



2604-718

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

DIVISION MEMORANDUM

22 APR 2026

No. 296, s.2026

**CALL FOR PARTICIPANTS IN THE FY 2025 LINANG E-LEARNING COURSES:
EXTERNAL LEARNING AND DEVELOPMENT INTERVENTIONS (ELDI) FOR
DEPED NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DM-OUHRODI No. 1122, s. 2026, the Department of Education announces the conduct of various External Learning and Development Interventions (ELDIs) for FY 2026, offered by external Learning Service Providers (LSPs). These interventions are open to all first and second level non-teaching personnel (NTPs with SG-24 and below) holding permanent, contractual or co-terminus employment status.
2. These ELDIs are designed to strengthen core, functional and leadership competencies in support to the Department's mandate under the FY 2026 Learning Interventions for Navigating Advancements and Nurturing Growth (LINANG) Program.
3. In this regard, interested and eligible NTPs shall pre-register using their DepEd Email Address on or before April 24, 2026, 12:00 p.m. through link: <https://tinyurl.com/FieldELDI2026PreRegistration>.
4. The following registration documents (See attached enclosures) shall be uploaded and can be accessed through link <https://tinyurl.com/FieldELDI2026Forms>
 - a. Approved Authority to Participate
 - b. Approved Service Obligation Form
 - c. Part IV. Individual Development Plan of the IPCRF for the last rating period
5. For ELDI Course offerings, full registration procedures and guidelines, see attached DepEd Memorandum for your reference.
6. For queries and other concerns, please contact Mr. Siljohn Rey Salazar of BHROD-HRDD through email at bhrod.hrdd@deped.gov.ph.
7. Immediate dissemination of this memorandum is desired.



VILMA D. FDA, CESO V
Schools Division Superintendent

SGOD/aff/DM_ELDIFY2026
2604-718/April 21, 2026



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM
DM-OUHRODI-2026-1122

2604-712 E 652

FOR: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
PERSONNEL DEVELOPMENT COMMITTEE
ALL OTHERS CONCERNED

FROM: WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development and Infrastructure

SUBJECT: REGISTRATION TO THE FY 2026 LINANG PROGRAM: EXTERNAL
LEARNING AND DEVELOPMENT INTERVENTIONS (ELDI) FOR
DEPED NON-TEACHING PERSONNEL

DATE: 07 April 2026

In line with the Department of Education’s (DepEd) commitment to continuous professional development of its personnel, this Office announces the conduct of various **External Learning & Development Interventions (ELDIs)** for FY 2026, offered by external Learning Service Providers (LSPs). These interventions are open to all First and Second level **non-teaching personnel** (NTP) in the DepEd Regional Offices (ROs), Schools Division Offices (SDOs), and schools holding **permanent, contractual, or co-terminus** employment status.

These ELDIs are designed to strengthen **core, functional, and leadership competencies** in support to the Department’s mandate under the FY 2026 **Learning Interventions for Navigating Advancements and Nurturing Growth (LINANG) Program**.

In this regard, heads of offices are enjoined to support and encourage the participation of their personnel in these programs to maximize professional growth and enhance public service delivery.

A comprehensive list of ELDI Program Offerings (**Annex A**) and ELDI Registration Procedures & Guidelines (**Annex B**) are enclosed in this memorandum.

For any concerns or clarifications, kindly contact **Mr. Siljohn Rey Salazar** of the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) through email at bhrod.hrdd@deped.gov.ph.

For your information and guidance.

[BHROD-HRDD/L&D Unit]

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ANNEX B

ELDI REGISTRATION PROCEDURES & GUIDELINES

To ensure relevance of the ELDI Program Offering to be attended by non-teaching personnel (NTP) in the ROs, SDOs, and schools and to manage the registration of participants for each program/course, please be advised of the following details and procedures:

I. PRE-REGISTRATION

1. The availment of ELDI is open to all **permanent, contractual, and co-terminus** First and Second level non-teaching personnel (SG-24 and below) in the field offices and schools handling administrative, technical, and/or supervisory positions.
2. To pre-register, kindly follow these steps:
 - a. Accomplish the online application form through this link: <https://tinyurl.com/FieldELDI2026PreRegistration> using your **DepEd email address**;
 - b. Upload the following necessary documents:
 - i. Approved Authority to Participate duly signed by the Head of Office and certified by the respective Human Resource Development (HRD) personnel, as follows:

Field Office	Approved by: (Head of Office)	Certified and Attested by:
Regional Office	Regional Director	RO HRD Personnel and Chief
Schools Division Office	Schools Division Superintendent	SDO HRD Personnel and Chief
School	School Head/Principal	SDO HRD Personnel and Chief

- ii. Approved Service Obligation Form;
- iii. Part IV. Individual Development Plans (IDP) in the Individual Performance Commitment and Review Form (IPCRF) of the last rating period; and

Note: All forms and templates can be found through this link:
<https://tinyurl.com/FieldELDI2026Forms>

3. The deadline of pre-registration is on **April 24, 2026, 12:00 p.m.** The BHROD-HRDD shall close the pre-registration when the slots have already been filled or when the external LSP has already closed the registration.

II. EVALUATION

1. All documentary requirements of interested NTP must be initially reviewed and evaluated by the HRD unit in the respective field office as Secretariat of the Personnel Development Committee (PDC). Meanwhile, all pre-registrations lodged on or before the set deadline shall be monitored and processed by the BHROD as the Secretariat of the National Personnel Development Committee (NPDC), through the HRDD. The evaluation and processing shall strictly adhere to the deadline of pre-registration to ensure timely processing of the registration to all programs/courses and to facilitate payment of the registration fees.

2. Participation of interested NTP to the chosen program/course shall be subject to review and evaluation based on the following criteria:
 - a. **Offering:** The program/course selected by the employee is **not currently offered or available** under the existing in-house L&D programs of the RO/SDO funded through the **Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Program Support Fund**.
 - b. **Relevance:** The chosen program/course must meet any of the following, as verified by the Head of Office and certified by the designated HRD personnel:
 - i. Responsive to the L&D needs of the employee as reflected in their FY 2025 Individual Development Plans (IDP);
 - ii. Relevant to their current duties and responsibilities;
 - iii. Aligned with the Office L&D Plan and/or L&D Needs Assessment results; or
 - iv. Supportive of the fulfillment of their office mandate to achieve strategic goals of the Department.
 - c. **Availability:**
 - i. Each employee shall be allowed to participate in only one (1) ELDI program/course offered by anyone (1) of the identified external LSPs. For Disprz, however, confirmed participants may participate in any of the available self-paced e-learning programs/courses once given access to the platform.
 - ii. To promote equitable distribution of slots while ensuring that the total number of slots per program/course are filled, interested employees shall be asked to provide their **top three (3) programs/courses**, the first being their most preferred program/course. Their first choice of program/course shall be given priority in the assessment and approval; while the second and third choices shall be subject to availability of slots in case of low participation rate in the specific program/course.

III. NOTIFICATION AND CONFIRMATION

1. The BHRD-HRDD shall notify, through the official DepEd email address, the employee who have been accepted and have secured slots to each of the programs/courses. This notification email shall include further details of the specific program/course, deadline for confirmation of participation, processing of payment, and additional documentary requirements, if necessary.
2. Upon receipt of the email, the concerned employees **must confirm** their participation by replying to the notification email and submit the **hardcopies of the required documents with wet signature within the set deadline** to the **BHRD-HRDD Office**, Room 411, 4th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City.
3. For ELDI programs/courses that require official travel, the concerned employee **must submit** a copy of their approved Travel Authority attached to

their confirmation email. Please see table below for required document for each learning modality:

LEARNING MODALITY	ATTENDANCE	REQUIRED DOCUMENT
a. Online (<i>synchronous</i>)	Official time*	None
b. Online (<i>self-paced/self-directed</i>)	None	None

*If the program schedule falls on a workday, employees shall spend their official time to attend the synchronous online sessions

IV. WITHDRAWAL OF PARTICIPATION

Identified participants who initially confirmed their participation but decided to withdraw their slot from the said program must inform the BHROD-HRDD through the same email thread of the email notification **at least two (2) weeks** from the scheduled conduct of the participant's batch, copy furnished their respective HRD unit. Participant must also attach in his/her email a justification letter approved by his/her head of office stating the reason for withdrawal from the program. Failure to comply shall be subject to payment of fees as stated in **Section VIII** of this Annex.

