Republic of the Philippines
Department of Education
Schools Division of Benguet

DepEd-Benguet Division
NOV 09 2026
RELEASED

04 November 2026

DIVISION MEMORANDUM
No. 484, s.2026

IMPLEMENTATION OF NEW@DEPEDCAR: INDUCTION HANDBOOK SELF-PACED LEARNING PROGRAM

To: OIC – Assistant Schools Division Superintendent
Public Schools District Supervisors/Districts-in-charge
School Heads
All Concerned Personnel

1. In line with the commitment to ensure a smooth transition for newly hired personnel, and in support of the Civil Service Commission's PRIME-HRM (Program to Institutionalize Meritocracy and Excellence in Human Resource Management) under CSC Memorandum No. 3, s. 2012, the DepEd – CAR issues Regional Memoranda No. 595, s. 2026 titled, *Pilot Implementation of the New@DepEdCAR: Induction Handbook Self-Paced Learning Program*, a Self-Paced Learning Program for Newly Hired Nonteaching Personnel (NHNTPs).

2. This initiative aims to provide NHNTPs with essential knowledge on DepEd policies, processes, and workplace expectations through an accessible online learning platform.

3. Relative hereto, ALL NEWLY HIRED NONTEACHING PERSONNEL from January to December 2026, are instructed to enroll and to complete the Self-Paced Learning Program. The NHNTPs shall login in the Learning Management System (LMS) using their DepEd-issued Google accounts via **https://tinyurl.com/newAtCARDepEd**, with the enrollment key **NTIP2026**. **See Enclosure 1 for the Step-by-step process in navigating the LMS.**

4. School heads of the newly hired nonteaching personnel shall monitor compliance and facilitate the following:
   a. Provision of relevant information to the concerned personnel;
   b. Tracking of progress in reading and assessment activities, ensuring completion of assigned tasks;
   c. Provision of guidance on unfamiliar terms, policies, guidelines, and processes; and
   d. Documentation of coaching and mentoring activities within the six-month probationary period, as stipulated in CSC Memorandum Circular No. 3, s. 2005.

5. For queries and concerns, please contact the Office of the School Governance and Operations Division, through the HRDS personnel at 0920-344-6730.

6. Immediate dissemination and strict compliance with this Memorandum are desired.

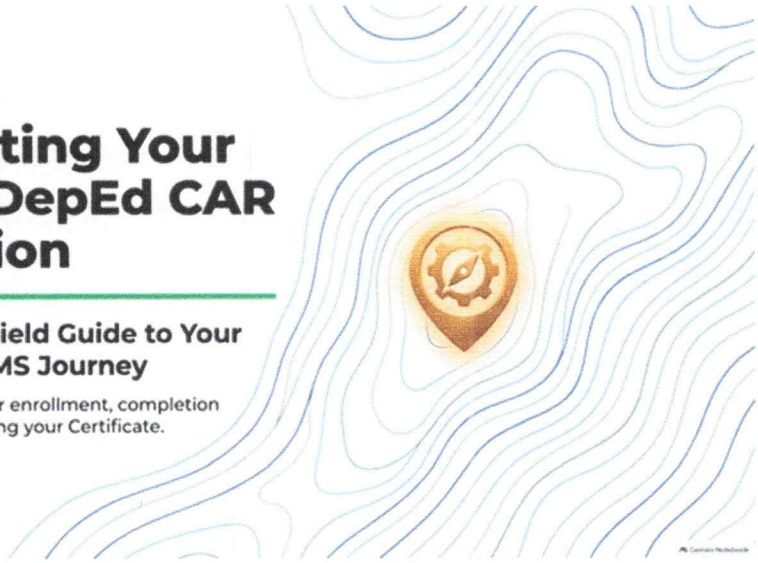
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CARMEL F. MERIS
OIC - Schools Division Superintendent

