

Republic of the Philippines

**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

**MEMORANDUM**

SGOD-2025-068

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID/OIC, SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM:  **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent 

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

DATE: June 18, 2025

1. Per Memorandum HRDD-2025-076 from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, the FY 2025 External Learning and Development Interventions (ELDIs) are being offered to non-teaching personnel of the Department of Education. These ELDIs are in support of the professional development of non-teaching personnel under the FY 2025 Learning Interventions for Navigating Advancements and Nurturing Growth or the *LINANG* Program.
2. These opportunities are available to personnel holding permanent, contractual, and co-terminus employment status, and will be delivered through e-learning courses from June 30, 2025 onwards.
3. In view of these L&D opportunities, this Division, through the School Governance and Operations Division – Human Resource Development Section, under Program Creating Tomorrow's Schools Today: SGOD 360° and Project Quality HRD – *TALINO* (Training And Learning Initiatives for *NON*-teaching and teaching personnel), announces the **Call for Applications for the FY 2025 LINANG e-Learning Courses: External Learning and Development Interventions (ELDI) for DepEd Non-Teaching Personnel.**
4. **Those interested shall submit the following documentary requirements to the SGOD-HRDS through the OSDS-Records Unit on or before June 26, 2025:**
  - a. Letter of Intent;
  - b. Updated Service Record (Purpose: For training eligibility); and
  - c. Copy of Approved Individual Development Plan for FY 2024 (IPCRF Part IV)



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Website: <https://depedmarinduque.com>

5. All applications shall be screened by the Division Human Resource Development Committee, through the Human Resource Development Section, on June 27, 2025.
6. An advisory shall be released containing the list of qualified participants. Once released, participants shall complete the pre-registration form to confirm their participation. No participants shall accomplish the pre-registration form of the Central Office unless advised to do so.
7. To manage work and learning, qualified participants are advised to dedicate a maximum of 2 working hours per day and/or during non-working hours for the chosen course. No additional payment shall be given for accessing the courses beyond regular work hours.
8. All personnel, regardless of age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation, or activity shall be given equal opportunity to attend L&D programs to enhance competencies.
9. The following documents are enclosed for reference:
  - a. Enclosure 1: ELDI Course Offerings
  - b. Enclosure 2: ELDI Registration Procedures
10. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).
11. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA



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**ANNEX A**

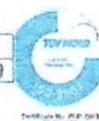
**ELDI COURSE OFFERINGS**

*Note: The BHROD-HRDD reserves the right to close the pre-registration deadline earlier or extend the same as the Office deems necessary.*

**A. ELDI for Core Competencies**

- *Eligible DepEd employees:*
  - Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (Salary Grade 24 and below)
  - Currently employed in DepEd for a period of **six (6) months to three (3) years**
  - Currently involved in the management or implementation of various programs, activities, and projects (PAPs)
- *Pre-registration Deadline: **June 30, 2025, 5:00 p.m.***

No.	Course Title & Relevant Link	Short Description	Course Schedule
<b>External LSP: Udemy (self-paced e-learning course)</b>			
<b>Brochure Link: <a href="https://tinyurl.com/2024UdemyPrograms">https://tinyurl.com/2024UdemyPrograms</a></b>			
1.	Mastering Microsoft Office: A Comprehensive Online Training Program for All Skill Levels (Basic, Intermediate, and Advanced)	This comprehensive online training program is designed to build and enhance participants' proficiency in Microsoft Office 365 applications, tailored to various skill levels. It equips participants with the necessary skills to leverage the full potential of Microsoft Office 365, empowering them to work smarter and more effectively in their professional roles.	June 30, 2025 onwards
2.	Data Integrity: Enhancing Data and Records Management for Government Professionals	This program is designed to equip government professionals with the skills and knowledge needed to maintain the highest standards of data integrity in public service.	June 30, 2025 onwards
3.	Empower Within: Cultivating Self-Mastery for a Balanced Life	This program is designed to guide individuals on a transformative journey toward achieving self-mastery and balance in their personal and professional lives.	June 30, 2025 onwards
4.	Fostering Innovation and Creativity in the Government Sector	This course is designed to equip government professionals with the knowledge and tools necessary to drive innovation and creativity within their organizations.	June 30, 2025 onwards
5.	Public Impact: Effective Communication for	This program is designed to empower government	June 30, 2025 onwards

