



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

**DIVISION MEMORANDUM**

No. 30, s.2025

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

TO: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

- In reference to the Regional Memorandum No. 97, s. 2025, the Department of Education – Regional Office 1 (DepEd-RO1) informs the field of the E-Learning Courses Scholarship Program for school leaders and teachers with the following schedule:

Participants	Schedule	
	Exploration	Official Start
Intake 1	January 27-February 4, 2025	February 5, 2025
Intake 2	April 21-29, 2025	May 5, 2025

- Enclosed are the lists of participants for Intake 1 (Enclosure 1) and Intake 2 (Enclosure 2).
- Participants shall accomplish individually the **Undertaking Form** which can be accessed and downloaded through the link: <https://tinyurl.com/SDOVCUF>. Accomplished form shall be submitted in PDF file with the filename format LastName-FirstName\_SDO (ex. Delacruz-Juan\_ViganCity) through: <https://tinyurl.com/SDOUFpdfSubmission> on or before **January 24, 2025**.
- In addition, all participants in the e-learning courses must strictly adhere to the **no disruption of classes policy**.
- Moreover, all Education Program Supervisors, School Heads and Head Teachers are required to accomplish the **Data Profiling Form** through the link: <https://forms.office.com/r/TKRTR9xzkw> on or before **March 7, 2025**

Attached is the Regional Memorandum No. 97, s. 2025 for reference.

- Immediate and wide dissemination of this Memorandum is desired.



**VILMA D. VEDA, CESO V**  
 Schools Division Superintendent

Encl: As Stated  
 Reference: Regional Memorandum No. 97, s. 2025  
 To be indicated in the Perpetual Index  
 under the following subjects  
 TRAINING PROGRAMS SCHOLARSHIPS



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Republic of the Philippines  
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Enclosure No. 1 of DM No. 30, s. 2025

<b>SDO Vigan City E-Learning Participants- Intake 1</b>			
<b>No.</b>	<b>School_ID</b>	<b>Name of Personnel</b>	<b>School</b>
1	100783	ORGANO, MARITES ESPEJO	APES
2	100784	TABANIAG, NENITA PALACPAC	BPES
3	100785	PED, RHODA ABANG	BMSE
4	100785	RICANOR, ALEXIS TABBOGA	BMSE
5	100786	CHAN, VERONICA RACHO	BMSW
6	100789	VERZOSA, CERELINA AGUIMBAG	CAPES
7	100791	CHOI, ELIZABETH AMIAN	JSES
8	100792	BULAOAT, MARGIE ABLOG	MES
9	100793	ANDRES, CHERRY ANN DELA CRUZ	NES
10	100793	BAGORIO, NERISSA GUZMAN	NES
11	100793	BERZAMINA, JANET ADRIATICO	NES
12	100794	ANINAG, MARILOU TORRES	PIS
13	100796	PALO, FELIZA PISALBO	RPES
14	100798	RIVERA, RODELIO RACHO	SJES
15	100800	ABERO, HELCONIDA PAGALANAN	VCS
16	100800	BARRIOS, MARILOU PONCE	VCS
17	100800	CELANA, ELLA GUZMAN	VCS
18	100800	CORPUZ, LEONIDA PILORIN	VCS
19	300052	RACCA, EDGAR AMANO	ISNHS
20	300052	AVISA, SALVADOR SIRONA	ISNHS
21	300052	CASTAÑEDA, LEONARDO FILARCA	ISNHS
22	300052	CERVANTES, MARILYN ARDE	ISNHS
23	300052	LLAGAS, REGINA AGUILAN	ISNHS
24	300052	MANALANG, CLARITA TINAZA	ISNHS
25	300052	PABLO, MASPIL OLDICO	ISNHS
26	300052	PAJARILLO, JULIUS PAREL	ISNHS
27	300052	PAJO, ELIZA ARCAPARLAS	ISNHS
28	300052	PALACPAC, KEN KDUNNY ALVIEDO	ISNHS
29	300052	PALACPAC, RESTITUTO SORIAGA	ISNHS
30	300052	QUILLOPO, DENNIS ARELLANO	ISNHS
31	300052	RABACA, JOSEPHINE PELINGEN	ISNHS
32	300052	RAFANAN, ANGELINE ALUDINO	ISNHS
33	300052	SORIANO, RENAN YEE	ISNHS
34	300052	TAGORDA, ANTONIO ARCONADO	ISNHS
35	300052	TAPO, CHRISTOPHER TABANGCURA	ISNHS
36	300052	GAMBOA, VALERIE BILLEZA	ISNHS
37	300052	RABON, ROBERT AMIGABLE	ISNHS
38	300052	RABO, LEILA ROMANO	ISNHS



