



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

October 7, 2022

REGIONAL MEMORANDUM

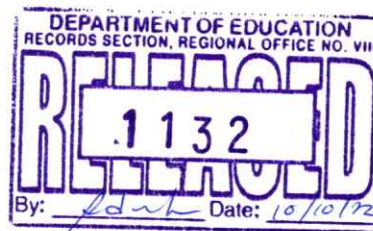
No. **1132**, s. 2022

UPDATES ON THE SUBMISSION OF NEAP SIM-RELATED DOCUMENTS

To: Schools Division Superintendents
All Others Concerned

1. In reference to Regional Memorandum No. 457, s. 2022 dated May 16, 2022, this Office, through the Human Resource Development Division (HRDD), reiterates the submission of NEAP SIM-related documents by the Schools Division Office (SDO) NEAP SIM Focal Person **on or before October 14, 2022.**
2. Enclosed are the Submission Timelines and Progress Report of SDO SIM Registration for reference.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director 



References: as stated
Enclosures: as stated

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

NEAP SIM SUBMISSION REPORTS

HRDD- DSS





Enclosure No. 1 to Regional Memorandum No. _____ s. 2022

Submission of Original Signed Documents

Submission Timelines*

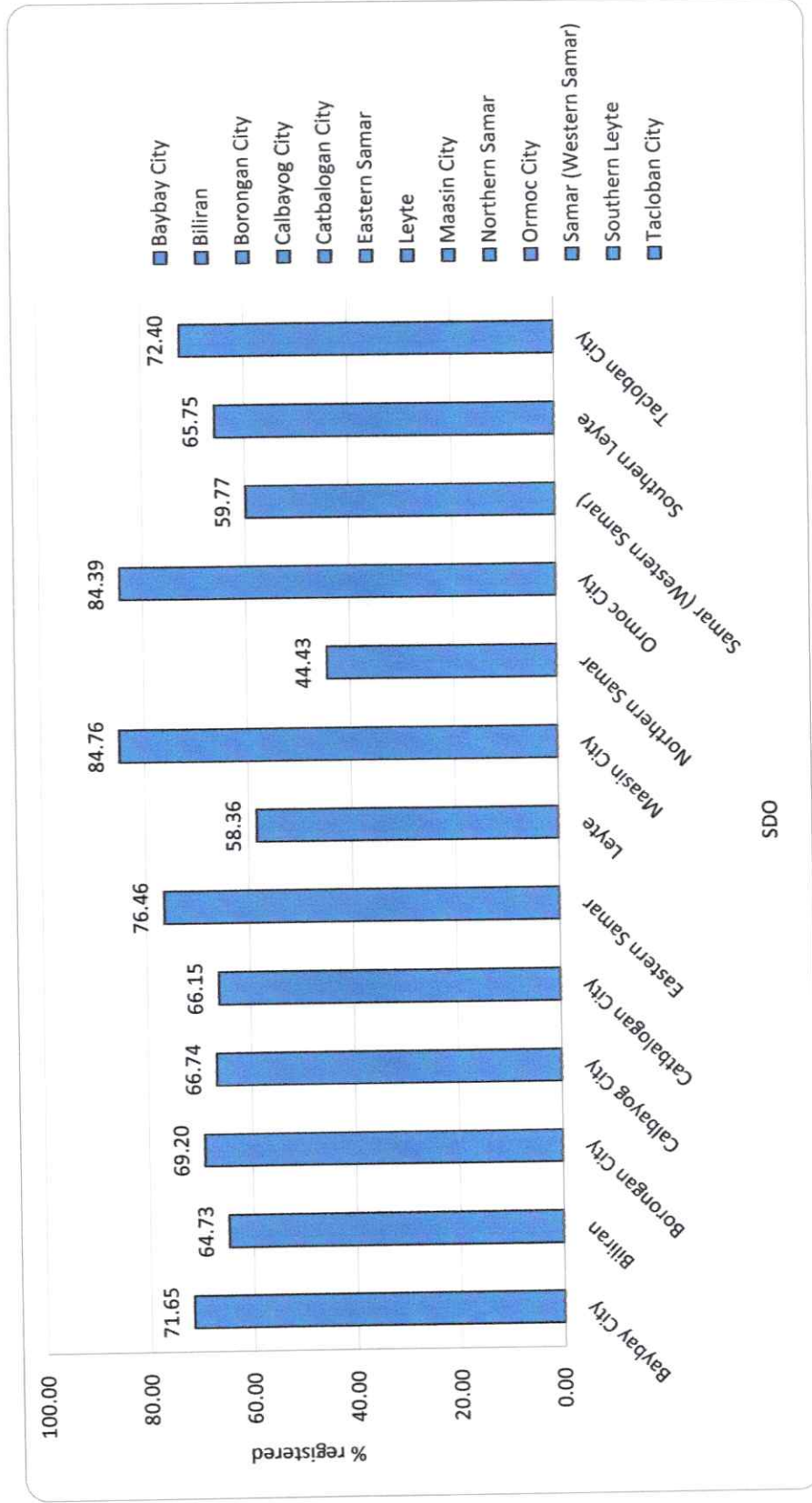
Enclosure/Forms	Deadline of Submission	Person-In-Charge of Submission	Person-In-Charge of Receiving
Enclosure 4, 5 and 6	15 September 2022	School Supply Officers / School Heads	SDO NEAP SIM Focal
Enclosure 2, 3, and 7	30 September 2022	SDO NEAP SIM Focal	RO NEAP SIM Focal
Enclosure 8	15 October 2022	RO NEAP SIM Focal	eric.sarmiento003@deped.gov.ph / camille.bolos@deped.gov.ph

*extended during the NEAP CO & RO Coordination Meeting on Sept. 1, 2022.



