



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



May 26, 2025

DIVISION MEMORANDUM
NO. 323-2025

**COMMENCEMENT OF THE E-LEARNING COURSES SCHOLARSHIP PROGRAM FOR
DEPED EDUCATORS - INTAKE 2**

1. Relative to RM 343, s. 2025 re: Commencement of the e-learning courses Scholarship Program for DepEd Educators – Intake 2, this Office calls for the commencement of E-learning scholars Intake 2.
2. All Intake 1 scholars who haven't activated their accounts (Enclosure 1) and Intake 2 scholars (Enclosure 2) will be re-endorsed to complete the **541 slots** allotted for the region.
3. Identified scholars in Enclosure 1 and 2 who are **sick and retiring** can be replaced provided that the selection of participants must strictly adhere to the following qualifications and parameters to ensure transparency, fairness, and alignment with program objectives:
 - a. **FY 2024 Performance – Individual Performance Commitment and Review Form (IPCRF) Rating:** Priority shall be given to educators with at least two (2) years of service based on their FY 2024 IPCRF ratings, with consideration to the following categories:
 1. Teachers I-III needing intervention
 2. Master Teachers I-III needing intervention
 3. High-performing Teachers I-III
 4. Head Teachers aiming for reclassification to teaching career line
 - b. **Expressed Interest:** Interested educators must signify their willingness and intent to join the program by submitting a fully accomplished and signed **Undertaking (Enclosure 3: Link of e-copy: <https://tinyurl.com/ELUndertaking2>)**, within ten (10) days after activation of their *LinkedIn Learning* account. The SDOs must submit to the NEAP Regional Office the complete and accurate consolidated *Undertaking* of their respective participants.
 - c. **Digital Readiness:** Participants must possess digital literacy and must be equipped with the necessary resources such as computer/laptop and stable internet connection to access and navigate the *LinkedIn Learning* platform.
 - d. **Equitable Distribution:** The ROs must ensure equitable representation across Schools Division Offices (SDOs). However, should there be challenges due to the location and availability of stable internet connection in some areas within one SDO, as reported by the Schools Division Superintendent and verified by the Regional Director, the slots may be reallocated to other more suitable SDOs.
4. To streamline the documentation process and ensure the accuracy of participant information, all identified and endorsed scholars/participants must register through the



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

official e-learning registration form which is unique per region:
<https://forms.office.com/r/nKjdWJfhfV>.

5. All Schools Division Offices Human Resource Development Division (SDO-HRDS) are directed to disseminate the above registration links to their respective regional participants and ensure that registration is completed prior to endorsement to the NEAP Regional Office.

6. The final scholars/participants, as endorsed by the SDOs, will receive a three (3) – month license upon activation of their accounts. During this time, they may freely navigate the learning platform and explore all available courses.

7. School heads are advice to provide a replacement to scholars who are **sick and about to retire** following this template:

Name of Scholar	INTAKE (1 or 2)	Replacement	School

7. The Timeline of procedures and e-learning account activation below.

Procedure	Schedule
First Wave – forwarded to SDOs (Deadline May 14, 2025)	
Second Wave	
SDOs First Endorsement of Participants/Scholar to NEAP Regional Office	May 18, 2025
ROs' Second Endorsement of Participants/Scholars to the NEAP Central Office	19 May 2025 (<i>deadline</i>)
Sending of Invitations/E-Learning License Access Credentials to Participants/Scholars via email	20 May 2025
Participants' Account Activation (Second Wave)	28 May 2025

8. For queries and clarifications, please contact the Human Resource Development Section at Telephone No. 074-446-1488.

9. Immediate and widest dissemination of this Memorandum is directed.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
OIC- Office of the ASDS
Officer-in-Charge



