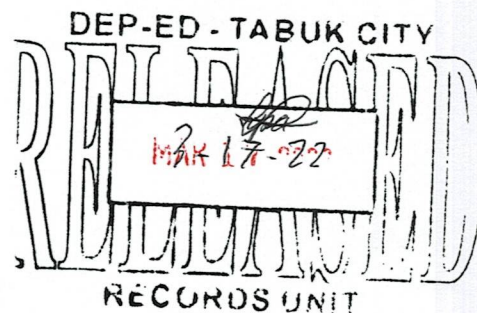




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

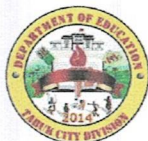
March 16, 2022

DIVISION MEMORANDUM
No. 90 **2022**

**REGISTRATION AND ACTIVATION OF NEAP- SIM CARD PROFESSIONAL
DEVELOPMENT INFORMATION SYSTEM (PDIS) AND GUIDELINES ON
THE CLAIM OF REIMBURSEMENT OF TEACHERS' COMMUNICATION
EXPENSES INCURRED DURING THE ATTENDANCE TO NEAP- PDPs**

To: SGOD, CID and OSDS
Public Elementary and Secondary School Heads
All others Concerned

1. The Schools Division Office requires the recipient schools to submit the names of those teachers who received the NEAP-SIM cards by following the provided format in the attached enclosure 2 based on the number of NEAP SIM cards received by the school heads from the SDO Supply Officer as indicated in the attached enclosure 1 in order to track and facilitate the registration and update of their prepaid NEAP SIM card by creating their Professional Development Information System (PDIS).
2. The NEAP SIM card activation and registration form is one of the components which will enable the Department to activate and top-up credits to SIM number for the participation to NEAP-recognized professional development activities.
4. Aside from the sim cards, an additional Program Support Fund (PSFP) was downloaded to cover the reimbursement for the remaining twenty percent (20%) of the teachers population to cover their participation in online trainings and other professional development activities conducted.



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Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

5. See attached DepEd Memorandum dated October 13, 2021 entitled Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of the Communication Expenses.

Task	Concerned Person	Downloadable Forms Template	Date of Submission
Number of NEAP SIM Card Received (<i>Enclosure 1</i>)	School Supply Officer School Head PSDS HRTD Personnel SDO Supply Officer	https://bit.ly/3CO6pWV ENCLOSURES	March 24, 2022 Submit hard copies to the SGOD HRTD Section
NEAP Sim Card Monitoring Report (<i>Enclosure 2</i>)			
Certification (<i>Enclosure 3</i>)			
Certification Of Expenses Not Requiring Receipts (<i>Enclosure 4</i>)			
NEAP SIM Card Registration	T1 to MT II (Recipients)	www.deped.gov.ph/neap/register.html	March 21, 2022
NEAP SIM Card Update	School Heads SDO ITO	https://pdis.deped.gov.ph/password/reset	

6. For queries and additional information, please contact the SGOD HRTD Section through the OIC-Senior Education Program Specialist Maria Medea C. Vallejo through cellular number 09454073405 or email address mariamedea.vallejo@deped.gov.ph.
7. Immediate dissemination of and strict compliance of this memorandum is directed.

IRENE S. ANGWAY PhD, CESO VI
Schools Division Superintendent

/HRTD SGOD/mmcv/2022



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Enclosure 1**NUMBER OF NEAP SIM CARDS RECEIVED PER SCHOOL**