Enclosure No. 2 to Regional Memorandum No. _____ s. 2022

Progress Report on SIM Registration per SDO as of September 19, 2022





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

May 16, 2022

REGIONAL MEMORANDUM

No. **457**, s. 2022

SUBMISSION OF HARD COPIES OF NEAP SIM-RELATED DOCUMENTS

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OSEC-2022-086 from Director John Arnold S. Siena of the National Educators Academy of the Philippines (NEAP) requiring the Designated Supply Officers of all recipient schools to submit the hard copies of NEAP SIM-related documents to the Schools Division Offices' NEAP SIM focal persons.
2. Designated Supply Officers of recipient schools shall submit to the SDO NEAP SIM Focal Person the accomplished **Enclosures 4 and 5** and **Enclosure 6** of the attached Unnumbered Memorandum dated September 17, 2021 and Memorandum DM-OSEC-2022-086, respectively on or before **May 31, 2022**.
3. Meanwhile, SDO NEAP SIM Focal Person shall submit the aforementioned documents, together with the accomplished **Enclosures 2 and 3** found in the attached Unnumbered Memorandum and **Enclosure 7** (see attached Memorandum DM-OSEC-2022-086), to the Human Resource Development Division on or before **June 15, 2022**.
4. For inquiries, contact Mrs. Mercedes D. Sarmiento, Chief of HRDD, through hrdd.region8@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: As stated

References: As stated

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

NEAP SIM

SUBMISSION

REPORTS



HRDD - DSS



17430



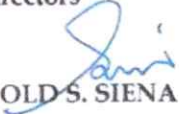
Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director

MEMORANDUM
DM-OSEC-2022-086

TO : NEAP-R Focal Persons
NEAP SIM Focal Persons
HRDD Chiefs
All Others Concerned

THROUGH : Regional Directors

FROM : 
JOHN ARNOLD S. SIENA
Director IV

SUBJECT : Submission of the Hardcopies of NEAP SIM-related Documents
to NEAP Regional Offices

DATE : 11 May 2022

1. With reference to *number 6, paragraph k* of the unnumbered memorandum dated 17 September 2021 entitled *Provision and Distribution Package for Teachers to Support their Participation in NEAP-recognized Professional Development Programs and Courses (NEAP-PDP)*, the National Educators Academy of the Philippines (NEAP) Regional Offices are directed to consolidate the hard copies of NEAP sim-related documents for safekeeping.
2. In this connection, the NEAP Central Office issues a step-by-step procedure for the submission of the said documents to NEAP-ROs:
 - a. Designated School Supply Officers are directed to submit the hard copies of the signed delivery acknowledgment receipt (**Enclosure 4**) and the master list of NEAP-sim recipients (**Enclosure 5**).
 - b. Designated School Supply Officers are required to prepare a summary of the master list of NEAP-sim recipients using **Enclosure 6** and must be submitted to their respective **SDO NEAP SIM focal persons** along with the said enclosures **on or before May 31, 2022**.
 - c. Upon receiving the documents, SDO NEAP SIM focal persons are in-charge of consolidating the reports from schools and are tasked to submit the documents to NEAP-R SIM focal persons, together with a copy of the signed delivery



acknowledgment receipt (**Enclosure 2**) and the allocation list of schools, indicating the number of Smart Prepaid SIM Cards that were received by each recipient-school (**Enclosure 3**) on or before **June 15, 2022**.

- d. After consolidation, SDO NEAP SIM Focal Persons are also directed to prepare a summary of the consolidated master list using **Enclosure 7**, which will also be forwarded to NEAP-R.
 - e. Likewise, NEAP-R SIM focal persons are in-charge of consolidating the submitted reports from the SDOs for safekeeping and must prepare a summary of the consolidated documents using **Enclosure 8**.
 - f. The summary of the consolidated documents shall be submitted to the NEAP-Central Office by NEAP-ROs via email at eric.sarmiento003@deped.gov.ph and/or camille.bolos@deped.gov.ph.
 - g. NEAP-R SIM focal persons shall ensure the timely and complete submission of the reports.
3. Additionally, schools, SDOs, and NEAP-R focal persons are advised to put the summary of reports on the front page of their consolidated documents.
 4. On the other hand, the unnumbered memorandum dated 17 September 2021 entitled *Provision and Distribution Package for Teachers to Support their Participation in NEAP-recognized Professional Development Programs and Courses (NEAP-PDP)* is also attached for your reference.
 5. For questions or concerns, kindly contact **Mr. Eric T. Sarmiento** of NEAP Office of the Director through email at neap.od@deped.gov.ph and/or eric.sarmiento003@deped.gov.ph cc: lourdes.arguelles@deped.gov.ph.
 6. Immediate dissemination of and appropriate action on this memorandum is desired.

Enclosures:

1. *Provision and Distribution Package for Teachers to Support their Participation in NEAP-recognized Professional Development Programs and Courses (NEAP-PDP)*
2. *Copy of signed SDO-level delivery acknowledgment receipt*
3. *Copy of Allocation list by schools*
4. *Copy of signed School-level delivery acknowledgment receipt*
5. *Copy of signed Master list of NEAP-sim recipients*
6. *School-level Summary of the master list of NEAP-sim recipients*
7. *SDO-level Summary of the master list of NEAP-sim recipients*
8. *RO-level Summary of the master list of NEAP-sim recipients*

ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the following items:

<u>Item</u>	<u>Quantity</u>	<u>Remarks</u>
<u>SIM cards (bearing the logos of DepEd NEAP, and the mobile service provider)</u>	<u><No. of SIM cards></u>	<u>Individually sealed and unopened</u>

The aforesaid items are received complete and in perfect condition, sealed and with no apparent damage.

It is understood that upon receipt of the said items, the Schools Division Office of _____ now has the responsibility to transmit the same SIM cards to the schools so that the public school teachers may be able to use it in attending the NEAP-Recognized Professional Development Programs (NEAP-PDP).

