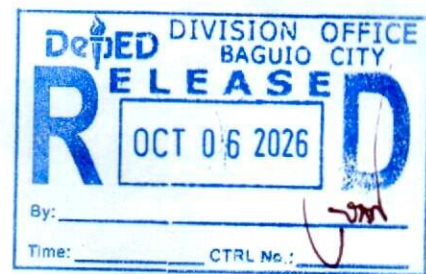




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



October 5, 2026

DIVISION MEMORANDUM

No. **669-2026**

**UPDATES ON THE IMPLEMENTATION OF NEW@DEPEDCAR: INDUCTION HANDBOOK
SELF-PACED LEARNING PROGRAM**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Non-Teaching Personnel
Others Concerned

1. In relation to Regional Memorandum No. 781 s. 2026, covering the **Pilot Implementation of New@DepEdCAR: Induction Handbook Self-Paced Learning Program**, provides Enclosure 1: List of Newly Hired Non-Teaching Personnel (NHNTPs) who shall complete the program within six (6) months from their date of appointment to their current position.
2. The prescribed process flow is provided in Enclosure 2, while Learning Management System (LMS) can be accessed through <https://tinyurl.com/newAtCARDepEd>, using the enrollment key NTIP2026.
3. Schools Division Offices (SDO's) through the School Governance and Operations Division (SGOD)-Human Resource Development Section (HRDS) shall ensure that the identified NHNTP's are able to complete the program within the prescribed period.
4. Quarterly summary of completion status per SDO shall be accessed by the HRDS from tinyurl.com/PDiHub for feedback and monitoring.
5. Should there be queries and/or clarifications, please contact Rosita C. Agnasi, CES-HRDD or Lauren Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph or Jovelyn T. Balantin, SEPS-HRDS at telephone number 442-7819.
6. Immediate dissemination and compliance of this memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

SAMUEL T. EGSAEN JR. EdD, CESO VI
Assistant Schools Division Superintendent



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
DepEd Tayo Baguio City <https://depedpines.com>

NEWLY HIRED NON-TEACHING PERSONNEL	SEX	POSITION	LMS COMPLETION DUE DATE
GAJWAYEN, DAVY MAE S.	F	Administrative Assistant II	Feb-27
GOROSPE, ANGELINA V.	F	Administrative Assistant II	Feb-27
SICNOY, JOYLA A.	F	Administrative Officer II	Feb-27
SDO Baguio City (17)			
ASPIRAS, ROSYLLE P.	F	Administrative Aide III	Feb-27
BAGUILAT, JULIENE M.	F	Administrative Assistant II	Feb-27
BALANON, MYLA D.	F	Administrative Aide VI	Feb-27
BESERAL, JO ANN M.	F	Administrative Assistant II	Feb-27
BUMAKIL, KAREN P.	F	Project Development Officer I	Feb-27
DUMAGUIN, JENNY B.	F	Administrative Officer II	Feb-27
GARCIA, JACKIE LOU K.	F	Administrative Assistant III	Feb-27
LIWAN, KHRYSTHYNE A.	F	Administrative Aide VI	Feb-27
MANAPENG, SAMUEL JOHN I.	M	Legal Assistant I	Feb-27
MARZAN, CHRISTOPHER S.	M	Administrative Aide I	Feb-27
OLBA, OSCAR D.	F	Administrative Aide IV	Feb-27
OLIVEROS, JOSEF ERIC P.	M	Project Development Officer I	Feb-27
PEDRONIO, RON BIXBY A.	M	Project Development Officer I	Feb-27
PUDSOC, IGMAR S.	M	Administrative Officer II	Feb-27
ROSARIO, ALFONSO JR M.	M	Administrative Assistant III	Feb-27
SAB-IT, JERICA P.	F	Administrative Assistant II	Feb-27
TINANGAG, JET C.	F	Administrative Aide VI	Feb-27
SDO Benguet (21)			
AGSAWAL, MAUREEN A.	F	Administrative Officer II	Feb-27
ALADOG, NOEME D.	F	Administrative Assistant III	Mar-27
AMLOS, KRIZA JANELLE A.	F	Administrative Officer II	Mar-27
APLAT, MERRYGELE P.	F	Administrative Assistant III	Mar-27
BELINO, JULITO L.	M	Administrative Officer II	Mar-27
BESTRE, ERMALEEN D.	F	Administrative Assistant II	Mar-27
CANDELARIO, JHOVIE LYN B.	F	Administrative Assistant II	Feb-27
CAWAS, ISAAC NOEL D.	M	Administrative Assistant II	Mar-27
DAY-AS, JEFFER C.	M	Administrative Assistant II	Mar-27
DAYSO, NARDA G.	F	Administrative Aide I	Mar-27
DICLAS, REY SHELLA M.	M	Administrative Officer II	Mar-27
ESONG, JILL P.	F	Administrative Officer II	Mar-27
GUDAYEN, GLENDA S.	F	Administrative Officer II	Mar-27
KELLY, JANIFER A.	F	Dentist II	Mar-27
NABAYSAN, MALUZ SAMANTHA A.	F	Administrative Assistant II	Mar-27
NALICAO, VENUS M.	F	Administrative Assistant II	Feb-27
QUITTE, MICHELLE A.	F	Administrative Officer II	Mar-27
SALVINO, REAH LIZA P.	F	Administrative Assistant II	Mar-27