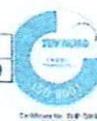


No.	Course Title & Relevant Link	Short Description	Course Schedule
	Government Professionals – Intermediate level	professionals with the communication tools needed to make a lasting impact in public service. By the end of the program, attendees will be equipped to navigate the complexities of public communication with greater ease and influence.	
6.	Gender and Development: Principles, Practices, and Mainstreaming in the Workplace	This program is designed to cover key concepts and principles of gender and development (GAD), including relevant laws and issuances that guide gender equality and inclusivity in the public and private sectors. Participants will also learn how to effectively work in a gender-diverse environment, develop gender sensitivity, and raise awareness to create a more inclusive and equitable workplace.	June 30, 2025 onwards
7.	Mastering Self-Management: Strategies for Personal and Professional Growth	This program is designed to equip participants with practical skills to better manage their time, emotions, and personal growth for sustained success in all areas of life.	June 30, 2025 onwards
8.	Mastering Attention to Detail: Techniques for Enhanced Focus and Precision	The course will provide practical strategies for improving observation skills, enhancing concentration, and incorporating attention to detail into daily routines, contributing to greater personal and professional success.	June 30, 2025 onwards

## B. ELDI for Functional Competencies

- *Eligible DepEd employees:*
  - Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (Salary Grade 24 and below)
  - Currently employed in DepEd for a period of **two (2) years or more**
  - Currently involved in the management or implementation of various programs, activities, and projects (PAPs)
- *Pre-registration Deadline: **June 30, 2025, 5:00 p.m.***

No.	Course Title & Relevant Link	Short Description	Course Schedule
<b>External LSP: Udemmy (self-paced e-learning course)</b>			
<b>Brochure Link: <a href="https://tinyurl.com/2024UdemmyPrograms">https://tinyurl.com/2024UdemmyPrograms</a></b>			
1.	Advanced Technical Competencies for Education Professionals: Program Management and Development	The training program is tailored to enhance the technical skills required for effective program management and development. Specifically, this program shall cover the following topics: Program Delivery and Management, Program Design and Development, Program Monitoring and Evaluation.	June 30, 2025 onwards
2.	Flourish at Work: Comprehensive Employee Development and Care – Employee Development and Welfare	This program is designed for employees to gain valuable tools to manage stress, balance work-life demands, and cultivate a positive mindset, all of which contribute to sustained professional success and personal well-being, ensuring that the employees are not only equipped to excel in their roles but are also supported in leading fulfilling, balanced lives.	June 30, 2025 onwards
3.	Strategic Financial Management: Optimizing Public Funds and Resources – Financial Management	This comprehensive training program is designed to equip government professionals with the essential skills and knowledge to manage public finances effectively. Specifically, this program shall cover the following topics: preparation and interpretation of financial statements and reports, management of accounts payable and receivable, fiscal planning and budget allocation and use of information technology in managing public finances.	June 30, 2025 onwards
4.	Strategic Governance: Shaping Policies for Impactful Outcomes – Policy and Strategic Planning	This program is designed to empower government professionals with the skills and knowledge needed to craft and implement policies that drive meaningful change. Specifically, this program shall cover the following topics: policy analysis and	June 30, 2025 onwards



No.	Course Title & Relevant Link	Short Description	Course Schedule
		development, organizational and procurement planning, and risk assessment and management.	
5.	Audit Pro: Elevating Standards in Quality Assurance – Auditing and Quality Assurance	This training program is designed to elevate the standards of auditing by focusing on continuous improvement and enhancing investigation and research skills. By the end of this program, attendees will be prepared to lead in the field of auditing, consistently raising the bar for quality and excellence in their work.	June 30, 2025 onwards
6.	Strategic Synergy: Mastering Market and Category Dynamics – Market and Category Management	This program is designed for participants to explore advanced market analysis techniques to uncover key insights, trends, and opportunities that drive business growth. It also delves into the intricacies of category management, equipping attendees with strategies to optimize product categories, align with consumer needs, and enhance overall market positioning.	June 30, 2025 onwards
7.	The Learning Matrix: Integrating Curriculum Design and Resources	This program is designed for participants to explore the principles of curriculum design, learning how to structure educational content to meet diverse learner needs and align with educational standards. This program also emphasizes the integration of curriculum with various learning resources that will enhance the learning experience.	June 30, 2025 onwards

**C. ELDI for Leadership Competencies**

- *Eligible DepEd employees:*
  - Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (SG-18 and above)
  - Performing managerial and supervisory function as may be inherent to the position, designated, or certified by Chief/Director
  - Overseeing program/s and managing/supervising at least two (2) subordinates)
- *Pre-registration Deadline: June 30, 2025; 5:00 p.m.*