Received By:

<Name>

<Designation>

Schools Division Office of _____

<Address Line 1>

<Address Line 2>

Date of Receipt: _____

**Enclosure 3:
Allocation List of Schools**

Department of Education
National Educators Academy of the Philippines

ALLOCATION LIST OF SCHOOLS

Region / Division	Number of Teachers			Subtotal D	Number of Master Teachers				Subtotal I	TOTAL
	T1 A	T2 B	T3 C		MT1 E	MT2 F	MT3 G	MT4 H		
<Name of School 1>				A+B+C	E	F	G	H	E+F+G+H	D+I
<Name of School 2>										
<Name of School 3>										
<Name of School 4>										
<Name of School 5>										
<Name of School 6>										
<Name of School 7>										
<Name of School 8>										
<Name of School 9>										
<Name of School 10>										
<Name of School 11>										
<Name of School 12>										
<Name of School 13>										
<Name of School 14>										
<Name of School 15>										
<Name of School 16>										
<Name of School 17>										
<Name of School 18>										
<Name of School 19>										
<Name of School 20>										
TOTAL				Q					Q	Q

Prepared By:

<Name>
<Designation>

Approved By:

<Name of Schools Division Superintendent>
<Schools Division Superintendent>
DepEd SDO of _____

Enclosure 4:
Transmittal and Acknowledgment Receipt (Schools)

ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the following items:

<u>Item</u>	<u>Quantity</u>	<u>Remarks</u>
<u>SIM cards (bearing the logos of DepEd, NEAP, and the mobile service provider)</u>	<u><No. of SIM cards></u>	<u>Individually sealed and unopened</u>

The aforesaid items are received complete and in perfect condition, sealed and with no apparent damage.

It is understood that upon receipt of the said items, the School now has the responsibility to transmit the same SIM cards to the public school teachers so that they may be able to use it in attending the NEAP-Recognized Professional Development Programs (NEAP-PDP).

Received By:
***Representative of the School**

Signature : _____
Name : _____
Designation : _____
Date : _____

**Enclosure 5:
NEAP SIM Card Monitoring Report
MASTER LIST**

Department of Education
National Educators Academy of the Philippines

NEAP SIM CARD MONITORING REPORT

REGION		NAME OF SCHOOL	
DEVISION		NAME OF SCHOOL HEAD	
NAME OF TEACHER		POSITION	SIM CARD NO. (MOBILE NUMBER)
SIGNATURE			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
TOTAL NUMBER OF RECIPIENTS			

Prepared By:

Approved By:

<Name>
<Designation>

<Name of School Head>
<Name of School>

**Department of Education
National Educators Academy of the Philippines**

NEAP SIM RECIPIENT - SCHOOL SUMMARY REPORT

REGION	DIVISION								
Name of School	NUMBER OF RECIPIENT BY TEACHING POSITION								TOTAL
	T1	T2	T3	MT 1	MT 2	MT 3	MT 4	Other Teaching Position	
<i><Name of School 1></i>									

Prepared By:

Approved By:

*<Signature over Printed Name>
<Designation>*

*< Signature over Printed Name >
< School Head >*

Department of Education
National Educators Academy of the Philippines

NEAP SIM RECIPIENT - DIVISION SUMMARY REPORT

REGION	DIVISION								
Name of School	NUMBER OF RECIPIENT BY TEACHING POSITION								TOTAL
	T1	T2	T3	MT 1	MT 2	MT 3	MT 4	Other Teaching Position	
<Name of School 1>									
<Name of School 2>									
<Name of School 3>									
<Name of School 4>									
<Name of School 5>									
<Name of School 6>									
<Name of School 7>									
<Name of School 8>									
<Name of School 9>									
<Name of School 10>									
<Name of School 11>									
<Name of School 12>									
<Name of School 13>									
<Name of School 14>									
<Name of School 15>									

Prepared By:

Approved By:

<Signature Over Printed Name>
<Designation>

<Signature Over Printed Name>
<Schools Division Superintendent>

**Enclosure 8:
Region Summary Report**

**Department of Education
National Educators Academy of the Philippines**

NEAP SIM RECIPIENT - REGION SUMMARY REPORT

REGION	NUMBER OF RECIPIENT BY TEACHING POSITION								TOTAL
Name of Division	T1	T2	T3	MT 1	MT 2	MT 3	MT 4	Other Teaching Position	
<Name of Division 1>									
<Name of Division 2>									
<Name of Division 3>									
<Name of Division 4>									
<Name of Division 5>									
<Name of Division 6>									
<Name of Division 7>									
<Name of Division 8>									
<Name of Division 9>									
<Name of Division 10>									
<Name of Division 11>									
<Name of Division 12>									
<Name of Division 13>									
<Name of Division 14>									
<Name of Division 15>									

Prepared By:

Approved By:

<Signature Over Printed Name (NEAP-RO Focal)>
<Designation>

<Signature Over Printed Name>
<Regional Director>



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

For : Undersecretary for Field Operations
Assistant Secretary for the National Academy of Sports and Field Operations
Regional Directors
Schools Division Superintendents
School Heads
Public School Teachers
All Others Concerned

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

Date : 17 September 2021

Subject : *Provision and Distribution of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Programs and Courses (NEAP-PDP)*

1. Consistent with the commitment of the Department of Education (DepEd) to ensure the teachers' upskilling and reskilling, the National Educators Academy of the Philippines (NEAP) supports their participation in NEAP-Recognized Professional Development Programs and Courses (NEAP-PDP) that are responsive to their needs and aligned to their career progression.
2. As an assistance to the participation of public school teachers to NEAP-PDP, NEAP will be providing public school teachers identified by their respective schools divisions with communication package through the Smart Prepaid SIM Cards.
3. This Smart Prepaid SIM Card includes mobile data for connectivity to be used by public school teachers during online trainings or seminars, video and teleconferencing, downloading and uploading content, browsing or surfing the internet for research, accessing social media applications and for using internet-based messaging. Additionally, the Smart Prepaid SIM Card allows mobile call and text messaging services for communications to the same and other networks.
4. The Smart Prepaid SIM Card shall be issued to school personnel occupying Teacher I to III or Master Teacher I to IV positions and with reliable Smart Communications, Inc. network signal at the place of residence. Priority should be given to those currently enrolled to NEAP-PDP

