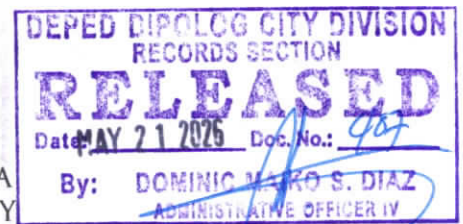




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



May 20, 2026

DIVISION MEMORANDUM

No. 407, s. 2026

CHILD PROTECTION SELF-PACED E-LEARNING COURSE

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Learner Formation Unit
Public Schools District Supervisors
All Public and Private School Heads and Administrators
All Public and Private Teaching and Non-Teaching Personnel
This Division

1. Pursuant to the memorandum issued by the Office of the Undersecretary for Operations, this Division enjoins all teaching and non-teaching personnel in all schools within this division to participate in the fourth run of the **Child Protection e-Learning Course for Educators**. The course is self-paced and will run from **May 21, 2026, to June 21, 2026**.

2. Developed jointly by the Department of Education and its partner, Stairway Foundation, Inc. (SFI), the Child Protection e-Learning Course aims to deepen the understanding of teaching and non-teaching personnel on learner rights and child protection issues in the school setting. It also seeks to equip participants with appropriate tools and strategies to address such concerns while ensuring full compliance with DepEd policies, protocols, and safeguarding measures. **The course is fully asynchronous, accessible both online and offline, and is offered free of charge.** Completion of the course is equivalent to twenty-four (24) training hours, which may be credited toward the Individual Performance Commitment and Review Form (IPCRF), subject to existing guidelines.

3. All teaching and non-teaching personnel in both public and private schools are strongly enjoined to enroll in and complete the course within the prescribed period. A copy of the course details and a step-by-step guide for account creation are enclosed for reference. For easier access, participants may register through this link: **<https://bit.ly/4c4IQMR>**

4. In this regard, **the Division Child Protection Committee shall recognize schools with the highest enrollment and completion rates** during the Division LRP Conference, tentatively scheduled in the third quarter of this year. Relative thereto, all course completers are required to accomplish the following form and upload their proof of course completion through this link: **<https://tinyurl.com/DipologCompletedCPCourse>**







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5. For clarifications and further information, all concerned may coordinate with the Schools Governance and Operations Division – Learner Formation Unit (SGOD-LFU) through the following:

Cielbert E. Dondoyano Jr.	Project Development Officer I	0956 5909 773
Fritzella Sam P. Sarande	Project Development Officer I	0917 130 0183

6. Immediate dissemination of and strict compliance with this Memorandum are directed.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent 
Office of the Schools Division Superintendent

*Ref.: Memo OUOPS
Encl.: Enrollment Steps
SGOD/LFU/CEDJ
May 20, 2026*



Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd – Schools Division of Dipolog City

Child Protection Elearning Course for Educators



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. Crafted by the DepEd Learner Rights and Protection Division and Stairway Foundation, the course aims to empower educators to be have the knowledge and tools to participate more in the protection of the learners they work with.

The Course is NON-CPD but can be used for IPCRF Purposes.

The course is **fully asynchronous**, and thus, you can take the lessons at any time depending in your availability. The course contains short videos lessons, interactive content and resource links. Please take advantage of the course duration provided,

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. Get to know the various key messages that can be integrated for child protection education.
4. Distinguish what DepEd policy and protocol should be applied for specific child protection concerns.

Important Course Reminders

- Course duration: **May 21 to June 21, 2026**
- Participants are expected to finish the final course activity - "course evaluation", on or before the course duration date end. There will be no more course duration extensions.
- Participants are prohibited from allowing other individuals to use their e-learning account for whatever purpose. Doing so will be a violation of the terms of usage for this course.