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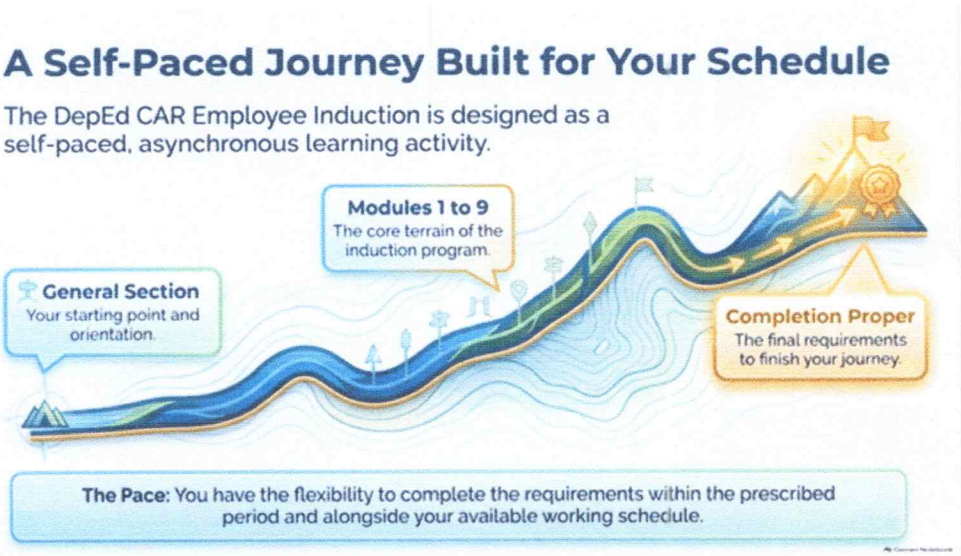
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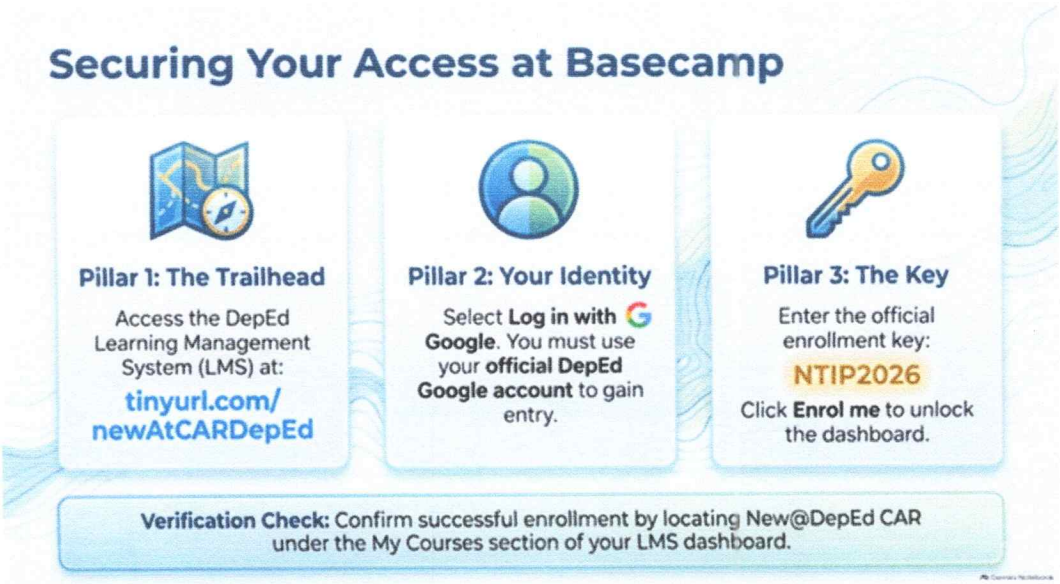
1.


Navigating Your New@DepEd CAR Induction
The Official Field Guide to Your Self-Paced LMS Journey
A sequential map for enrollment, completion tracking, and claiming your Certificate.

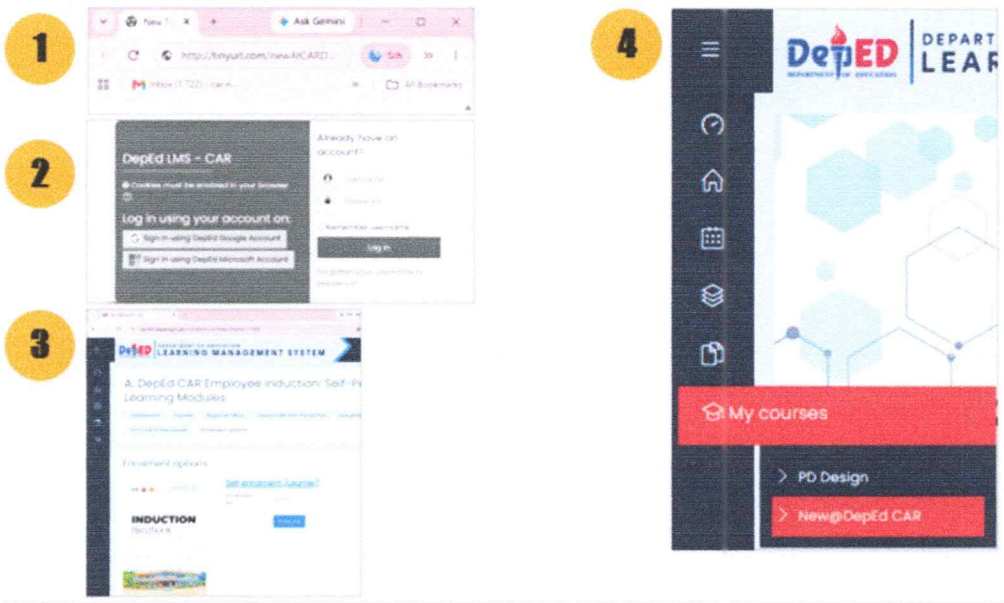
2.