5. School heads, supervisors and other education managers are not eligible to receive the Smart Prepaid SIM Cards in view of the provisions of DepEd Order No. 17, s. 2009 and DepEd Order No. 4, s. 2020, providing for their reimbursement of communication expenses. However, said personnel and officials may attend NEAP-PDP following the provisions of DepEd Memo No. 082, s. 2020.
6. Distribution
 - a. The Smart Prepaid SIM Cards shall be delivered directly to DepEd Schools Division Offices (SDOs) following the allocation list prepared by NEAP Central Office (Enclosure 1).
 - b. SDO Supply Officers are directed to receive the delivered Smart Prepaid SIM Cards and to submit an electronic copy delivery acknowledgment receipt (Enclosure 2) to NEAP Central Office on or before **4 October 2021** via Google Drive at <https://tinyurl.com/ProjectNEAPSim> using the filename format: <SDO>_Acknowledgment (eg. Abra_Acknowledgment).
 - c. After submitting the delivery acknowledgment receipt, SDO Supply Officers are then directed to prepare an allocation list by schools, indicating the number of Smart Prepaid SIM Cards to be received by each recipient-school (Enclosure 3). This list shall be prepared in coordination with the Division ICT Officer and to be approved by the Schools Division Superintendent.
 - d. After preparing the allocation list of schools, SDO Supply Officers should ensure the transport or delivery of the Smart Prepaid SIM Cards to the identified recipient-schools.
 - e. The respective school heads of the identified recipient-schools are then tasked to submit an electronic copy of delivery acknowledgment receipt (Enclosure 4) to NEAP Central Office on or before **11 October 2021** via Google Drive at <https://tinyurl.com/ProjectNEAPSim> using the filename format: <School Name>_Acknowledgment (eg. Abra Elementary School_Acknowledgment).
 - f. After submitting the delivery acknowledgment receipt, the respective school heads, through the designated Supply Officer of the school, shall prepare an allocation list indicating the names of the public school teachers who shall be receiving the Smart Prepaid SIM Cards (Enclosure 5).
 - g. The designated Supply Officer of the school shall then undertake the distribution of the Smart Prepaid SIM Cards to the public school teachers following the allocation list.
 - h. The teacher-recipient, upon receipt of the Smart Prepaid SIM Cards, must accomplish the allocation list prepared by the Supply Officer of the school (Enclosure 5), by indicating the mobile phone number of the Smart Prepaid SIM Card they have received and sign the form to signify their receipt of the item.

- i. Existing health protocols must be followed in the distribution of the Smart Prepaid SIM Cards.
- j. After the distribution of the Smart Prepaid SIM Cards, designated Supply Officers of the schools are then directed to submit an electronic copy of the master list (Enclosure 5) to NEAP Central Office on or before **18 October 2021** via Google Drive at <https://tinyurl.com/ProjectNEAPSim> using the filename format: <School Name>_Master List (eg. Abra Elementary School_Master List).
- k. All original signed documents are to be submitted to the DepEd NEAP-Regional Offices (NEAP-R) for safe-keeping.
- l. Further, all NEAP-Rs are directed to ensure the timely and complete submission of the reports.

7. Completion of the Registration to PDIS

- a. Upon successful installation of the Smart Prepaid SIM Cards to network-compatible cellular phone units, all public school teachers will be receiving a message prompt requiring them to accomplish the Professional Development Information System (PDIS) online registration at www.deped.gov.ph/neap/register.html.
- b. After completion of the online registration, public school teachers will then receive an email indicating the steps on how to access the PDIS online, including their assigned username, and their temporary password.
- c. All public school teachers who have received Smart prepaid SIM cards are required to access the PDIS and complete their personal profile on or before **6 October 2021**. A PDIS user guide is enclosed for reference (Enclosure 6). The PDIS registration shall be the basis for the distribution of the Smart prepaid load credits.

8. Registration to Professional Development (PD) Programs and Courses

- a. NEAP Central Office shall undertake the release of the Roster of PD Programs and Courses that may be availed of by the public school teachers and school leaders.
- b. The Roster of PD Programs and Courses contains the list of all recognized DepEd in-house PD programs and recognized Learning Service Provider (LSP)-facilitated trainings.

DepEd in-house PD programs are activities developed and implemented by the CO, RO or the SDO. Whereas, LSP-facilitated trainings are those programs and courses offered by non-DepEd entities which may be for free or for a fee.

Registration or enrollment fee of public school teachers to LSP-facilitated trainings may either be subsidized by NEAP Central Office, subject to the provisions of the Subsidy Guidelines, to be issued later. Should it be not subsidized by NEAP, the participant may opt to personally shoulder the cost of the registration fee.

- c. Online registration shall be made available to the public school teachers, subject to screening processes, as may be required by the program proponent, and also consistent with the selection processes by field units.

9. Allowable Sites

- a. The provision of Smart prepaid SIM cards is intended to provide internet connectivity load to DepEd public school teachers and school leaders so that they may be able to participate in online NEAP-PDP.
- b. Smart prepaid SIM card recipients may use their prepaid load allocation to access sites such as:
 - Internet-based messaging applications such as *Chomp SMS, Facebook Messenger, Line, WeChat, Whatsapp, Viber;*
 - Business communication platforms such as *Amazon Chime, CISCO Webex Meetings, FreeConference, Google Hangouts, Google Meet, Microsoft Teams, Skype, Zoom Meetings; and,*
 - Video streaming sites such as *Youtube.*
- c. However, the following sites are blacklisted:
 - Online shopping sites such as *AliExpress, Amazon, Banggood, Carousell, Deal Extreme, eBay, Galleon, Gearbest, Lazada, Shein, Shop SM, Shopee, Zalora, etc.;*
 - Movie streaming sites such as *123chill.to, 123Movies, Amazon Prime Video, AppleTV+, AZMovies, Flixtor.to, GoStream, HBO Go, HOOQ, iflix, iWant, Moviesstar.to, Netflix, PrimeWire, PopcornFlix, Popcorn Time, Solar Movie, Tubi, Viki, Viu, etc.;*
 - Online dating sites or applications such as *Bigo Live, Grindr, Match, PlentyofFish, Tinder, etc.;*
 - Online games or mobile games such as *247 Games, Addicting Games, Armor Games, Big Fish Games, Facebook Games, Free Online Games (FOG), Kongregate, MiniClip, MSN Games, etc.;*
 - Piracy, gambling and hacking sites; and,
 - Inappropriate websites such as porn sites and other similar sites.