Course Participation Steps

To participate in the course, you need to follow these 3 steps



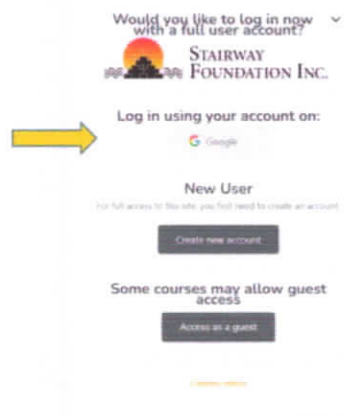
Step 1: User Account Creation

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. If you do not have an existing Stairway e-learning account, please create one via the steps outlined below.

You will have to have a Gmail/Google Account to access the e-learning platform. Please follow the succeeding direction.

- a. Via your Laptop/Desktop, Android or IOS mobile phone browser (chrome, safari, etc) 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. Your Stairway e-learning account will be linked to your Gmail account.



Step 2: Course Enrollment

After successfully creating your e-learning account, please follow the instructions below to enroll in the course.

- a) While on the same browser, copy-paste the link below to access the self enrollment page
<https://elearning.stairwayfoundation.org/course/view.php?id=228>
or via tinyurl.com/LRPDSFIElearning
- b) Enter the enrollment key **LRPDSFI2026** via the self-enrollment portion
- c) Course enrollment is available from May 21, 2026 onwards (until course ends)

Self enrolment (Student)

An enrolment key will be

Enrol me

Self enrolment (Student)

Enrolment key

Cancel Enrol me



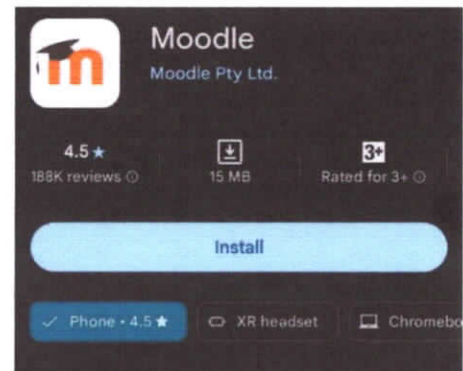


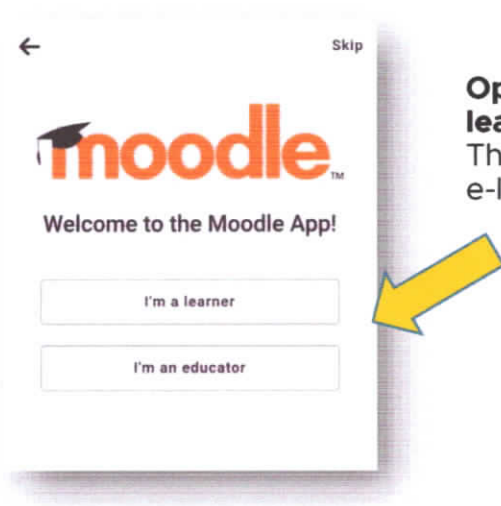
Step 3: Course Access

After completing Steps 1 and 2, you are now enrolled in the course. Participants have 2 options to access the course. Option 1 via the Moodle App and option 2 via Desktop/Laptop. **We strongly recommend Option 1 (Moodle app)** as this ensures uninterrupted access, regardless of any temporary e-learning server issues. Please note that an internet connection is only required to complete the final course activity.

Option 1 via the Moodle App

Download and install the Official Moodle App from the Google Play Store (Android) or Apple App Store (iPhone/iPad).
Search for: Moodle



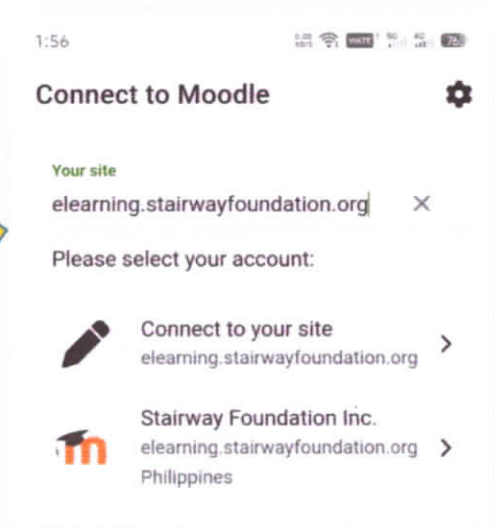


Open the app, and choose “I am a learner”.