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 1: Intake 1 scholars

Full Name (as recorded in the database)	Status
ABELLADA, ARIEL	invited (please activate)
ABLAO, LUZVIMINDA LARRY	invited (please activate)
ABLUYON, DELFIN JR	invited (please activate)
ADDAG, JULIE ANN	invited (please activate)
AGACER, VILMA	invited (please activate)
AGAPITO, SONIA	invited (please activate)
ALCABEDOS, JULIAN JR	invited (please activate)
ALTIYEN, JOY	invited (please activate)
ANGALAN, ALBERTO JR	invited (please activate)
ARCITA, LOLENIA	invited (please activate)
ATIPEN, PATRICIA	invited (please activate)
AWAS, DIONY	invited (please activate)
BACOLONG, SUSAN MARIE	invited (please activate)
BAGAYAO, DOLORES	invited (please activate)
BAGTUNA, RODELLA	invited (please activate)
BAGUITAN, GREGORIO JR.	invited (please activate)
BALALA, JILLY ANN	invited (please activate)
BALTAZAR, TERESITA	invited (please activate)
BAMBICO, DANILO	invited (please activate)
BANAWOL, CARIDAD	invited (please activate)
BANGCADO, JULIANA	invited (please activate)
BANGYAY, EMMANUEL	invited (please activate)
BARBOSA, NIEVES	not found
BASALI, ADELINE	invited (please activate)
BASTIAN, JEREMY	invited (please activate)
BASUNGIT, MARLENE	invited (please activate)
BERAY, JUVILYN	invited (please activate)
BIADNO, LORELYN	invited (please activate)
BOBOD, ROGELIO	invited (please activate)
BONDAD, JOYCE	invited (please activate)
BOTENGAN, JOHNSON	invited (please activate)
BUCLAO, MICHEL	invited (please activate)
BUETA, JESSIE	invited (please activate)
BULALIT, MARCELINA	invited (please activate)
BURGOS, MARY LYN	invited (please activate)
CABANILLA, ANNA GRACE	invited (please activate)
CABRERA, APRILL	invited (please activate)
CAMILO, MARITESS	invited (please activate)



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

CANDELARIO, SHEILA MINA	invited (please activate)
CANDIDO, AYSON	invited (please activate)
CANLAS, DONATO JR.	invited (please activate)
CARINO, JUNA	invited (please activate)
CAWAS, CECILIA	invited (please activate)
CAYAT JR., JOSE	invited (please activate)
CAYSO, ARNOLD	invited (please activate)
CHAROPING, ESTELLA	invited (please activate)
CIRIACO, ANNA LOIS	invited (please activate)
CLEMENTE, LYNETTE	invited (please activate)
COLINGAN, LOURDES	invited (please activate)
CULATON, ALICIA	invited (please activate)
CUSTODIO, JUDITH	invited (please activate)
DACSIG, DOMINIC	invited (please activate)
DACSIG, LEAH	invited (please activate)
DALINGAY, LANIE	invited (please activate)
DALISDIS, LYDIA	invited (please activate)
DANGLAY, BERNARDINO	not found
DASCO, JUDICA	invited (please activate)
DATOC, DANTE GABRIEL	invited (please activate)
DAUZ, MARIA TERESA	invited (please activate)
DE GUZMAN, HELEN	invited (please activate)
DE LOS SANTOS, DENNIS	invited (please activate)
DE RAMON, MERCEDES	invited (please activate)
DE TORRES, ANNA JOVELL	invited (please activate)
DELA CRUZ, JONATHAN	invited (please activate)
DELGADO, PEARL MAY	invited (please activate)
DEMOT, ALMA	invited (please activate)
DINAMLIING, HARRIS	invited (please activate)
DOLIN, ALEXANDER	invited (please activate)
DOMNGAL, NELLIE	not found
ELEUTERIO, MARIA VICTORIA	invited (please activate)
EMINGGA, DIVINA	invited (please activate)
ENGLAN, JR., FRANKIE	invited (please activate)
ESLAY, APRIL	invited (please activate)
FIANGAAN, DAVE	invited (please activate)
FLORES, AARON	invited (please activate)
FONITE, ERWIN SHIM	invited (please activate)
GALAO-EY, CATHERINE	invited (please activate)
GALIAN, MARK	invited (please activate)
GARCIA, LETICIA	not found