10. Reimbursement of Communications Expense

- a. Public school teachers who will not be receiving the Smart Prepaid SIM Cards may opt to have their communications expense reimbursed.
- b. NEAP Central Office shall facilitate the downloading of HRD Funds to SDOs to cover the reimbursement of Communications Expense.
- c. The computation for the reimbursement of communications expense is as follows:

$$\begin{array}{rcccl}
 \text{Number} & & & & \\
 \text{of Online} & & & & \text{Allowable} \\
 \text{Training Days} & \times & \text{PhP 50.00} & = & \text{Reimbursement}
 \end{array}$$

- d. In processing the request for reimbursement, a certification issued by the program proponent to prove the attendance of the public school teacher to a specific online training activity must be enclosed. The certification must indicate the exact number of online training days and a copy of the program matrix.
- e. A certification issued by the school head must likewise be submitted in processing the reimbursement for communications expense.
- f. Identified teacher-recipients of Smart Prepaid SIM Cards are not eligible for communication expense reimbursement.

11. Helpdesk

- a. For concerns pertaining to the signal coverage, dial #DEPED (#33733), or for other information about the NEAP-PDP, public school teachers are to access <http://bit.do/NEAPSimCSF> and accomplish the form.

12. Orientation

- a. To facilitate the delivery and proper use of the Smart prepaid SIM cards, an orientation shall be conducted by NEAP Central Office:

Orientation	Participants	Date	Objective	Mode of Delivery
Online Orientation on the Delivery and Distribution of Communication Package (Luzon)	<ul style="list-style-type: none"> ▪ NEAP-R Focal Persons ▪ Schools Division Superintendents ▪ SDO Supply Officers 	20 September 2021 (9:00am)	<ul style="list-style-type: none"> ▪ To orient the Supply Officers of the Schools Division Offices (SDOs) and the DepEd schools on the Delivery and Distribution of NEAP SIM Cards 	Online synchronous activity via MS Teams
Online Orientation on the Delivery and Distribution of Communication Package (Visayas)	<ul style="list-style-type: none"> ▪ NEAP-R Focal Persons ▪ Schools Division Superintendents ▪ SDO Supply Officers 	20 September 2021 (2:00pm)	<ul style="list-style-type: none"> ▪ To orient the Supply Officers of the Schools Division Offices (SDOs) and the DepEd schools on the Delivery and Distribution of NEAP SIM Cards 	Online synchronous activity via MS Teams
Online Orientation on the Delivery and Distribution of Communication Package (Mindanao)	<ul style="list-style-type: none"> ▪ NEAP-R Focal Persons ▪ Schools Division Superintendents ▪ SDO Supply Officers 	21 September 2021 (9:00am)	<ul style="list-style-type: none"> ▪ To orient the Supply Officers of the Schools Division Offices (SDOs) and the DepEd schools on the Delivery and Distribution of NEAP SIM Cards 	Online synchronous activity via MS Teams

<p>Ceremonial Mass Orientation of Teachers (Nationwide)</p>	<ul style="list-style-type: none"> • Public school teachers 	<p>8 October 2021</p>	<ul style="list-style-type: none"> ▪ To provide the public school teachers with a detailed information on the use of the NEAP SIM Cards ▪ To provide the public school teachers with an understanding of the PDIS and how this affects their professional development and career progression 	<p>Online asynchronous activity via prepared instructional videos</p>
-----------------------------------------------------------------------------	----------------------------------------------------------------------------	---------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

13. Participants to the "Online Orientation of Supply Officers" are directed to register online via Google Form at <https://forms.gle/NEAPSIMOrientation>.

14. For more information, please contact the **National Educators Academy of the Philippines- Professional Development Division**, Department of Education at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City through email at neap.pdd@deped.gov.ph or at telefax number (02) 8638-8638.

15. Immediate dissemination of and strict compliance is directed.

- Enclosure 1 : Allocation List per Regional Office*
2 : Acknowledgment Receipt from SDOs
3 : Allocation List of Schools
4 : Acknowledgment Receipt from Schools
5 : NEAP Sim Card Monitoring Report (Master List)
6 : Steps on How to Create the PDIS Account