This just means you are participant in the e-learning course.

Connect to Stairway E-Learning Site. Via the Moodle App enter this site address in the “your site” box:

elearning.stairwayfoundation.org Click on the text which indicates “Stairway Foundation Inc. (see screenshot) Then tap Connect.



+63 917 843 1922

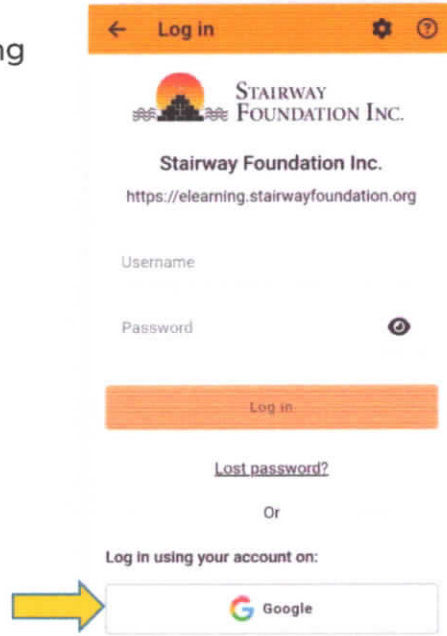


stairwayfoundation.org




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Oriental Mindoro 5203, Philippines

Log in Using Your Google Account Log in using the same Gmail account you used during course enrollment (Ensure you have chosen the same account). Click on the “Google” button and choose the same Gmail account.



← Log in



STAIRWAY
FOUNDATION INC.

Stairway Foundation Inc.
<https://elearning.stairwayfoundation.org>

Username

Password

Log in

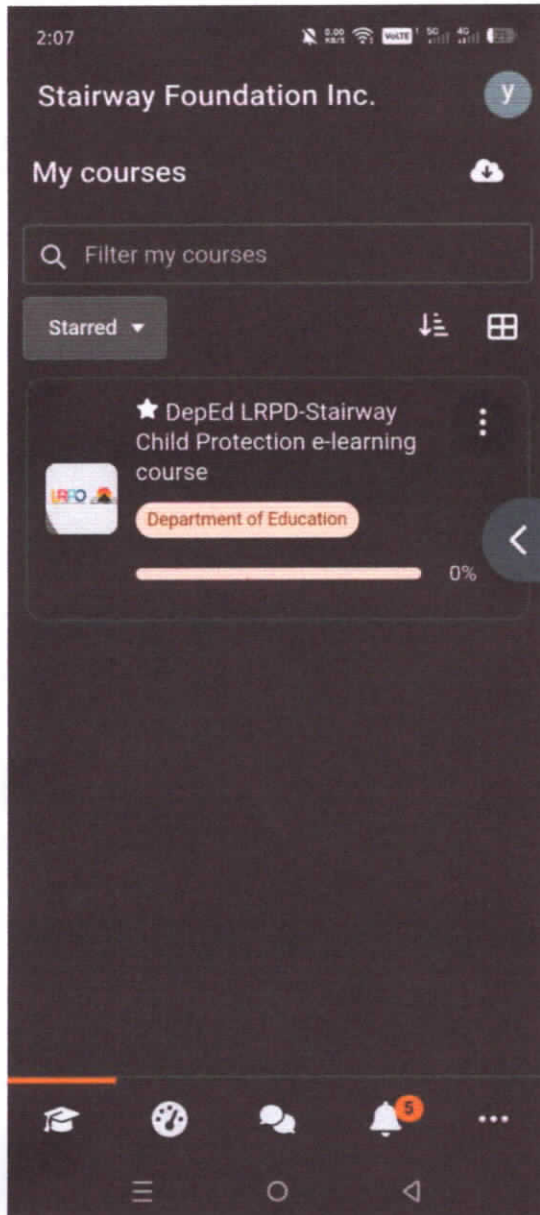
[Lost password?](#)

Or

Log in using your account on:

Google





Download course lessons for Offline Access. The course will appear in your Moodle App dashboard. Click on the course from your dashboard.