A Self-Paced Journey Built for Your Schedule
The DepEd CAR Employee Induction is designed as a self-paced, asynchronous learning activity.
Modules 1 to 9
The core terrain of the induction program.
General Section
Your starting point and orientation.
Completion Proper
The final requirements to finish your journey.
The Pace: You have the flexibility to complete the requirements within the prescribed period and alongside your available working schedule.

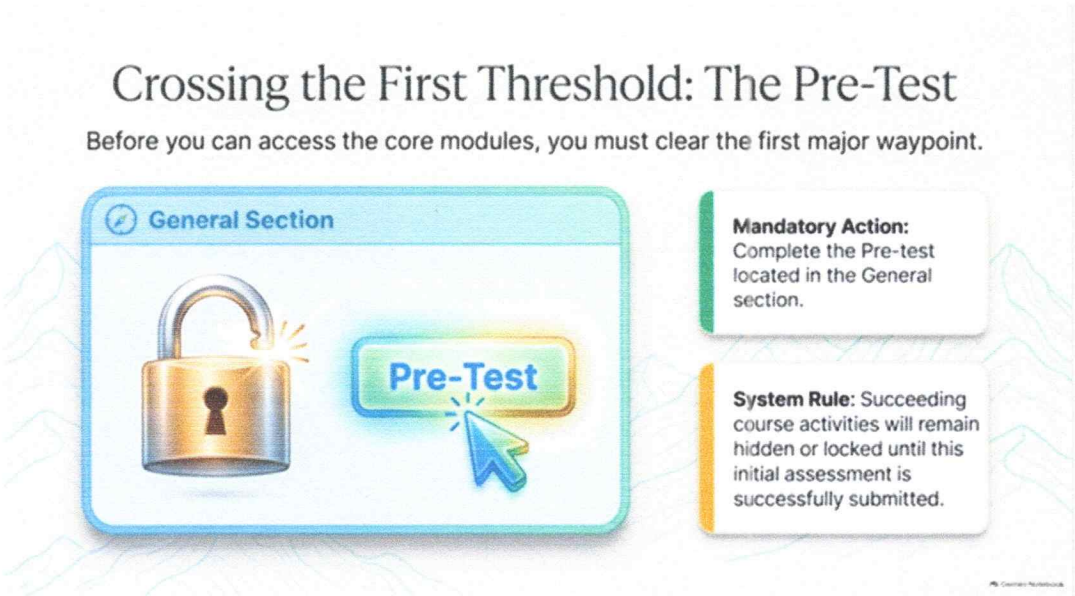
3.


Securing Your Access at Basecamp
Pillar 1: The Trailhead
Access the DepEd Learning Management System (LMS) at:
tinyurl.com/newAtCARDepEd
Pillar 2: Your Identity
Select Log in with Google. You must use your official DepEd Google account to gain entry.
Pillar 3: The Key
Enter the official enrollment key:
NTIP2026
Click Enrol me to unlock the dashboard.
Verification Check: Confirm successful enrollment by locating New@DepEd CAR under the My Courses section of your LMS dashboard.

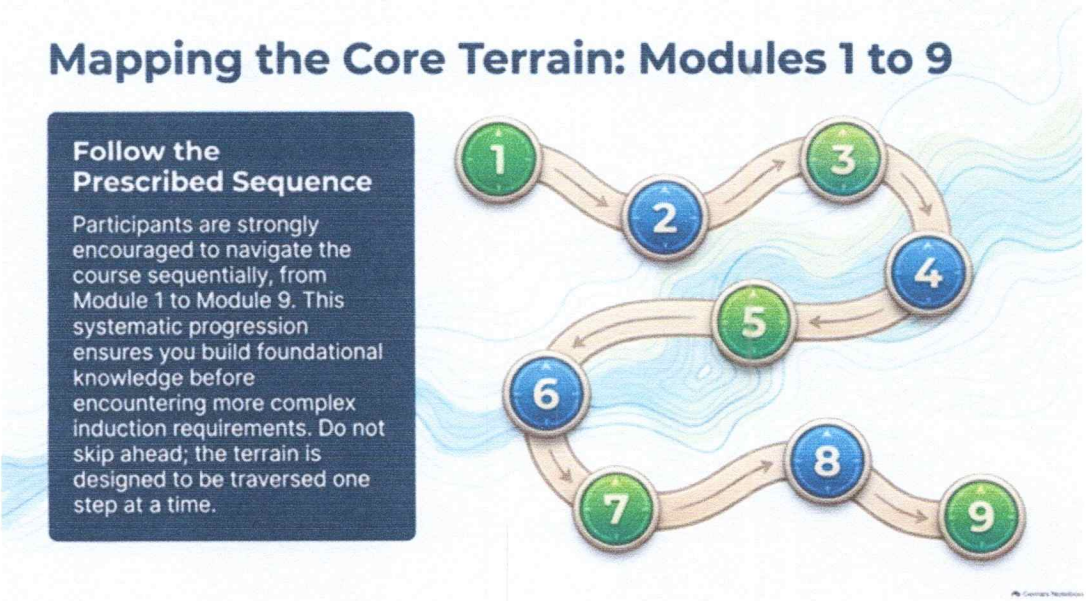
4.