Enclosure 1: Allocation List per RO

Department of Education
National Educators Academy of the Philippines

ALLOCATION LIST PER REGIONAL OFFICE

Region / Division	Number of Teachers			Subtotal I	Number of Master Teachers				Subtotal	TOTAL	Total No. of SIM Cards
	T1	T2	T3		MT 1	MT 2	MT 3	MT 4			
Region 1											
Alaminos City	334	101	337	772	51	14	-	-	65	837	670
Batac City	141	67	169	377	21	9	-	-	30	407	326
Candon City	124	55	289	468	30	12	-	-	42	510	408
Dagupan City	454	172	595	1,221	79	35	-	-	114	1,335	1,068
Ilocos Norte	1,536	554	1,498	3,588	259	84	2	-	345	3,933	3,146
Ilocos Sur	1,383	814	2,356	4,553	321	138	-	-	459	5,012	4,010
La Union	2,014	870	2,231	5,115	322	133	-	-	455	5,570	4,456
Laoag City	203	168	363	734	59	24	-	-	83	817	654
Pangasinan I, Lingayen	3,658	1,655	5,086	10,399	663	297	-	-	960	11,359	9,087
Pangasinan II, Binalonan	2,638	1,622	4,232	8,492	563	247	-	-	810	9,302	7,442
San Carlos City	490	276	849	1,615	89	35	-	-	124	1,739	1,391
San Fernando City	259	90	323	672	56	22	-	-	78	750	600
Urdaneta City	338	121	609	1,068	63	24	-	-	87	1,155	924
Vigan City	142	83	300	525	51	25	-	-	76	601	481
Region 2											
Batanes	129	80	129	338	25	11	-	-	36	374	299
Cagayan	2,807	1,131	5,068	9,006	491	263	-	-	754	9,760	7,808
Cauayan City	332	92	679	1,103	48	21	-	-	69	1,172	938
City of Ilagan	407	150	677	1,234	69	30	-	-	99	1,333	1,066
Isabela	3,378	971	5,332	9,681	591	279	-	-	870	10,551	8,441
Nueva Vizcaya	1,345	362	2,057	3,764	178	103	1	-	282	4,046	3,237
Quirino	567	175	1,141	1,883	93	41	-	-	134	2,017	1,614
Santiago City	268	78	611	957	41	28	-	-	69	1,026	821
Tuguegarao City	199	151	632	982	136	45	-	-	181	1,163	930
Region 3											
Angeles City	1,572	343	701	2,616	192	46	-	-	238	2,854	2,283
Aurora	1,172	378	477	2,027	91	29	-	-	120	2,147	1,718
Balanga City	367	149	228	744	41	20	-	-	61	805	644
Bataan	2,491	956	1,305	4,752	273	105	-	-	378	5,130	4,104
Bulacan	9,454	1,988	2,731	14,173	668	305	-	4	977	15,150	12,120
Cabanatuan City	925	203	520	1,648	90	45	-	-	135	1,783	1,426
Gapan City	387	142	387	916	75	25	-	-	100	1,016	813
Mabalacat City	1,013	245	321	1,579	81	32	-	-	113	1,692	1,354
Malolos City	976	193	236	1,405	129	39	-	-	168	1,573	1,258
Meycauayan City	686	86	127	899	50	24	-	-	74	973	778
Munoz Science City	258	106	341	705	40	21	-	-	61	766	613
Nueva Ecija	4,159	1,465	5,087	10,711	718	289	-	-	1,007	11,718	9,374
Olongapo City	978	246	274	1,498	127	58	-	-	185	1,683	1,346
Pampanga	5,068	2,002	3,920	10,990	720	286	-	-	1,006	11,996	9,597
San Fernando City	1,112	324	542	1,978	118	76	-	-	194	2,172	1,738
San Jose City	427	91	504	1,022	55	19	-	-	74	1,096	877
San Jose del Monte City	2,388	493	464	3,345	151	57	-	-	208	3,553	2,842
Tarlac	3,859	1,300	2,751	7,910	438	200	-	-	638	8,548	6,838
Tarlac City	1,111	218	727	2,056	87	51	-	-	138	2,194	1,755
Zambales	3,443	833	651	4,927	241	113	-	-	354	5,281	4,225
Region 4a											
Antipolo City	3,918	538	586	5,042	93	82	-	-	175	5,217	4,174
Bacoor City	1,778	259	348	2,385	64	32	-	-	96	2,481	1,985
Batangas	6,721	2,480	3,486	12,687	579	162	-	-	741	13,428	10,742
Batangas City	1,100	383	597	2,080	87	46	1	-	134	2,214	1,771
Binan City	1,234	231	202	1,667	51	32	-	-	83	1,750	1,400

Cabuvao City	1,191	122	245	1,558	46	10	-	-	56	1,614	1,291
Calamba City	1,884	282	545	2,711	54	57	-	-	111	2,822	2,258
Cavite	7,602	1,900	2,469	11,971	486	229	-	-	715	12,686	10,149
Cavite City	358	154	230	742	54	22	-	-	76	818	654
Dasmariñas City	2,482	509	756	3,747	140	26	-	-	166	3,913	3,130
Imus City	1,381	207	278	1,866	54	16	-	-	70	1,936	1,549
Laguna	4,796	1,674	1,891	8,361	338	242	1	-	581	8,942	7,154
Lipa City	1,296	229	631	2,156	73	23	-	-	96	2,252	1,802
Lucena City	943	220	398	1,561	70	23	-	-	93	1,654	1,323
Quezon	9,278	3,424	2,430	15,132	558	269	-	-	827	15,959	12,767
Rizal	8,764	1,376	1,301	11,441	432	213	-	-	645	12,086	9,669
San Pablo City	1,025	309	498	1,832	68	31	-	-	99	1,931	1,545
Sta. Rosa City	964	173	204	1,341	35	24	3	-	62	1,403	1,122
Tanauan City	609	230	383	1,222	66	28	-	-	94	1,316	1,053
Tayabas City	375	95	171	641	26	11	-	-	37	678	542
Region 4b											
Calapan City	387	264	375	1,026	65	45	-	-	110	1,136	909
Marinduque	1,248	781	289	2,318	118	43	3	-	164	2,482	1,986
Occidental Mindoro	2,703	811	824	4,338	221	76	-	-	297	4,635	3,708
Oriental Mindoro	3,247	1,002	2,142	6,391	322	158	-	-	480	6,871	5,497
Palawan	6,779	718	1,071	8,568	241	92	-	-	333	8,901	7,121
Puerto Princesa City	1,200	187	632	2,019	84	47	-	-	131	2,150	1,720
Romblon	2,135	777	343	3,255	169	71	-	-	240	3,495	2,796
Region 5											
Albay	4,012	1,772	2,048	7,832	308	78	-	-	386	8,218	6,574
Camarines Norte	3,491	556	1,160	5,207	195	84	-	-	279	5,486	4,389
Camarines Sur	12,048	1,585	2,063	15,696	578	284	1	-	863	16,559	13,247
Catanduanes	1,172	782	1,055	3,009	263	69	1	-	333	3,342	2,674
Iriga City	465	169	246	880	98	24	-	-	122	1,002	802
Legaspi City	829	241	407	1,477	65	28	-	-	93	1,570	1,256
Ligao City	601	204	342	1,147	41	37	-	-	78	1,225	980
Masbate	6,031	730	1,849	8,610	340	141	2	-	483	9,093	7,274
Masbate City	371	135	397	903	47	37	-	-	84	987	790
Naga City	895	296	291	1,482	122	37	-	-	159	1,641	1,313
Sorsogon	4,612	947	1,257	6,816	306	163	-	-	469	7,285	5,828
Sorsogon City	896	317	417	1,630	65	32	-	-	97	1,727	1,382
Tabaco City	758	297	332	1,387	43	17	-	-	60	1,447	1,158
Region 6											
Aklan	2,578	641	1,684	4,903	245	116	-	-	361	5,264	4,211
Antique	3,105	1,290	981	5,376	277	112	-	-	389	5,765	4,612
Bacolod City	2,064	606	637	3,307	245	68	-	-	313	3,620	2,896
Bago City	599	235	418	1,252	89	25	-	-	114	1,366	1,093
Cadiz City	711	283	327	1,321	68	30	-	-	98	1,419	1,135
Capiz	3,146	734	1,629	5,509	421	153	-	-	574	6,083	4,866
Escalante City	558	110	146	814	35	15	-	-	50	864	691
Guimaras	788	302	456	1,546	97	34	-	-	131	1,677	1,342
Himamaylan City	721	139	100	960	34	12	-	-	46	1,006	805
Iloilo	8,907	4,040	3,524	16,471	957	433	-	-	1,390	17,861	14,289
Iloilo City	1,266	439	668	2,373	196	70	-	-	266	2,639	2,111
Kabankalan City	1,349	260	171	1,780	38	13	-	-	51	1,831	1,465
La Carlota City	308	191	169	668	46	18	-	-	64	732	586
Negros Occidental	7,385	1,748	1,733	10,866	440	149	-	-	589	11,455	9,164
Passi City	486	136	153	775	47	17	-	-	64	839	671
Roxas City	466	278	292	1,036	61	26	-	-	87	1,123	898
Sagay City	911	129	337	1,377	84	7	-	-	91	1,468	1,174
San Carlos City	559	174	299	1,032	47	25	-	-	72	1,104	883
Silay City	416	307	215	938	59	18	-	-	77	1,015	812
Sipalay City	508	118	84	710	23	7	-	-	30	740	592
Region 7											
Bais City	360	148	213	721	29	25	-	-	54	775	620
Bayawan City	935	251	271	1,457	25	13	-	-	38	1,495	1,196
Bogo City	262	111	189	562	30	11	-	-	41	603	482
Bohol	5,266	971	5,100	11,337	485	139	1	-	625	11,962	9,570