No.	DISTRICT	SCHOOL LEVEL	NAME OF SCHOOL	NO. OF SIM CARD
1	ETD 1	Elementary	Bulanao Central School	62
2		Elementary	Camp Conrado M. Balweg Es	3
3		Elementary	Kalinga Special Education Center	15
4		Integrated	Maledda Integrated School	9
5		Elementary	Mansanita Primary School	3
6		Elementary	Matucnang Elementary School	3
7		Elementary	Nambaran Elementary School	17
8		Elementary	Tannubong Elementary School	7
9	ETD II	Elementary	Bulo East Elementary School	17
10		Elementary	Bulo West Elementary School	8
11		Elementary	Burubor Elementary School	7
12		Elementary	Cataw Elementary School	3
13		Elementary	Madopdop Elemntary School	9
14		Elementary	New Balbalan Elementary School	8
15		Elementary	Agbannawag Elementary School	28
16	ETD III	Elementary	Hilltop Elementary School	6
17		Elementary	Malalao Elementary School	5
18		Elementary	New Bangad Elementary School	2
19		Elementary	Sotto Elementary School	4
20		Elementary	Casigayan Elementary School	15
21	NTD I	Elementary	San Juan Elementary School	7
22		Elementary	Tabuk City Central School	48
23	NTD I	Elementary	Balong Elementary School	12
24		Elementary	Gradual Discovery Elementary School	6
25		Integrated	Laya Integrated School	10
26	STD 1	Elementary	Namnama Elementary School	8
27		Integrated	Southern Tabuk Integrated School	25
28	STD II	Elementary	Mallong Elementary School	3
29	STD III	Elementary	Addang Primary School	3
30		Elementary	Amlao Elementary School	5
31		Elementary	Binongsay Elementary School	8
32		Elementary	Malin-Awa Elementary School	10
33	WTD 1	Elementary	Cabaritan Elementary School	7
34		Elementary	Calanan Elementary School	7
35		Elementary	Gobgob Elementary School	7
36		Elementary	Madapdapig Elementary School	5
37		Elementary	Masablang Elementary School	7
38		Elementary	Tangbay Elementary School	3
39		Integrated	Toppan Integrated School	8
40		Elementary	Tuliao Elementary School	5
41		Elementary	Western Tabuk Central School	8
42	WTD II	Elementary	Bado Dangwa Elementary School	10



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43		Elementary	Banagan Elementary School	3
44		Elementary	Bantay Elementary School	7
45		Elementary	Bullaguian Elementary School	3
46		Elementary	Dupag Elementary School	3
47		Elementary	Gaogao Elementary School	5
48		Elementary	Magnao Elementary School	6
49		Elementary	Nambucayan Elementary School	5
50		Elementary	Pa-O Elementary School	5
51		Elementary	Callagan Elementary School	2
52	ETD II	Secondary	Bulo National High School	10
53	ETD III	Secondary	Agbannawag National High School	48
54		Secondary	Eastern Kalinga National High School	8
55	NTD I	Secondary	Tabuk City National High School	164
56	STD I	Secondary	Kalinga National High School	69
57	STD II	Secondary	Calaccad National High School	9
58		Secondary	Bado Dangwa National High School	19
59	WTD I	Secondary	New Tanglag National High School	18
60		Secondary	Tuga National High School	20
61		Secondary	Nambucayan National High School	8
62	WTD II	Secondary	Naneng National High School	10
63		Secondary	Bantay National High School	8
			TOTAL	873



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Enclosure 2

LIST OF SCHOOL PERSONNEL RECEIVED NEAP-SIM CARDS
(NEAP SIM Card Monitoring Report)

Region: _____ Division: _____
School: _____ Name of School Head: _____

<i>Name of Teachers</i>	<i>Position</i>	<i>Number of SIM CARD (Mobile Number)</i>	<i>Signature</i>
<i>Total Number of Recipients</i>			

Prepared by:

School Custodian/Supply Officer

Approved:

Signature over Printed Name of the School Head



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Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY

CERTIFICATION

This is to certify that < Name of Teacher>, <Position>, of <School Name>, did not receive a Smart Prepaid SIM Card under the NEAP Communication Package.

Thus, Ms./Mr. <Surname> is allowed to reimburse his/her communications expenses incurred for having attended NEAP-Recognized Professional Development Programs and Courses.

The reimbursement shall follow the guidelines set forth in a memorandum issued pertaining to the same.