No.	Course Title & Relevant Link	Short Description	Course Schedule
<b>External LSP: Udemy (self-paced e-learning course)</b> Link: <a href="https://tinyurl.com/2024UdemyPrograms">https://tinyurl.com/2024UdemyPrograms</a>			
1.	Leadership Excellence: Building Resilient and High-Performing Organizations	This comprehensive training program is designed to equip leaders and managers with the skills and knowledge needed to build and sustain high-performing organizations. This program is divided into four (4) subprograms, each of which contains carefully crafted topics: <ul style="list-style-type: none"> <li>• Organizational Leadership and Development</li> <li>• Crisis and Risk Management</li> <li>• Strategic Planning and Execution</li> <li>• Communication and Relationship Building</li> </ul>	N/A
	a. Organizational Leadership and Development	This subprogram shall cover the following topics: creating and nurturing a high-performing organization, succession planning, leading the teams' learning and development, managing performance and coaching for results, and leading change	June 30, 2025 onwards
	b. Crisis and Risk Management	This subprogram shall cover the following topics: crisis preparedness and management, and managing team's mental health and well-being	June 30, 2025 onwards
	c. Strategic Planning and Execution	This subprogram shall cover the following topics: planning and organizing for greater impact, thinking strategically and creatively, and data gathering and analytics for better decision-making	June 30, 2025 onwards



No.	Course Title & Relevant Link	Short Description	Course Schedule
	d. Communication and Relationship Building	This subprogram shall cover the following topics: communication management, partnership building and strengthening, and building collaborative and inclusive working relationships	June 30, 2025 onwards

For CO employees who already have existing access to Udemy, pre-registration for Udemy courses is **no longer required**.



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## ANNEX B

### ELDI REGISTRATION PROCEDURES

To ensure relevance of the ELDI course offering to be attended by DepEd NTP and to manage the registration of participants for each course, please be advised of the following details and procedures:

#### I. PRE-REGISTRATION

1. The availment of ELDI through e-learning platform is open to the following eligible employees:
  - a. Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (Salary Grade 24 and below)
  - b. Currently employed in DepEd for a period of **six (6) months or more** depending on the chosen course
  - c. Currently involved in the management or implementation of various programs, activities, and projects (PAPs)

2. To pre-register, kindly follow these steps:

- a. Accomplish the online pre-registration form through this link: <https://tinyurl.com/2025ElearningPreReg> using your **DepEd email address**;

*Note:* Regional applicants **must** be first screened by the **regional Personnel Development Committee (PDC)** and approved by the Regional Director before accomplishing the pre-registration form.

- b. Upload the following necessary documents:
  - i. **Approved Authority to Participate** duly signed by the Head of Office:
    - For Central Office – Bureau or Service Director
    - For Regional and Schools Division Office – Regional Director
  - ii. **Approved Service Obligation Form**

*Note:* All forms and templates can be found through this link: <https://tinyurl.com/2025ELDIForms>

3. The deadline of pre-registration is on **June 30, 2025, 5:00 p.m.** Meanwhile, the relevant information for the specific course is detailed in **Annex A**. The Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) shall close the pre-registration when the slots have already been filled or when the external Learning Service Provider (LSP) has already closed the registration.

#### II. EVALUATION

1. All pre-registrations lodged on or before the set deadline shall be assessed by the BHROD-HRDD. The evaluation shall strictly adhere to the deadline of pre-registration to ensure timely processing of the registration to all courses and to facilitate payment of the registration fees.
2. Acceptance of pre-registered DepEd NTP to the chosen course shall be based on the following:



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Telephone Nos.: (+632) 86337206, (+632) 86318494

Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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- a. **Relevance:** The chosen course must meet any of the following, as may be certified by the Head of Office:
  - i. Responsive to the L&D needs of the employee as reflected in their Individual Development Plans (IDP) in FY 2024;
  - ii. Relevant to their current duties and responsibilities; or
  - iii. Supportive in the fulfillment of their office mandate to achieve strategic goals of the Department.
- b. **Availability:**
  - i. Acceptance to the e-learning platform shall be on a **first-come, first served basis**.
  - ii. Confirmed DepEd NTP may participate in any of the available self-paced e-learning courses once given access to the platform.

### III. NOTIFICATION AND CONFIRMATION

1. The BHRDD-HRDD shall notify, through the official DepEd email address, the DepEd NTP who have been accepted and have secured slots to each of the courses. This notification email shall include further details of the specific course, deadline for confirmation of participation, and additional documentary requirements, if necessary.
2. Upon receipt of the email, the concerned personnel **must confirm** their participation by replying to the notification email and submit the **hardcopies of the required documents with wet signature** to the **BHRDD-HRDD Office**, Room 411, 4<sup>th</sup> Floor, Mabini Building, within the set deadline.
3. To manage work and learning, confirmed participants are advised to dedicate a **maximum of 2 working hours per day and/or during non-working hours** for the chosen course. No additional overtime payment shall be given for accessing the courses.

### IV. PROCESSING OF PAYMENT AND OFFICIAL REGISTRATION

1. The BHRDD-HRDD shall process the registration of confirmed participants to specific ELDI courses and shall facilitate the processing of registration fees.
2. The registration fees for the courses shall be charged under the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) Fund, subject to existing budgeting, accounting, and auditing rules and regulations.

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

Thank you.

