



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

January 27, 2025

**REGIONAL MEMORANDUM**

No. 092, s. 2025

**TO:** Schools Division Superintendents  
 Schools District Supervisors  
 School Heads  
 All Others Concerned

**REQUEST FOR PARTICIPANTS AND INVITATION FOR THE THIRD  
 CHILD PROTECTION E-LEARNING COURSE FOR EDUCATORS**

1. This is relative to the attached Memorandum OM-OUOPS-2025-11-00119 from **MALCOLM S. GARMA**, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Operations, Department of Education, dated January 7, 2025, r/e: request for participants and invitation for the third child protection e-learning course for educators.

2. The e-learning Course is a free, fully asynchronous, and accessible to both online and offline. The course is designed for educators, it aims to enhance understanding of child protection issues. It provides tools and materials to advocate for learner rights and address protection concerns. Licensd teachers who complete the course will earn Continuing Professional Development (CPD) points, as it is accredited by the Profession I Regulation Commission (PRC).

3. The course is open to both teaching and non-teaching personnel, with a slot of 700 participants in the National Capital Region. Participants may enroll and register until February 26, 2025. The course shall be self-paced and will start on March 3 and end on April 6, 2025. For clarity, course enrollees must create an account before registration on the provided the google sheet link: <https://tinyurl.com/E-learning-Course>.

Address: 6 Misamis St. Bago Bantay, Quezon City  
 Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: <https://www.depedncr.com.ph>



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LRPS




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

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5. Should there be queries, clarifications, or concerns regarding this activity, please email the Learner Rights and Protection Division- Central Office with email add: [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph). Attached is a copy of the course details and a step-by-step process for creating an account, for reference.

6. Immediate dissemination of and compliance with this Memorandum is desired.

**JOCELYN DR ANDAYA**   
Regional Director, NCR  
concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations

*lrps*

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Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM  
OM-OUOPS-2025-11 - 00119

FOR : REGIONAL DIRECTORS  
MINISTER, BASIC, HIGHER, AND TECHNICAL EDUCATION,  
BARMM  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM : MALCOLM S. GARMA  
*Assistant Secretary, Officer-in-Charge*  
Office of the Undersecretary for Operations

SUBJECT : REQUEST FOR PARTICIPANTS AND INVITATION FOR THE  
THIRD CHILD PROTECTION E-LEARNING COURSE FOR  
EDUCATORS

DATE : January 7, 2025

This Office, through the Learner Rights and Protection Office (LRPO) in partnership with the Stairway Foundation Inc., (SFI) will launch the third batch of the Child Protection e-Learning Course for educators.

The e-Learning Course shall be fully asynchronous, accessible online and offline, free of charge, and open to both teaching and non-teaching personnel. The Course is designed for educators to develop a deeper understanding of all child protection concerns, both online and offline. The Course aims to provide educators with tools and educational materials that may be used to advocate learner rights and address learner rights and protection concerns. Licensed teachers who are able to complete the Course shall earn Continuing Professional Development (CPD) points, as the e-Learning Course has received accreditation from the Professional Regulation Commission (PRC).

Accordingly, we requested the assistance of the Regional Office in identifying teaching and non-teaching personnel who will undergo the course. The request is made to ensure an increased number of Course completers and allow our Regional and Division focals to check their progress.

In line therewith, may we request the assistance of the Regional Office to identify teaching and non-teaching personnel who will undergo the Course. List of enrollees shall be submitted through this link: <https://bit.ly/40xPsOl>



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
Email Address: [ouops@deped.gov.ph](mailto:ouops@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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Received: gm / Kyle 1/24/2025 4:40 PM

The request is made to ensure an increased number of course completers per region. The breakdown is as follows:

REGION	NO. OF DIVISION	ALLOCATION OF ENROLEES
I	14	600 slots
II	9	500 slots
III	21	700 slots
CALABARZON	23	700 slots
MIMAROPA	7	500 slots
V	13	600 slots
VI	21	700 slots
VII	20	700 slots
VIII	13	600 slots
IX	8	500 slots
X	14	600 slots
XI	11	500 slots
XII	8	500 slots
CARAGA	12	600 slots
CAR	8	500 slots
NCR	16	700 slots
BARMM		200 slots

\*Region with Large Division – 700 slots; Region with Medium Division – 600 slots; Region with Small Division – 500 slots

Participants may enroll and register until February 26, 2025. The Course shall be self-paced and will start on March 3 and end on April 6, 2025.

Enclosed is a copy of the course details and a step-by-step process for creating an account, for reference.

For clarity, course enrollees must create an account before submitting their names and email addresses to the LRP Regional focal.

For details, inquiries, and clarification, you may contact the Learner Rights and Protection Division at [lrpo@deped.gov.ph](mailto:lrpo@deped.gov.ph) or contact 8638-1782.

For immediate dissemination.

Thank you very much.

[LRPO/ASPR]



## The LRPO and Stairway Child Protection e-learning course for Educators

### What is the course about?

The course is specifically designed for educators in order for them to develop a deeper understanding of the various child protection concerns that their learners might face both offline and online. Specially crafted by the DepEd Learner Rights and Protection Office and Stairway Foundation, the course aims to empower educators to have the knowledge and tools to participate more in the protection of the children they work with.