V. PROCESSING OF PAYMENT AND OFFICIAL REGISTRATION

1. The BHROD-HRDD shall process the registration of confirmed participants to specific ELDI programs/courses and shall facilitate the processing of registration fees.
2. The registration fees for the programs/courses shall be charged under the Central Office OPDNTF Fund, subject to existing budgeting, accounting, and auditing rules and regulations. Meanwhile, travel expenses that may be incurred for specific programs/courses shall be charged against local funds of the office under which the participant serves.

VI. RESPONSIBILITIES OF THE PARTICIPANT AND NOMINATING OFFICE

A. Obligations and Responsibilities of the Applicant

In consideration of the successful application of the ELDI, the successful applicant shall comply to the following obligations and responsibilities immediately upon approval of the request up to the last day of the service obligation:

1. Attend and actively participate in all the sessions of the program;
2. Do not withdraw throughout the program. Withdrawal from the program may prevent the successful applicant from participating to L&D interventions with nominations for one (1) year;
3. Endorse all pending deliverables to the selected employee who will take over of the tasks/responsibilities while the successful applicant attends the program;
4. Maintain lawful and moral conduct so as not to bring disgrace or dishonor to themselves and the DepEd;
5. Submit all documents/outputs required by the BHROD-HRDD and the external LSP in a timely manner;
6. Serve the DepEd through a service obligation.

B. Obligations and Responsibilities of the Nominating Office

To provide and ensure full support to the successful applicant, the nominating office where the applicant is officially stationed shall comply to the following obligations and responsibilities:

1. Ensure that all pending deliverables of the successful applicant is fully endorsed to the selected employee who will take over of the tasks/responsibilities while the successful applicant attends the program;
2. Relieve the successful applicant of any work-related tasks/assignments that will disrupt his/her learning process during the program; and
3. Provide all necessary support to the successful applicant to successfully implement his/her prepared action plan.

VII. GROUNDS FOR DISQUALIFICATION AND TERMINATION OF L&D GRANT AND SANCTIONS

A. Grounds for Disqualification and Termination of L&D Grant

1. When the successful applicant voluntarily resigned from the DepEd prior to the conduct of L&D program;
2. When a formal charge is filed after approval of the L&D program and the successful applicant is subsequently found guilty of an administrative offense and is dismissed from service.

B. Sanctions

1. Sanctions shall be imposed on all accepted participants who will commit the following:
 - a. Failure to comply with any of the specified responsibilities outlined above;
 - b. Withdrawing from the program without notifying the BHROD-HRDD and the respective HRD unit at least two (2) weeks in advance; and/or
 - c. Fulfilling less than 50% of the required service obligation due to personal fault, willful neglect, or voluntary resignation (*more information on Service Obligation is outlined in Item 3, Section VIII. Post Training Requirements Compliance*).
2. Accepted participants who meet any of the above-mentioned conditions shall be subject to the following sanctions:
 - a. Refund the full amount of the **registration fee of the program** granted to the employee.
 - b. Be disqualified from participating in future scholarships or external L&D programs for a period of one (1) year.
3. Refund of all expenses may be condoned in case of separation from government due to:
 - a. Abolition of the office;
 - b. Involuntary phase-out of the position being held by the successful applicant due to reorganization; or
 - c. Death or permanent disability.

VIII. POST TRAINING REQUIREMENTS COMPLIANCE

1. After completion of the ELDI, the successful applicant shall comply the following post-training requirements:
 - a. Accomplish Evaluation Form: https://bit.ly/ELDI_EvaluationForm
 - b. Submit through the evaluation form above the Learning Action Plan using this template: <https://bit.ly/COLandDREAP>; and
 - c. Serve the Department under compulsory service obligation of **six (6) months or 180 days**, whichever is higher, starting the day after the completion of L&D program to ensure return of investment (ROI) and facilitate application of learning.
2. No employee shall be authorized to apply for any scholarship or external L&D program until after successfully complying with the above-mentioned post-training requirements.
3. In case the successful applicant fails to complete the compulsory service, obligation and has rendered less than 50% of the required service obligation due to their own fault or willful neglect, the successful applicant shall refund the actual full amount of the **registration fee of the program** granted to the employee. However, a proportionate refund shall be allowed, provided that the applicant has served at least 50% of his/her total service obligation. As such, refund shall be computed as follows:

$$R = \frac{(SOR - SOS) \times TRF}{SOR}$$

Where *R* = Refund
TRF = Total Registration Fee
SOR = Service Obligation Required
SOS = Service Obligation Served

4. The service obligation shall not apply to the following L&D programs:
 - a. Attendance to high-level or ministerial meetings;
 - b. Compliance with an essential international commitment where the participation of the Department is extremely necessary or indispensable; and/or
 - c. Invitation for speaking engagement where the employee is recognized as an expert on the subject matter.
5. Mode of payment whether installment basis and/or through salary deduction shall not exceed three (3) years. The applicant must secure an approval to the Chair of the field PDC by submitting a letter of request for installment/salary deduction before the payment/deduction has been made. In case the employee voluntarily resigns from the Department, the remaining payment of refund shall be deducted in his/her last pay.