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SCHOOLS DIVISION OF VIGAN CITY

Enclosure No. 2 of DM No. 30, s. 2025

<b>SDO Vigan City E-Learning Participants- Intake 2</b>			
<b>No.</b>	<b>School_ID</b>	<b>Name of Personnel</b>	<b>School</b>
1	100784	<b>ARROJO, ADORINA ABANG</b>	BPES
2	100786	<b>ASLOR, QUEENIE DELA CRUZ</b>	BMSW
3	100788	<b>TABORDA, JULIET BUENAVISTA</b>	CAMES
4	100790	<b>AMAY, ODILON ALBERTO</b>	GESMS
5	100795	<b>ACENA, JEFFREY LEONEN</b>	RES
6	100799	<b>QUEBRAL, EVELYN ARDIENTE</b>	TES
7	100800	<b>ALCAIN, EVANGELINE PAREL</b>	VCS
8	300052	<b>ABLOG, MARY ANN RACCA</b>	ISNHS
9	300052	<b>ALONZO, JANICE VIZCARRA</b>	ISNHS
10	300052	<b>APORONGAO, ZIMADAR PAZ</b>	ISNHS
11	300052	<b>BOSQUE, RICKY FELICITAS</b>	ISNHS
12	300052	<b>RABINO, FRANCISCO REA</b>	ISNHS
13	300052	<b>RABINO, MARESITA FLORES</b>	ISNHS
14	300052	<b>RACELES, ROLLY ARROJO</b>	ISNHS
15	300052	<b>VERA CRUZ, EVELYN REYES</b>	ISNHS



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

2501-1342



**REGIONAL MEMORANDUM**  
 No. 97, s. 2025

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

To: Schools Division Superintendents

- Relative to DM-OUHROD-2025-0127 dated January 16, 2025 titled "Provision of E-Learning Courses to DepEd Educators," this Office informs the field of the E-Learning Courses Scholarship Program for school leaders and teachers.
- Division focal persons are advised to 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 rating for 2022-2023 were used to determine the participants for each Intake.
- 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.
- Schools Division Offices (SDOs) are advised to strongly support the participation of the selected school leaders and teachers in this endeavor.
  - SDO HRDS SEPS and EPS II must follow the terms of reference, procedures, and timeline for program implementation outlined in *Enclosure 1*.
  - Schools Division Superintendents 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.



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Republic of the Philippines  
**Department of Education**  
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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/EIearningPaxIntake1">https://tinyurl.com/EIearningPaxIntake1</a>  2 <sup>nd</sup> Intake: <a href="https://tinyurl.com/EIearningPaxIntake2">https://tinyurl.com/EIearningPaxIntake2</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	<u>Hard</u> 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	<u>Hard</u> copies of the Undertaking	April 28- May 8, 2025





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6. SDO HRDS SEPS/EPS II shall submit all accomplished *Undertakings (Enclosure 2)* signed by the Schools Division Superintendent through the link: <https://tinyurl.com/RIELearningCourses> on or before January 24, 2025.
7. The signed undertaking must be uploaded individually per participant in a PDF file with the following filename format: Lastname-First Name\_SDO/Office (ex. Delacruz-Juan\_AlaminosCity).
8. 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> on or before March 7, 2025.
9. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).
10. Immediate dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
 Director IV

Reference: DM-OUHROD-2025-0127  
 Encl: As stated  
 To be indicated in the Perpetual Index  
 Under the following subjects:

TRAINING PROGRAMS

SCHOLARSHIPS

HRDD/kmmb/RM\_ProvisionELearningCourses  
 January 20, 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



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