



Republic of the Philippines  
Department of Education  
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

DEPARTMENT OF EDUCATION  
RECORDS SECTION, REGIONAL OFFICE NO. IX



Office of the Regional Director

Advisory No. 025, S. 2025  
January 21, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013  
this Advisory is issued not for endorsement per DO No. 28, s. 2001  
but only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.depedro9.info](http://www.depedro9.info))

**PROVISION OF E-LEARNING COURSES TO DEPED EDUCATORS**

This is in reference to the DM OUHROD-2025-0127 signed by the Undersecretary for Human Resource and Organizational Development, Wilfredo E. Cabral, dated January 16, 2025 titled "**PROVISION OF E-LEARNING COURSES TO DEPED EDUCATORS**".

In support 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 shall provide e-learning courses that are aligned with the professional development priorities for each target job group, through the E-Learning Courses Scholarship Programs.

This program has the following objectives:

- a. enhance the professional competencies of school leaders and teachers through 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.

The Schools Division Offices are advised to strongly support and to select school leaders and teachers to participate in this endeavor while observing the "**NO DISRUPTION OF CLASSES POLICY**".

Participants are required to accomplish and submit an Undertaking (Enclosure 2) and to update our data base, all School Heads, Supervisors, Public Schools District Supervisors, and Head Teachers are required to complete the Data Profiling Form through <https://forms.oofice/r/TKRTR9xzkw> before March 07, 2025.

Immediate dissemination of and appropriate action to this Advisory is desired.

Enclosures:

- 1 Terms of Reference and Procedures
- 2 Undertaking

HRDD/MRA/eca/Adv.  
006/January 21, 2025

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## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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### 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**

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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	<a href="https://tinyurl.com/ElearningPaxIntake1">https://tinyurl.com/ElearningPaxIntake1</a>	27 January - 04 February 2025	05 February 2025
Intake 2	<a href="https://tinyurl.com/ElearningPaxIntake2">https://tinyurl.com/ElearningPaxIntake2</a>	21-29 April 2025	05 May 2025

The e-IPCRF ratings for 2022-2023 were used to determine the participants for each Intake.



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Certificate No. PHP 043  
22-10-2025

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](mailto: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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**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 <sup>st</sup> Intake: <a href="https://tinyurl.com/ElearningPaxIntake1">https://tinyurl.com/ElearningPaxIntake1</a>  2 <sup>nd</sup> Intake: <a href="https://tinyurl.com/ElearningPaxIntake2">https://tinyurl.com/ElearningPaxIntake2</a>	January 10-15, 2025
<b>Intake 1</b>			
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	<a href="https://tinyurl.com/4twn2j9h">https://tinyurl.com/4twn2j9h</a>	January 24-29, 2025
Provision of access credentials to the 1 <sup>st</sup> 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
<b>Intake 2</b>			
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	<a href="https://tinyurl.com/4twn2j9h">https://tinyurl.com/4twn2j9h</a>	March 4-20, 2025
Provision of access credentials to the 2 <sup>nd</sup> 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



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**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