### How is the course delivered?

The course is **fully asynchronous and self-paced**, and thus, you can take the lessons at any time depending on your availability. The course contains short video lessons, interactive content and resource links. There shall be no webinars.

### Objectives of the Course

At the end of the course, participants are expected to;

1. Identify the various offline and online child protection concerns that learners might encounter.
2. Identify the various means these child protection concerns might be perpetrated.
3. Identify the various means of integrating Child Protection into their lessons.
4. Distinguish what DepEd policy and protocol should be applied for specific child protection concerns.
5. Be introduced to the various initiatives of DepEd in relation to child protection

### Important details to remember:

1. Course starts on March 3 to April 6, 2025.
2. The course is credited with CPD points by the PRC Board of Teachers. Other professions will not be able to get CPD credits.
3. In the course completers survey, which you will complete towards the end of the course, ensure that the details you will enter corresponds to what is indicated in your current PRC License.
4. Please ensure that you finish the course completers survey on or before the course end date, as this is what we shall send to the PRC for successful course completers.



### **Technical Requirements:**

- An internet connection –broadband wired or wireless (3G or 4G/LTE) minimum 5 to 10MBPs
- Speakers– built-in, headset or USB plug-in or wireless Bluetooth
- We recommend that you access this course using a desktop or laptop (Windows or Mac)
- Even though you will still be able to access the course via tablets or mobile phones, we highly recommend that you use desktops or laptops for an optimal user experience
- The quality of your Internet connection will also greatly affect your user experience.

### **Course Enrollment Guidelines**

In order to participate in the course, please refer to the following steps/information;

- 1.) Create a Stairway e-learning account (if you don't have an existing one yet)
- 2.) Provide to your LRPO focal the email address you used to create a Stairway e-learning account.
- 3.) Your LRPO focal shall forward the list to the LRPO for enrollment. Once the course starts, if you have been successfully enrolled, the course should appear in your course dashboard, which you can access by logging in to your Stairway e-learning account.

### **How to create a Stairway e-learning account?**

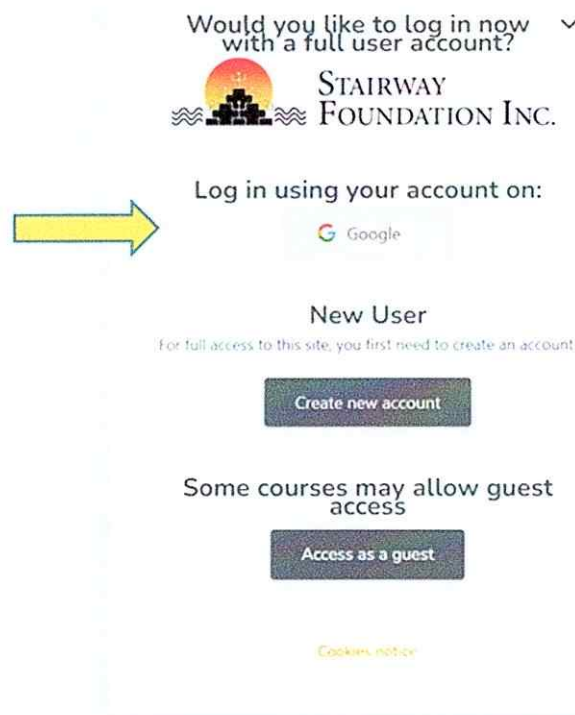
If you already have an existing Stairway e-learning account, you do not need to create a new one. You just have to provide to your LRPO focal the email address you used to create your existing Stairway e-learning account.

If you do not have an existing Stairway e-learning account, please create a Stairway e-learning account.

There are 2 options for creating a Stairway e-learning account. We recommend option 1 as much as possible.

**Option 1: Recommended** (For those with Gmail/DepEd accounts)

- a. Please follow this link  
<https://elearning.stairwayfoundation.org/login/index.php>
- b. Ensuring that you have a working and accessible Gmail account, click on the “Log in using your account on:” Click Google



- c. You will be redirected to the Google account page; choose the Google account you want your e-learning account to be associated with.

- d. Every time you will login to the e-learning platform, just repeat this option, which you can access again via the home page by clicking on “Moodle Login Page” via <https://elearning.stairwayfoundation.org/> or via <https://elearning.stairwayfoundation.org/login/index.php>



**Option 2: (for Gmail and non-Gmail account holders)**

- a. Login to your Stairway eLearning account, or if you do not have one yet, create an account on this platform via this link <https://bit.ly/StairwayELearningSignUp>
- b. In creating a user account, please ensure that you shall use a valid and accessible email address, double checking for any spelling errors.
- c. After successfully entering all the required details, an account creation email shall be sent your email. Please click on this to confirm activation. If the account confirmation email can't be found in your inbox, please check your spam folder

**Once you have successfully created a Stairway e-learning account, please provide to your LRPO focal the email address you used to create an e-learning account so that we can in turn, enroll you.** Your LRPO focal shall forward the list to the LRPO for enrollment. Once the course starts, if you have been successfully enrolled, the course should appear in your course dashboard, which you can access by logging in to your Stairway e-learning account.