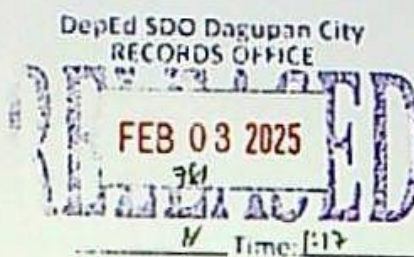




Republic of the Philippines  
**Department of Education**  
 REGION I  
**SCHOOLS DIVISION OF DAGUPAN CITY**



Office of the Schools Division  
 Superintendent

January 28, 2025

**DIVISION MEMORANDUM**

No. 51, s. 2025

**SUPPLEMENTAL MEMORANDUM TO DM-OUHROD-2025-0127: GUIDANCE ON THE IMPLEMENTATION OF THE E-LEARNING COURSES SCHOLARSHIP PROGRAM FOR EDUCATORS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 School Heads  
 All Others Concerned

- In reference to Regional Memorandum no. 137, s. 2025 titled "Supplemental Memorandum to DM-OUHROD-2025-0127: Guidance on the Implementation of the E-Learning Courses Scholarship Program for DepEd Educators", this Office informs the field of the implementation of the **E-Learning Courses Scholarship Program**.
- The corresponding schedules and list of selected participants (*Enclosure 1*) for Intakes 1, 2, and 3 are as follows:

Procedure/ Phase	Schedule		
	Intake 1 List: <a href="https://tinyurl.com/SDODCIntake1Pax">https://tinyurl.com/SDODCIntake1Pax</a>	Intake 2 List: <a href="https://tinyurl.com/SDODCIntake2Pax">https://tinyurl.com/SDODCIntake2Pax</a>	Intake 3 List: <a href="https://tinyurl.com/SDODCIntake3Pax">https://tinyurl.com/SDODCIntake3Pax</a>
Submission of Undertaking to SDO by scholars	23 January 2025	20 February 2025	11 July 2025
Provision of E-learning License Access	24 January-04 February 2025	21-25 April 2025	05-16 August 2025



Address: Burgos St., Poblacion Oeste, Dagupan City  
 Telephone: (075) 653-4101  
 Website: [depeddagupan.com](http://depeddagupan.com)  
 email: [dagupan.city@deped.gov.ph](mailto:dagupan.city@deped.gov.ph)



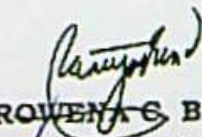


Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division  
Superintendent

Credentials to scholars			
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

3. In case the identified scholar cannot join the program due to retirement, resignation, health-related issued, or any form of separation from DepEd, he or she must submit a signed Waiver of Participation (*Enclosure 2 of RM 137, s 2025*).
4. Each scholar will be given a minimum of three months up to one year of subscription to complete the e-learning courses.
5. School Heads of selected participants are advised to implement arrangements to support the participation of teacher-scholars in this endeavour as stated in the aforementioned regional memorandum.
6. For questions, concerns, or technical assistance, please coordinate with SGOD-HRTD.
7. Attached is the regional memorandum for further details.
8. For immediate dissemination and appropriate action.

  
**ROWENA G. BANZON EdD, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division  
Superintendent

*(Enclosure 1)*

Intake 1 Participants

	Name	School
1	Casilang, Maria Teresita	Bonuan Buquig National High School
2	Cayabyab, Maribel	Bonuan Buquig National High School
3	Ferrer, Jocelyn	Bonuan Buquig National High School
4	Limbos, Eric	Bonuan Buquig National High School
5	Alano, Gemma Diatre	Dagupan City National High School
6	Cabison, Princess Soriano	Dagupan City National High School
7	Carrera Jr, Cayetano Vallo	Dagupan City National High School
8	Cornel, Lucelito De Vera	Dagupan City National High School
9	Dacoco, Francisco Clauna	Dagupan City National High School
10	De Guzman, Jonard Velasquez	Dagupan City National High School
11	Fernandez, Leonora Morga	Dagupan City National High School
12	Ferrer, Jemmar Espinosa	Dagupan City National High School
13	Galsim, Manelyn Calaguin	Dagupan City National High School
14	Natividad, Alvin Zabala	Dagupan City National High School
15	Nimer, Araceli Delos Reyes	Dagupan City National High School
16	Padlan, Fe Salacsacan	Dagupan City National High School
17	Pangan, Jerald Cayabyab	Dagupan City National High School
18	Papa, Jenilyn Sugayan	Dagupan City National High School
19	Pasiliao, Rachele Chico	Dagupan City National High School
20	Ulanday, Maria Joan Maniacop	Dagupan City National High School
21	Abalos, Evelyn Abella	Carael National High School
22	Belisario, Clemence Honeyboy De Vera	Carael National High School
23	Ortiz, Kristin Avigaile Reside	Carael National High School
24	Ballesteros, Lynlean Meneses	Salapingao National High School
25	Flores, Janice Delos Reyes	Salapingao National High School
26	Solis, Leonardo Dizon	Salapingao National High School





Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division  
Superintendent

27	Biasaga, Dennis	Judge Jose De Venecia, Sr. TVSS
28	Dizo, Josie	Judge Jose De Venecia, Sr. TVSS
29	Flores, Leonora	Judge Jose De Venecia, Sr. TVSS
30	Gutierrez, Melivhim	Judge Jose De Venecia, Sr. TVSS
31	Aguilar, Anacencio	East Central Integrated School
32	Cortez, Aileen	East Central Integrated School
33	De Guzman, Reagan	East Central Integrated School
34	Manaois, Chanda Roa	East Central Integrated School
35	Pascua, Christine	East Central Integrated School
36	Abalos, Madona	Federico N. Ceralde Integrated School
37	Balolong, Jocelyn	Federico N. Ceralde Integrated School
38	Carlos, Cherry	Federico N. Ceralde Integrated School
39	Jimenez, Janice Sino	Federico N. Ceralde Integrated School
40	Meneses, Ruth Marie	Federico N. Ceralde Integrated School
41	Merza, Janet	Federico N. Ceralde Integrated School
42	Pineda, Russel	Federico N. Ceralde Integrated School
43	Ramos, Carla	Federico N. Ceralde Integrated School
44	Torio, Marica Cecilia	Federico N. Ceralde Integrated School
45	Cerezo, Jeanith	Pugaro Integrated School
46	Cervantes, Marjorie	Pugaro Integrated School
47	De Vera, Ruben	Pugaro Integrated School
48	Torio, Ronaldo	Pugaro Integrated School
49	Brumuela, Ramil	Juan L. Siapno Elementary School
50	Cacho, Sheryll Ann	Lucao ES
51	Martinez, William	Lucao ES
52	David, Melita	Lucao ES
53	Ayala, Shelamie	Malued ES and Special Science ES
54	Estabillo, Cristie	Malued ES and Special Science ES
55	Abalos, Jo Anne	West Central ES I





Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division  
Superintendent

56	Cruz, Mellany	West Central ES I
57	Ferrer, Jesus	West Central ES I
58	Pangan, Maria Victoria	West Central ES I
59	Paras, Jennifer	West Central ES I
60	Somintac, Rowena	West Central ES I
61	Tan, Carol	West Central ES I
62	Tiu, Lito John	West Central ES I
63	Zabala, Veronica	West Central ES I
64	Caoile, Edith	West Central ES II
65	Tuliao Jr., Fidel	West Central ES II
66	Cayabyab, Rosemarie	Bacayao Sur ES
67	Balolong, Mariebil	Caranglaan ES
68	Braga, Daryl	Pascuala G. Villamil ES
69	Coronia, Charo	Pascuala G. Villamil ES
70	De Venecia, Laura	Mangin-Tebeng ES
71	Barrozo, Emerita	Mangin-Tebeng ES
72	Bautista, Marcial	Pogo-Lasip ES
73	Cepeda, Carlo	Tambac ES
74	Crisologo, Rosellie	Tambac ES
75	Duque, Leah	Tambac ES
76	Gorospe, Maria Cheryl	Tambac ES
77	Ugaban, Robelita	Tambac ES
78	Terrado, Veronica	Tambac ES
79	Castro, Mildred	BLISS ES
80	Abenojar Jocelyn	Bolosan ES
81	Retotar, Belinda	Bolosan ES
82	Doria, Rowena	Victoria Q. Zarate ES
83	Festejo, Erwin	Victoria Q. Zarate ES
84	Calma, Dino Francis	Gen. Gregorio Del Pilar ES





Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division  
Superintendent**

85	Landingin, Vilma	Gen. Gregorio Del Pilar ES
86	Carbonell, Macrina	Mamalingling ES
87	Albino, Virginia	Sabangan ES
88	Benitez, Janette	Sabangan ES
89	Dela Cruz, Nestle	Sabangan ES
90	Munoz, Marilou	Sabangan ES
91	Barro, Cherry	Calmay ES
92	Arizapa, Derish	Carael ES
93	Ducusin, Bella	Carael ES
94	Maramba, Benedict	Lomboy ES
95	Malapit, Chester Mark	Pantal ES
96	Torres, Spiro	Pantal ES
97	Tulud, Peter Mark	Pantal ES
98	Villanueva, Veronica	Pantal ES
99	Ferrer, Perla	Salapingao ES
100	Flores, Sarah Delos	Salapingao ES
101	Arce, Janila Jane	Suit ES
102	Bugarin, Cristel Madel	Tebeng ES

**Intake 2 Participants**

1	Ferreria, Geraldine	Lucao ES
2	Ramirez, Helen	Lucao ES
3	Abrigo, Bernard	Malued ES
4	Claveria, Mario	Malued ES
5	Bautista, Larry	WCES I
6	Cayago, Dory	WCES I
7	Mamaril, Marissa	WCES I
8	Zareno, Elizabeth	WCES I
9	Soriano, Eduardo	WCES II





Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division  
Superintendent**

10	Ramos, Marcelina	Bacayao Sur ES
11	Aquino, Antonita	Mangin-Tebeng ES
12	Lopez, Fernando	Pogo-Lasip ES
13	Bautista, Nona Faye	BBES
14	Ico, Josephine	BBES
15	Solomon, Cecilia	BBES
16	Reyes, Joaquin	LFMES
17	Cadatal, Jhoanna	GGDPES
18	Bautista, Cristina	North Central ES
19	Rivera, Rodora Sino	Salisay ES
20	Aguado, Jr., Rodrigo	TARES
21	Tomelden, Eufemia	Carael ES
22	Villanueva, Mary Jo Ann	Carael ES
23	Bautista, Liberta	BBNHS
24	Ubando, Louie	BBNHS
25	Duque, Liezelle	DCNHS
26	Esmeralda, Teresita	DCNHS
27	Fernandez, Judalyn	DCNHS
28	Fernandez, Perlita	DCNHS
29	Ferrer, Melanie	DCNHS
30	Flores, Milanie	DCNHS
31	Gacuya, Noni	DCNHS
32	Gatchalian, Michael Angelo	DCNHS
33	Langit, Niera	DCNHS
34	Lozano, Digno	DCNHS
35	Aquino, Beverly	Carael NHS
36	Paragas, Eli Amor	JJDVSTVSS
37	Ursua, Romualdo	JJDVSTVSS
38	De Luna, Jovelyn	ECIS





Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

**Office of the Schools Division  
Superintendent**

39	Quibote, Wenda	ECIS
40	Rivo, Arvin Sammy	ECIS
41	Tandoc, Belinda	ECIS
42	Tomelden, Catherine	ECIS
43	Ventura, Maria Danela	Pugaro IS

**Intake 3 Participants**

1	De Sola, Myrna	Lucao ES
2	Ferreria, Ariel	Lucao ES
3	Sison, Milagros	Lucao ES
4	Tandoc, Lilian	Lucao ES
5	Centino, Leslie	WCES I
6	Loria, Ma. Corazon	WCES I
7	Surot, Leah	WCES I
8	Taron, Geraldine Rose	Caranglaan ES
9	Gotangogan, Arlene	Pascuala G. Villamil ES
10	Soriano, Rebecca	Pascuala G. Villamil ES
11	Paras, Sherwin	Mangin-Tebeing ES
12	Pineda, Gladys	Pogo-Lasip ES
13	Idio, Liza	Bonuan Boquig ES
14	Dela Cruz, Gilda	LFMES
15	Reyes, Carolina	LFMES
16	Reyes, Carolina	LFMES
17	Terte, Grecia	LFMES
18	Ceralde, Jeffrey	GGDPES
19	Orito, Roselly	GGDPES
20	Quitoriano, Louella	NCES
21	Castro, Dante	Sabangan ES
22	Mendoza, Elisa	Carael ES





Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division  
Superintendent

23	Palaganas, Alejandra	Pantal ES
24	Paragas, Marlina	Suit ES
25	Sison, Virginia	Juan P. Guadiz ES
26	Casilang, George	BBNHS
27	Malanum, Salvacion	BBNHS
28	Vinluan, Maria Cristina	BBNHS
29	Balmores, Widmark	DCNHS
30	Borja, Sheryl	DCNHS
31	Cacho, Geraldine	DCNHS
32	Mendoza, Philip	CNHS
33	Cayabyab, Richard	JJDVSTVSS
34	Poquiz, Roderick	JJDVSTVSS
35	Dizon, Andrea	ECIS
36	Mabanglo, Luzviminda	ECIS
37	Taluban, Fe	ECIS
38	Tandoc, Aileen Ofelia	ECIS
39	Untalan, Mildred	ECIS
40	Braganza, Betty	FNCIS
41	Carreon, Maria Romina	FNCIS





Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 107, s. 2025

**SUPPLEMENTAL MEMORANDUM TO DM-OUHROD-2025-0127: GUIDANCE ON THE IMPLEMENTATION OF THE E-LEARNING COURSES SCHOLARSHIP PROGRAM FOR DEPED EDUCATORS**

To: Schools Division Superintendents

1. In line with DM-OUHROD-2025-0127 "Provision of E-Learning Courses in DepEd Educators" dated 16 January 2025, this is to provide guidance on the implementation of the **E- Learning Courses Scholarship Program**.
2. **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 <a href="https://tinawi.com/ElearningPasIntake1">https://tinawi.com/ElearningPasIntake1</a>	Intake 2 <a href="https://tinawi.com/ElearningPasIntake2">https://tinawi.com/ElearningPasIntake2</a>	Intake 3 <a href="https://tinawi.com/ElearningPasIntake3">https://tinawi.com/ElearningPasIntake3</a>
Submission of Undertaking signed by the SDS as confirmation of participation (by identified participants)	21-24 January 2025	15-28 February 2025	01-19 July 2025
Finalization of List of Participants with DepEd email addresses (by SDO HRDTS)	24-29 January 2025	04-20 March 2025	20-31 July 2025
	Submission link: <a href="https://tinawi.com/2twndj9h">https://tinawi.com/2twndj9h</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
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





Republic of the Philippines  
**Department of Education**  
REGION I

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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.

**2. 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 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 RO.

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, through the link <https://tinyurl.com/LORandWOP-Intake1-R1> until 28 January 2025.

**3. Support Mechanisms**

A. 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.

- a. 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.





Republic of the Philippines  
**Department of Education**  
REGION I

- b. 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.
4. SDO HRDS SEPS/EPS II shall submit the accomplished final list of participants with DepEd email addresses and submit it through the link: <https://tinyurl.com/FinalizationOfList-Intake1-R1> **on or before January 28, 2024.**
  5. For further concerns/questions, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).
  6. Immediate dissemination of this Memorandum is desired.

For the Regional Director:

  
RHODA T. RAZON  
Director III

Encl.: As stated  
Reference: DM-OUHROD-2025-0194  
To be indicated in the Perpetual Index  
Under the following subjects:

TRAINING PROGRAMS

SCHOLARSHIPS

HRDD/njcc/c/RM\_SupplementalMemorandumProvisionofELearningCourses  
January 27, 2025







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:





Republika ng Pilipinas

Department of Education

Enclosure 1

List of Replacements

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

SDO Code: \_\_\_\_\_

#	NAME	INTAKE	SCHOOL	REASON FOR DEFERRING/ WITHDRAWING	SUPPORTING DOCUMENT/S	NAME OF REPLACEMENT	INTAKE	SCHOOL	DEPED EMAIL ADDRESS

Prepared by:

\_\_\_\_\_ HRTD SEPS

Approved and endorsed by:

\_\_\_\_\_ Schools Division Superintendent