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

GARCIA, MERLE	invited (please activate)
GARLEJO, FRANKLIN	invited (please activate)
GAWAEN, PACITA	invited (please activate)
GINES, ELVIRA	invited (please activate)
GUMABAY, JENNY	invited (please activate)
IGHARAS, ROMMEL	invited (please activate)
JARDINEZ, ELYZEL	invited (please activate)
JAVIER, MARIETTA	invited (please activate)
JIMENEZ, JOYCE	invited (please activate)
KILAYON, MARY ANNE	invited (please activate)
KILLIP, MILAGROS	invited (please activate)
KITONGAN, NESTOR	invited (please activate)
LADUYO, BEVERLY	invited (please activate)
LAGOY - YO, MARILOU	invited (please activate)
LANGA, CATHERINE JOY	invited (please activate)
LAPENA, ROSELYN ANN	invited (please activate)
LAPIA, RAQUEL	invited (please activate)
LAUDIO, JOCELYN	invited (please activate)
LEE, HILSON	invited (please activate)
LIBAN, PERLITA	invited (please activate)
LICANO, MARISSA	invited (please activate)
LICKIAS, CHRISTINE	invited (please activate)
LINGBANAN, BETTY	invited (please activate)
LIQUINIO, RACQUEL	invited (please activate)
LITAOEN, ALAN	invited (please activate)
LONGBOAN, AGOSTO	invited (please activate)
LOYOSEN, LEONY	invited (please activate)
MABALOT, AILEEN	invited (please activate)
MALIPE, DONALD	invited (please activate)
MANGILI, ARTHUR	invited (please activate)
MANG-OSAN, GRACE	invited (please activate)
MARCELO, MARICRIS KIM	invited (please activate)
MAYAO, GERMALYN	invited (please activate)
MAYOCYOC, ARIEL	invited (please activate)
MELECIO, DAPHANE DESIREE	invited (please activate)
MENDOZA, ESTELITO	invited (please activate)
MENDOZA, MARICEL	invited (please activate)
MILANES, THOMAS PEDRO	invited (please activate)
MOGA, BENSON	invited (please activate)
NASITEM, CARMELITA	invited (please activate)
NGALOB, CATHERINE	invited (please activate)



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

NGAY-OS, CHRISTINA	invited (please activate)
NGODDO, DEMETRIA	invited (please activate)
NIMER, ELLENE	invited (please activate)
OLOD, LORNA	invited (please activate)
OPPOD, WALTER	invited (please activate)
PACSI, IMELDA	invited (please activate)
PAGADUAN, ANA MARIE	invited (please activate)
PALONAN, DOMINGA	invited (please activate)
PASION, LAWRENCE	invited (please activate)
PINEDA, MARIA LOIDA	invited (please activate)
POLLED, LIZA	invited (please activate)
POYONGAN, CLAIRE	invited (please activate)
PUNASEN, PAULINE	invited (please activate)
QUINOPEZ, JASON	invited (please activate)
QUISORA, MAHARLIKA	invited (please activate)
RAMOS, PABLO JR.	invited (please activate)
REOTUTAR, MARY GRACE	invited (please activate)
REPASA, VERENA	invited (please activate)
RIVA, ANTONI KARL	invited (please activate)
RONQUILLO, LORELIE	invited (please activate)
RUIZ, JESSICA	invited (please activate)
SACAYANAN, RICELENE	invited (please activate)
SACLE, DALISAY	invited (please activate)
SAGALLA, GODDAN	invited (please activate)
SANDHU, HARRIS	invited (please activate)
SANGAO, FERDINAND	invited (please activate)
SANO, ROSEMARIE	invited (please activate)
SANTOS, HELEN MAY	invited (please activate)
SARMIENTO, EDNA	invited (please activate)
SAYDOKEN, FLORENCE	invited (please activate)
SENIO, BETSY CHEN	invited (please activate)
SOLANO, DONNA LAURIE	invited (please activate)
SOMBILON, LOIDA	invited (please activate)
SUMAKEY, MARJORIE	invited (please activate)
SUMAYAO, FLORDELUNA	invited (please activate)
TADIFA, HELEN	invited (please activate)
TANGUID, EVELYN	invited (please activate)
TAQUIO, MURPHY	invited (please activate)
TAYABAN, JOCELYN	invited (please activate)
TICAG, MELCHOR	invited (please activate)
TOME, MAREZ	invited (please activate)



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

TUACA, ROMANA	invited (please activate)
UDACION, DONJE	invited (please activate)
UD-ULON, WINIEFRED	invited (please activate)
UMANDAM, DINDO	invited (please activate)
UPINDO, MARIA RAMELIA	invited (please activate)
VALDEZ, JESYBEL	invited (please activate)
VELASCO, JULIUS	invited (please activate)
VILLANUEVA, CAROLINA	invited (please activate)
VILLANUEVA, ELAINE ROSE	invited (please activate)
VINLUAN, FLORIDA	invited (please activate)
WALANG, FLORENCE	invited (please activate)
WANAG, IDA LYNN	invited (please activate)
YANG-YANG-TORIBIO, NIEVES DOMAY	invited (please activate)
ZUNEGA, JOSELYN	invited (please activate)