Carcar City	433	187	252	872	32	9	-	-	41	913	730
Cebu	10,416	3,806	3,578	17,800	646	223	1	-	870	18,670	14,936
Cebu City	2,507	680	2,269	5,456	388	150	-	-	538	5,994	4,795
City of Naga, Cebu	603	160	179	942	30	8	-	-	38	980	784
Danao City	910	96	314	1,320	34	14	-	-	48	1,368	1,094
Dumaguete City	296	100	290	686	35	21	-	-	56	742	594
Guihulngan City	573	338	191	1,102	53	11	-	-	64	1,166	933
Lapu-Lapu City	1,775	28	1,049	2,852	188	25	-	-	213	3,065	2,452
Mandaue City	1,113	93	719	1,925	159	50	-	-	209	2,134	1,707
Negros Oriental	3,153	1,753	1,415	6,321	177	73	-	-	250	6,571	5,257
Siquijor	205	345	234	784	46	24	2	-	72	856	685
Tagbilaran City	228	45	384	657	31	20	-	-	51	708	566
Talisay City	1,084	149	259	1,492	42	9	-	-	51	1,543	1,234
Tanjay City	404	241	349	994	34	21	3	-	58	1,052	842
Toledo City	818	346	394	1,558	71	25	-	-	96	1,654	1,323
Region 8											
Baybay City	485	155	419	1,059	55	32	-	-	87	1,146	917
Biliran	889	322	578	1,789	99	22	-	-	121	1,910	1,528
Borongan City	279	98	230	607	43	24	-	-	67	674	539
Calbayog City	1,075	409	557	2,041	110	18	-	-	128	2,169	1,735
Catbalogan City	324	250	435	1,009	86	31	-	-	117	1,126	901
Eastern Samar	2,421	849	1,130	4,400	246	75	5	-	326	4,726	3,781
Leyte	6,929	1,845	5,209	13,983	783	209	-	-	992	14,975	11,980
Maasin City	265	121	338	724	53	10	-	-	63	787	630
Northern Samar	4,209	857	1,620	6,686	450	137	-	-	587	7,273	5,818
Ormoc City	820	661	352	1,833	100	43	2	-	145	1,978	1,582
Samar (Western Samar)	3,721	826	1,407	5,954	395	80	-	-	475	6,429	5,143
Southern Leyte	1,524	622	1,244	3,390	187	32	1	-	220	3,610	2,888
Tacloban City	728	377	717	1,822	153	42	3	-	198	2,020	1,616
Region 9											
Dapitan City	311	103	164	578	34	13	1	-	48	626	501
Dipolog City	578	174	281	1,033	69	19	-	-	88	1,121	897
Isabela City	661	316	203	1,180	51	21	-	-	72	1,252	1,002
Pagadian City	560	235	401	1,196	84	17	-	-	101	1,297	1,038
Zamboanga City	5,012	880	661	6,553	312	109	5	-	426	6,979	5,583
Zamboanga del Norte	5,290	1,192	1,431	7,913	435	151	-	-	586	8,499	6,799
Zamboanga del Sur	5,262	856	960	7,078	276	112	-	-	388	7,466	5,973
Zamboanga Sibugay	4,201	763	1,205	6,169	251	108	1	-	360	6,529	5,223
Region 10											
Bukidnon	6,240	972	934	8,146	392	73	-	-	465	8,611	6,889
Cagayan de Oro City	3,099	446	758	4,303	167	71	-	-	238	4,541	3,633
Camiguin	573	146	189	908	52	10	-	-	62	970	776
El Salvador	252	48	57	357	14	5	-	-	19	376	301
Gingoog City	686	99	261	1,046	49	21	1	-	71	1,117	894
Iligan City	1,584	345	493	2,422	172	65	-	-	237	2,659	2,127
Lanao del Norte	2,989	700	553	4,242	254	72	-	-	326	4,568	3,654
Malaybalay City	1,106	331	253	1,690	51	25	-	-	76	1,766	1,413
Misamis Occidental	1,531	459	620	2,610	139	51	-	-	190	2,800	2,240
Misamis Oriental	4,498	722	1,087	6,307	328	106	-	-	434	6,741	5,393
Oroquieta City	279	160	251	690	48	26	-	-	74	764	611
Ozamis City	598	151	237	986	55	23	-	-	78	1,064	851
Tangub City	400	90	173	663	28	15	-	-	43	706	565
Valencia City	1,105	179	204	1,488	55	11	-	-	66	1,554	1,243
Region 11											
Compostela Valley	4,667	1,219	723	6,609	263	51	-	-	314	6,923	5,538
Davao City	5,517	2,306	1,728	9,551	488	161	1	-	650	10,201	8,161
Davao del Norte	2,976	616	515	4,107	159	70	-	-	229	4,336	3,469
Davao del Sur	2,415	753	461	3,629	177	92	-	-	269	3,898	3,118
Davao Occidental	2,332	370	183	2,885	79	33	-	-	112	2,997	2,398
Davao Oriental	1,710	264	134	2,108	85	16	-	-	101	2,209	1,767
Digos City	836	284	178	1,298	85	28	-	-	113	1,411	1,129
Island Garden City of Samal	681	190	138	1,009	36	8	-	-	44	1,053	842
Mati City	2,003	730	454	3,187	170	39	-	-	209	3,396	2,717

