



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

5314

March 18, 2022

**REGIONAL MEMORANDUM**

No. **221**, s. 2022

**REITERATION ON THE REGISTRATION OF NEAP SMART SIM AND UPDATING OF  
RECIPIENTS' PROFILES IN THE PROFESSIONAL DEVELOPMENT  
INFORMATION SYSTEM (PDIS)**

To: Schools Division Superintendents  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), reiterates **the urgency to register the National Educators Academy of the Philippines (NEAP) Subscriber Identity Module (SIM) and updating of the recipients' profiles in the Professional Development Information System (PMIS).**
2. Teacher-recipients of the NEAP SIM shall follow these steps in the registration and updating of the PDIS profiles.
  - a. Register through [www.deped.gov.ph/neap/register.html](http://www.deped.gov.ph/neap/register.html).
  - b. After completion of the online registration, an email shall be sent to the DepEd email account of the recipient indicating the username, temporary password, and the steps on how to access the PDIS.
  - c. A Reset Password Notification from [pdis@deped.gov.ph](mailto:pdis@deped.gov.ph) or [pdis.neap@deped.gov.ph](mailto:pdis.neap@deped.gov.ph) shall be sent to the recipient's DepEd email account. Check the Spam folder if not found in the Inbox.
  - d. To reset the PDIS account, visit <https://pdis.deped.gov.ph/password/reset>.
  - e. After a successful password reset, update the PDIS profile.
  - f. Once done, the recipient is all set to use the features of the PDIS.
3. The HRD SEPS/EPS II, as SDO NEAP SIM and PDIS Focal Person, shall coordinate with their SDO Information and Technology Officer (ITO) and the Supply Officer to ensure that all NEAP SIM recipients have registered and updated their PDIS accounts.



4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosure/s: None

Reference/s: Memorandum on the "Provision and Distribution of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Programs and Courses (NEAP-PDP)"

To be indicated in the Perpetual Index under the following subjects:

REGISTRATION

NEAP SMART SIM CARD

PDIS

HRDD- DSS

