

DIVISION MEMORANDUM

No. 066, s. 2025

NEAP E-LEARNING COURSES SCHOLARSHIP PROGRAM FOR EDUCATORS

To: Asst. Schools Division Superintendent
Chief Education Supervisors – CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Republic Act No. 11713 "Excellence in Teacher Education Act" and Order No.011, s. 2019 "Implementation of the National Educators Academy of the Philippines (NEAP Transformation)," NEAP is mandated to provide quality professional development 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 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. The **list of participants for SDO Sagay** (Intake 1 and 2) and the corresponding schedule is found using the link <https://rb.gy/vnu3ny>. 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 Public Schools District Supervisors (PSDSs) and the School Heads are advised to strongly support the participation of the selected school leaders and teachers in this endeavor. They are advised to implement arrangements to support the participation of teachers and school leaders in the e-learning courses. **The No Disruption of Classes Policy** must be strictly observed at all times.
7. Participants are required to accomplish and submit an **Undertaking** with the template found using the link <https://rb.gy/zwuf8j> and submit the scanned copy of the file using the link <https://rb.gy/k07jkn> on or before January 29, 2025 using the file format: Number_School ID Number_Last Name_First Name.

Example: 2_123456_Dela Cruz_Juan



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
Telephone Nos. 488-02-15; 722-0597 / sagaycity001@deped.gov.ph



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8. Moreover, to update the NEAP's database, **all School Heads, Supervisors, Public Schools District Supervisors, and Head Teachers** are required to complete the **Data Profiling Form** through **forms.office.com/r/TKRTR9xzkw** by March 7, 2025.
9. Attached is the Terms of Reference and Procedures.
10. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion, race, ethnicity, political affiliation, and other similar factors, and personal circumstances that run counter to the principles of equal opportunity for all.
11. Questions with regards to this communication can be coursed through Human Resource Development Section, Jecen A. Despi- EPS II-HRD at jecen.despi@deped.gov.ph.
12. Immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent



Enclosure :As Stated
Reference :
Allotment : N/A
No. of Pages :

To be indicate in the **Perpetual Index** under the following subjects:
Professional Development **NEAP**

FN: HRD/SGOD



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SCHOOLS DIVISION OF SAGAY CITY

Enclosure 1

UNDERTAKING

I [full name], [position] of [school], SDO Sagay City, Region VI, [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. 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 _____ 2025 at _____.

(Scholar's Name and Signature)

With the endorsement and approval of:

DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2025 in _____.



Republika ng Pilipinas

Department of Education

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/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	Hard 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	Hard copies of the Undertaking	April 28- May 8, 2025