1
2
3
4
DepED LMS - CAR
Log in using your account on:
INDUCTION
My courses
PD Design
New@DepEd CAR

5.


Crossing the First Threshold: The Pre-Test
Before you can access the core modules, you must clear the first major waypoint.
General Section
Pre-Test
Mandatory Action: Complete the Pre-test located in the General section.
System Rule: Succeeding course activities will remain hidden or locked until this initial assessment is successfully submitted.

6.


Mapping the Core Terrain: Modules 1 to 9
Follow the Prescribed Sequence
Participants are strongly encouraged to navigate the course sequentially, from Module 1 to Module 9. This systematic progression ensures you build foundational knowledge before encountering more complex induction requirements. Do not skip ahead; the terrain is designed to be traversed one step at a time.
1
2
3
4
5
6
7
8
9

7.

Your Explorer's Toolkit: Learning Modalities



Learning Materials

Absorb and Review

Participants will read, view, or review prescribed resources provided in each module.

Includes: Lessons, Books, Downloadable Files, and External URLs.



Interactive Activities

Engage and Apply

Participants must accomplish specific interactive tasks to prove comprehension.

Includes: Quizzes, H5P Activities, Discussion Forums, and Quick Checks.

8.

Reading the Trail Signs: Completion Indicators

Trail Icon	LMS Status	Action Required
	Not completed	You must accomplish this specific activity before proceeding to succeeding requirements.
	Restricted	A prerequisite is missing. Check preceding activities; this item becomes available only once prior tasks are completed.
	Completed	Success. This item is properly recorded by the LMS. You may proceed further down the trail.

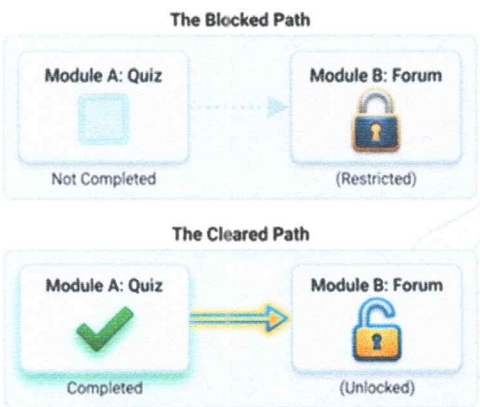
9.

Navigating Restricted Zones and Prerequisites

The Golden Rule of the Trail: If you see a padlock, you missed a waypoint.

Activities marked Restricted indicate that prerequisite activities remain to be accomplished. The system automatically unlocks restricted zones the moment the required preceding activity is registered as Completed.

If stuck, always look backward on the trail, not forward.



The Final Ascent: Completion Proper

After traversing Modules 1 through 9, navigate to the Completion Proper section of the course dashboard.



PREMIUM EXPLORER'S FIELD GUIDE

Reaching the Summit: Course Completion

100%

The 100% Verification Rule:

Participants must rigorously verify that every single required activity—from the Pre-Test to the DNA—is marked **Completed**. A single **Not completed** or **Restricted** tag will withhold the final reward.

Claiming Your Reward:

Once you satisfy all prescribed LMS completion requirements, the system will unlock the final prize. Access and download your official **Certificate of Completion** directly through the Completion section of the LMS.



The Explorer's Pocket Guide

Access Coordinates

- URL: tinyurl.com/newAtCARDepEd
- Login: Official DepEd Google Account
- Key: NTIP2026

Final Destination

Complete the Final Reflection and Development Needs Assessment to unlock the Certificate.

Trail Rules

1. **Start Strong:** Clear the Pre-Test immediately to unlock the course.
2. **Follow the Sequence:** Progress linearly from Module 1 to Module 9.
3. **Check Your Signs:** Ensure no activities are left Not completed or Restricted.