be charged under the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Fund, subject to existing budgeting, accounting, and auditing rules and regulations.

Together, let us continue to **cultivate, elevate, and motivate** one another towards a more progressive learning and development program in the Department.

Thank you.