Enclosure 2: INTAKE 2 SCHOLARS

Baguio City	ABUBO, MARIA LOURDES CARPIO
Baguio City	ABUDA, JOVY ROSE AGTANI
Baguio City	AMBAKED, MARICEL DIGAN
Baguio City	AOANAN, OSCAR JR. BRIONES
Baguio City	AQUINO, MARIA RELINDA GALANG
Baguio City	AROMIN, FELY NERONA
Baguio City	BANDONG, ELVIRA BACLIT
Baguio City	BAOBAOEN, EDITH BELINO
Baguio City	BASA, VILMA SORIANO
Baguio City	BAUCAN, GERRY BUSACAY
Baguio City	CANUTO, IMELDA LEAL
Baguio City	CASTA, LAARNIE MA-AO
Baguio City	CASTELLANO, TERESITA SORIANO
Baguio City	CASTRO, VALENTINA ATIWAG
Baguio City	CESTONA, JULIET DIZON
Baguio City	CHAN, YOLANDA BESTOTON
Baguio City	COMPAY, ARLENE FATA EK
Baguio City	COSTALES, JUDITH LUMAGUEY
Baguio City	CRISOSTOMO, MARYGRACE SELGA
Baguio City	DALOG, JUANITO SANG-ET
Baguio City	DAVID, MARISSA RIMANDO
Baguio City	DAYOG, FRED A BUKING



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Baguio City	DE GUZMAN, MARISSA CABAY
Baguio City	DE PERALTA, EFREN MATTHEW COLIS
Baguio City	DELOS SANTOS, LAURENCE ESTEBAN
Baguio City	DEPALOG, JOCELYN BAN-EG
Baguio City	DOCLIS, ANNABELL RUTH MACARIO
Baguio City	DOMAGAS III, ALEJANDRO QUINTO
Baguio City	EMBANG, RITA PILAY
Baguio City	ENOMIS, PERLA ATIMAMA
Baguio City	FOY-OS, LINDA DAWADEO
Baguio City	GALAU, MARILYN SOTELO
Baguio City	GALLANO, WINNIE SUYAO
Baguio City	GONZALES, PURIFICACION DELA MASA
Baguio City	GUERRERO, LUDIVINA LASTIMOZA
Baguio City	IDOS, RUBY LABARINTO
Baguio City	ISIGUEN, RUFINA CASIO
Baguio City	KIDIAN, ROSEMARIE MANDANI
Baguio City	KIW-ISEN, LAILA BERTO
Baguio City	LACSON, MARY GRACE KILAKIL
Baguio City	LINGBANAN, CRISANTA BOMANGIL
Baguio City	LUMIDAO, CHERRY LUCABEN
Baguio City	MANAOL, ROSEMARIE FOROSAN
Baguio City	MARQUEZ, ADELAIDA CARDENAS
Baguio City	MAYAPIT, LILIA GABRIEL
Baguio City	MIRANDA, JULIEVENSE CAS-ING
Baguio City	MONCADA, MA. CECILIA CALDERON
Baguio City	PADILLA, HILDA SABADO
Baguio City	PADILLA, MYLA DUCUSIN
Baguio City	PAGADUAN, DANIEL DIANO
Baguio City	PALEYAN, BEVERLY PEARL BACALA
Baguio City	PARAN, REYNALDO CASI
Baguio City	PAR-OGAN, RITA AYOCHOK
Baguio City	PEKLEY, MYRNA SALINGBAY
Baguio City	PIGGANGAY, TEOFILO AGDONG
Baguio City	PODES, MARTHA LIIS
Baguio City	QUEZON, ANGELINE BOTANGEN
Baguio City	RAPADAS, HANNAH FIGUEROA
Baguio City	RECEL, JANET JOY MAGANG-AN



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Baguio City	RODRIGUEZ, ESPERANZA LOPEZ
Baguio City	ROSETE, JENNY ANN AKILIT
Baguio City	SIBLAGAN, ANTONIO LUBAS
Baguio City	SOLIS, RENATO CAPISPISAN
Baguio City	SUCTE, MARILYN GUIMPAYAN
Baguio City	TAEP, ANNIE TICTIC
Baguio City	TENG-EG, ELIZABETH CIRILO
Baguio City	TOGANA, ADONIS VICENTE
Baguio City	VALDEZ, VIOLETA PACIO
Baguio City	VILLAMOR, ANDY VILLAFLORES



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 3: **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

(Note: E-copy can be downloaded on the link: <https://tinyurl.com/ELUndertaking2>)



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