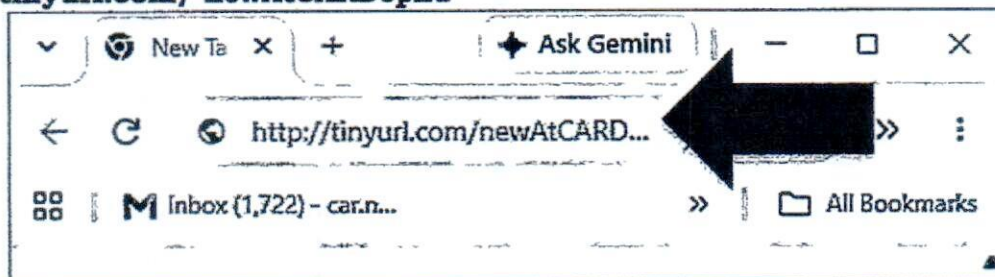
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BALANON, MYLA D.	F	Administrative Aide VI	Feb-27
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BUMAKIL, KAREN P.	F	Project Development Officer I	Feb-27
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ROSARIO, ALFONSO JR M.	M	Administrative Assistant III	Feb-27
SAB-IT, JERICA P.	F	Administrative Assistant II	Feb-27
TINANGAG, JET C.	F	Administrative Aide VI	Feb-27
SDO Benguet (21)			
AGSAWAL, MAUREEN A.	F	Administrative Officer II	Feb-27
ALADOG, NOEME D.	F	Administrative Assistant III	Mar-27
AMLOS, KRIZA JANELLE A.	F	Administrative Officer II	Mar-27
APLAT, MERRYGELE P.	F	Administrative Assistant III	Mar-27
BELINO, JULITO L.	M	Administrative Officer II	Mar-27
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**STEP BY STEP INSTRUCTIONS ON THE UTILIZATION OF
New@DepEd CAR: Induction Handbook Self-paced Learning Program**

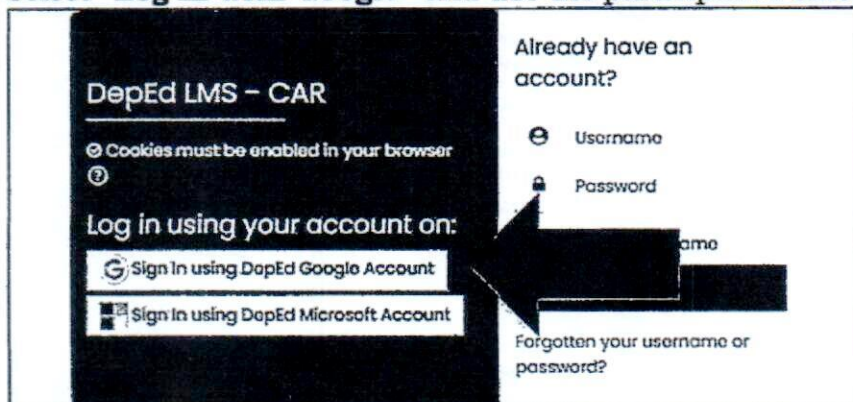
I. ENROLLMENT IN THE DEPED LEARNING MANAGEMENT SYSTEM

Participants shall accomplish the following steps to enroll in the PD LMS: Design of Professional Development Proposals:

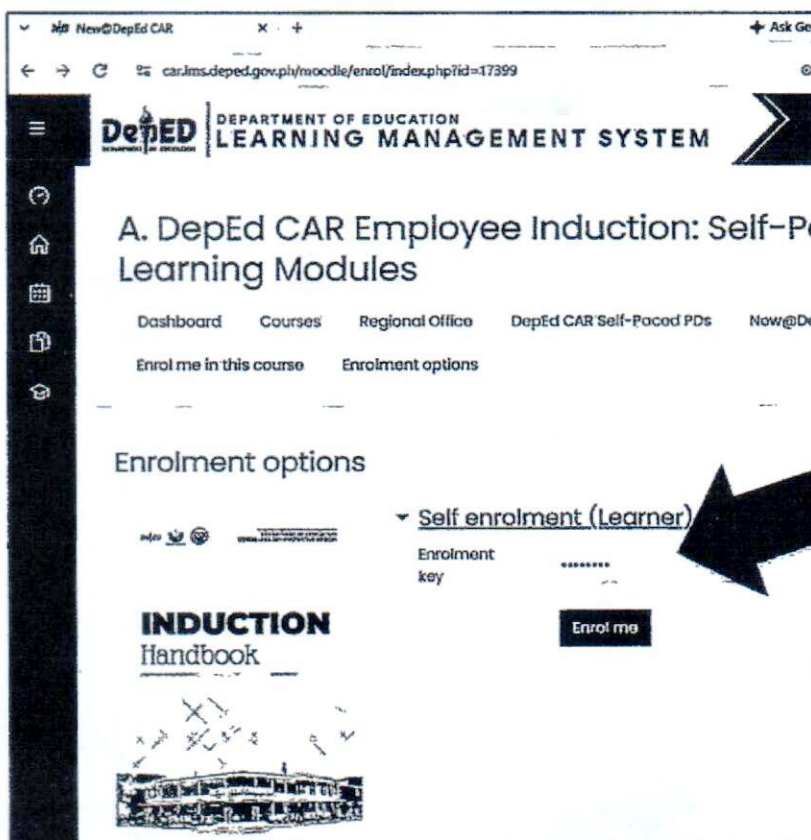
1. Access the DepEd Learning Management System (LMS) through **tinyurl.com/ newAtCARDepEd**



2. Select **"Log in with Google"** and use the participant's official DepEd Google account.



3. Enter the enrollment key: **NTIP2026** and click on Enrol me



4. Confirm successful enrollment by checking that the course appears under **My Courses** in the DepEd LMS.



5. Complete the **Pre-test** before proceeding to the succeeding course activities.

II. NAVIGATING THE DEPED LMS

Participants shall follow the prescribed learning sequence in the LMS. The **DepEd CAR Employee Induction: Self-Paced Learning Modules** is designed as a self-paced and asynchronous learning activity, allowing newly hired personnel to complete the requirements within the prescribed period and their available working schedule. The following shall guide participants in navigating the course:

1. **Course Dashboard** – Participants shall access the enrolled course through the **My Courses** section of the LMS and select **New@DepEd CAR**.
2. **Course Sections** – The course is organized into a **General section, Modules 1 to 9, and Completion Proper**.
3. **Learning Materials** – Participants shall read, view, or review the prescribed lessons, books, files, URLs, and other learning resources provided in each module.
4. **Interactive Activities** – Participants shall accomplish the required **quizzes, H5P activities, forums, quick checks, and other interactive learning activities** indicated in the course.
5. **Completion Indicators** – Participants shall monitor the completion indicators in the LMS. Activities marked **“Not completed”** shall still be accomplished before proceeding to the succeeding requirements.

6. **Restricted Activities** – Participants shall check the prerequisite requirements when an activity is marked **“Restricted.”** The activity shall become available once the required preceding activity or activities have been completed.
7. **Course Progression** – Participants are encouraged to follow the modules in sequence, from **Module 1 to Module 9**, to ensure systematic completion of the induction requirements.
8. **Final Reflection and Development Needs Assessment** – Participants shall accomplish the **Final Reflection and Development Needs Assessment** under the **Completion** section after completing the required learning activities.
9. **Course Completion** – Participants shall verify that all required activities are marked **Completed** before proceeding to the certificate.
10. **Certificate of Completion** – Participants who satisfy the prescribed LMS completion requirements shall access the **Certificate** through the **Completion** section of the LMS.

Important: Participants shall ensure that all required activities are completed and properly recorded by the LMS. Activities marked **“Not completed”** or **“Restricted”** indicate that additional requirements or prerequisite activities remain to be accomplished.