This certification is being issued for the sole purpose of facilitating the reimbursement of Ms./Mr. <Surname> and for other reason

<Name of School Head>
<Position>
<Name of School>
<Schools Division Office>
<Region>



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Enclosure 4

[illegible]

Address: BCS Compound, Purok 2 Bulanao Norte, Tabuk City
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

For : Undersecretary and Assistant Secretary for Field Operations
Regional Directors

From : *Nepomuceno A. Malaluan*
Atty. NEPOMUCENO A. MALALUAN
Undersecretary and Chief of Staff *ji*

Date : 13 October 2021

Subject : *Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of the Communication Expenses*

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) has successfully undertaken the "*Procurement of Mobile Data, Call and Text Package for the Professional Development Teachers,*" which will provide for a total of 626,085 Prepaid SIM Cards to public school teachers nationwide.
2. This provision of NEAP Communication Package (Prepaid SIM Cards) is intended to facilitate the participation of public school teachers to online professional development programs and courses while the country is experiencing restrictions in social gathering thereby disallowing the conduct of face-to-face activities, i.e. trainings and other capacity building courses.
3. The aforementioned undertaking only covered 80.00% of the total population of Teacher I to III and Master Teacher I to IV to account for the lack of strong network signal in some areas of the country. As a result, additional Program Support Funds (PSF) shall be downloaded to the Schools Division Offices (SDO) (Enclosure 1) to allow the remaining 20.00% to reimburse the communications expenses they have incurred for having attended NEAP-Recognized Professional Development Program and Courses (NEAP-PDP).
4. To facilitate the reimbursement of communications expenses, all Teacher I to Teacher III and Master Teacher I to IV who were not provided with NEAP Communications Package are directed to:

- a. Secure a Certification issued by the School Head that the requesting personnel was not provided with the NEAP Communications Package (Enclosure 2);
 - b. Purchase their prepaid SIM cards;
 - c. Register their prepaid SIM card number by creating their Professional Development Information System (PDIS) account via www.deped.gov.ph/neap/register.html. After completion of the online registration, an email shall be sent indicating the username, temporary password and the steps on how to access the PDIS;
 - d. Register to NEAP-PDPs by selecting their preferred program or course from the Roster of NEAP-PDPs to be released by NEAP Central Office. The registration process shall follow the provisions stated in DepEd Memo No. 082, s. 2020 (Enclosure 3); and,
 - e. Attend the program and submit all requirements to pass the course.
 5. In processing the request for reimbursement, the following must be enclosed:
 - a. Certificate of Attendance or any certification issued by the LSP proving the attendance of the public school teacher to a specific online training activity (must indicate the exact number of online training days);
 - b. Copy of the program matrix, in case the Certificate of Attendance does not indicate the number of online training days;
 - c. Certification issued by the School Head that the requesting personnel was not provided with the NEAP Communications Package; and,
 - d. Other necessary documents as may be required by pertinent accounting auditing rules and regulations.
 - ★ 6. For the initial reimbursement, all public school teachers may:
 - a. Reimburse the cost of the prepaid SIM card at a maximum of Fifty Pesos and 00/100 (P50.00); and,
 - b. Reimburse a maximum of Three Hundred Pesos and 00/100 (P300.00) worth of prepaid load.
 7. Succeeding reimbursements of prepaid load shall depend on their attendance to NEAP-PDPs.
 8. For a better understanding of the benefits of the NEAP prepaid SIM card, all public school teachers are invited to view the video orientation on the NEAP
-

Communications Package at the Facebook page of NEAP at <https://www.facebook.com/DepEdNEAP>.

9. The computation for the reimbursement of communications expense is as follows:

$$\begin{array}{rcccl} \text{Number of Online} & & & & \text{Allowable} \\ \text{Training Days} & \times & \text{P50.00} & = & \text{Reimbursement} \end{array}$$

10. For more information, please contact the National Educators Academy of the Philippines, DepEd Central Office, Meralco Avenue, Pasig City at telefax number (02) 8638-8638 or through email at askneap@deped.gov.ph.
11. Immediate dissemination of and strict compliance of this memorandum is directed.