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



Republika ng Pilipinas
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**AUTHORITY TO PARTICIPATE IN EXTERNAL
LEARNING AND DEVELOPMENT INTERVENTION (ELDI)**
(For Field Office Non-Teaching Personnel)

A. PARTICIPANT INFORMATION

Full Name of Personnel : _____
Position/Designation : _____
Employment Status : _____
Official Station : (Office/Unit & School, if applicable) _____
Division (if applicable) : _____
Region : _____
Contact No. : _____
DepEd Email Address : _____

B. EXTERNAL L&D INTERVENTION DETAILS

Title of the Program : _____
Learning Service Provider : _____
Schedule and Duration : _____
Venue/Platform : _____
Mode of Learning : (Online/Hybrid/Self-Paced E-Learning/etc.) _____
Target Competency/ies to be Developed : _____

C. JUSTIFICATION FOR PARTICIPATION

1. Describe your duties and responsibilities in your current position and briefly explain the relevance of the training/course to your office's mandates.
2. How do you intend to apply your learning in your workplace?
3. Briefly explain why should you be one of the participants of the training/course.



Republika ng Pilipinas
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Prepared by:

(FULL NAME AND SIGNATURE OF PERSONNEL)

Position/ Designation

Date: _____

Recommending Approval:

Approved by:

**NAME & SIGNATURE OF HEAD
OF FUNCTIONAL OFFICE/UNIT**

Position/ Designation

Date: _____

**NAME & SIGNATURE OF
PRINCIPAL/SDS/RD**

Position/ Designation

Date: _____

D. HRD REVIEW AND CERTIFICATION

This is to certify that the participation of **Mr./Ms. [Full Name of Participant]** to the ELDI titled **[Program/Course Title]** has been reviewed and evaluated by this Office.

Further, this is to certify that:

1. The above-mentioned program **is not currently offered or available** under the existing in-house Learning and Development (L&D) programs of this Region/Division funded through the **Organizational and Professional Development for Non-Teaching Personnel (OPDntp) Program Support Fund**;
2. The participation is **aligned with identified competency gaps and/or office mandates** based on (*kindly choose applicable basis for L&D participation: L&D Needs Analysis results, Office L&D Plan, performance assessment, or supervisor recommendation, etc.*); and
3. The employee shall be required to **complete post-training requirements**, including but not limited to evaluation form and re-entry action plan as included in the Service Obligation Form.

Certified by:

Attested by:

**NAME & SIGNATURE OF HRD
PERSONNEL**

Position/ Designation

Date: _____

**NAME & SIGNATURE OF HRD
CHIEF**

Position/ Designation

Date: _____



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Service Obligation Form
(For External L&D Courses)

Full Name of Personnel:

Position:

Official Station: (Office/Unit & School, if applicable)

Division:

Region:

DepEd Email Address:

This is to certify that by participating in the **(Title of Activity/Program)** on **(inclusive dates)**, to be facilitated by **(name of external Learning Service Provider (LSP))** the undersigned agrees to undertake the following terms and conditions:

- a. Complete **ALL** requirements for the program and maintain standards set forth by the sponsoring office/organization and DepEd;
- b. upon completion of the activity/program, accomplish the re-entry action plan and activity evaluation containing individual assessment of the learning experience, observations, and recommendations for the improvement of the training delivery in the future
 - a. Evaluation Form: https://bit.ly/ELDI_EvaluationForm
 - b. Learning Action Plan Template: <https://bit.ly/COLandDREAP>;
- c. shall serve a compulsory obligation of six (6) months or the remaining months of the fiscal year in the DepEd after the awarding of the Certificate of Completion to ensure return of investment (ROI); and
- d. shall pay the cost of the training expense for failure to meet the conditions.

Name over Signature of participant

Name and Signature of Immediate Supervisor