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Click here to
download the lessons

While connected to the internet: Click on the
course and click on the “cloud” button.



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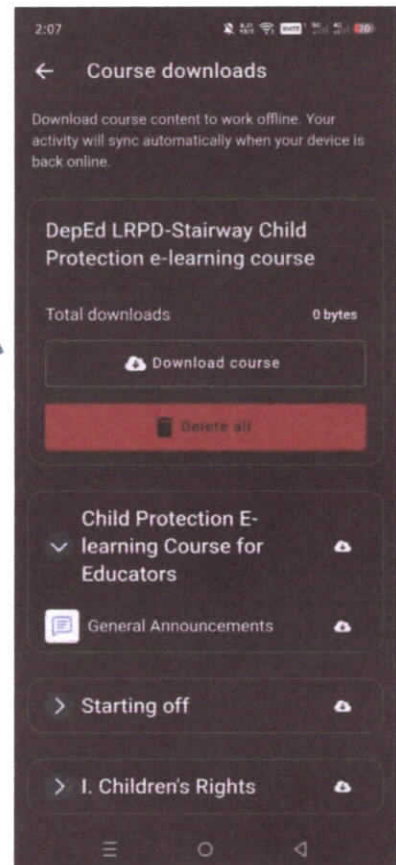


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Click here to
download the lessons



The app will download the course and save the lessons on your device so you can run the course even with no data/internet (offline mode). Depending on your Internet speed, the course might take some time to download.



The green cloud icon besides each lesson indicates that the lesson has been downloaded successfully. After all lessons have been downloaded successfully, click the back arrow besides the "Course download" text on top. You can now go offline (airplane mode) and proceed with the course.

Once you reach the course evaluation activity, you need to be online in order for the system to record your completion.



OPTION 2: Access Using Desktop or Laptop (Web Browser)

Step 1: Open the Stairway E-Learning Website

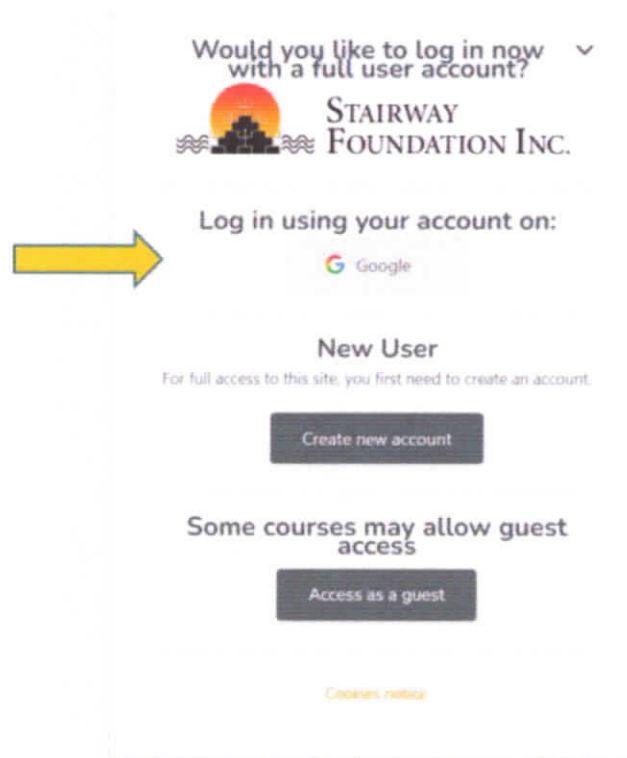
Go to:

<https://elearning.stairwayfoundation.org>

or

<https://elearning.stairwayfoundation.org/login/index.php>

Step 2: Log in Using Google



Click “Log in using your account on: Google” and select your Gmail account.

Step 3: Open Your Course

After logging in, go to **Dashboard** or **My Courses** and select your course. If you encounter slow loading times, we recommend using the Moodle app to download materials for offline access