Panabo City	871	328	205	1,404	57	15	-	-	72	1,476	1,181
Tagum City	1,295	304	347	1,946	89	28	-	-	117	2,063	1,650
Region 12											
Cotabato City	942	231	438	1,611	147	49	-	-	196	1,807	1,446
General Santos City	3,308	492	577	4,377	242	107	-	-	349	4,726	3,781
Kidapawan City	843	217	215	1,275	70	33	-	-	103	1,378	1,102
Koronadal City	844	239	190	1,273	76	39	-	-	115	1,388	1,110
North Cotabato	7,273	1,489	1,390	10,152	502	173	1	-	676	10,828	8,662
Sarangani	4,042	869	405	5,316	208	71	-	-	279	5,595	4,476
South Cotabato	4,448	797	931	6,176	271	69	-	-	340	6,516	5,213
Sultan Kudarat	3,462	1,121	955	5,538	240	93	-	-	333	5,871	4,697
Tacurong City	297	179	223	699	56	42	-	-	98	797	638
Region 13											
Agusan del Norte	1,698	477	581	2,756	120	32	-	-	152	2,908	2,326
Agusan del Sur	4,665	541	855	6,061	254	69	3	-	326	6,387	5,110
Bayugan City	501	195	268	964	80	19	-	-	99	1,063	850
Bislig City	339	141	350	830	61	16	-	-	77	907	726
Butuan City	1,553	391	1,016	2,960	139	51	-	-	190	3,150	2,520
Cabadbaran City	350	110	135	595	25	8	-	-	33	628	502
Dinagat Island	854	227	163	1,244	54	13	-	-	67	1,311	1,049
Siargao	734	261	298	1,293	81	31	-	-	112	1,405	1,124
Surigao City	684	231	259	1,174	59	33	-	-	92	1,266	1,013
Surigao del Norte	1,265	485	673	2,423	126	33	-	-	159	2,582	2,066
Surigao del Sur	2,707	836	1,176	4,719	250	69	-	-	319	5,038	4,030
Tandag City	198	92	198	488	38	16	-	-	54	542	434
CAR											
Abra	854	279	981	2,114	108	63	-	-	171	2,285	1,828
Apayao	776	146	427	1,349	67	16	-	-	83	1,432	1,146
Baguio City	803	261	862	1,926	129	99	-	-	228	2,154	1,723
Benguet	1,260	500	1,401	3,161	159	65	-	-	224	3,385	2,708
Ifugao	746	303	778	1,827	82	42	-	-	124	1,951	1,561
Kalinga	557	158	416	1,131	67	44	-	-	111	1,242	994
Mt. Province	792	387	782	1,961	104	46	-	-	150	2,111	1,689
Tabuk City	300	130	547	977	65	49	-	-	114	1,091	873
NCR											
Caloocan City	5,352	1,231	1,021	7,604	386	71	-	-	457	8,061	6,449
City of San Juan	180	101	86	367	27	17	-	-	44	411	329
Las Piñas City	2,542	537	315	3,394	189	51	-	-	240	3,634	2,907
Makati City	1,459	607	798	2,864	144	78	-	-	222	3,086	2,469
Malabon City	1,453	337	535	2,325	140	46	-	-	186	2,511	2,009
Mandaluyong City	1,289	325	234	1,848	99	40	-	-	139	1,987	1,590
Manila	3,218	2,816	2,832	8,866	911	497	-	-	1,408	10,274	8,219
Marikina City	1,626	523	476	2,625	162	83	-	-	245	2,870	2,296
Muntinlupa City	1,512	325	551	2,388	118	45	-	-	163	2,551	2,041
Navotas	893	253	374	1,520	91	26	-	-	117	1,637	1,310
Paranaque City	1,970	486	367	2,823	158	103	-	-	261	3,084	2,467
Pasay City	932	542	396	1,870	132	85	-	-	217	2,087	1,670
Pasig City	2,533	931	497	3,961	294	140	-	-	434	4,395	3,516
Quezon City	7,823	2,018	2,291	12,132	767	349	-	-	1,116	13,248	10,598
Taguig	3,143	847	572	4,562	249	99	-	-	348	4,910	3,928
Valenzuela City	2,158	580	810	3,548	286	114	3	-	403	3,951	3,161
730,089										52,517	782,606

**Enclosure 2:
Transmittal and Acknowledgment Receipt (SDOs)**

Schools Division Office of : _____

Sir / Madame:

This is to transmit the SIM cards for use of our public school teachers in view of their attendance to the NEAP-Recognized Professional Development Programs (NEAP-PDP), viz:

Item	Quantity	Remarks
SIM cards (bearing the logos of DepEd, NEAP, and the mobile service provider)	<No. of SIM cards>	Individually sealed and unopened

Please facilitate the distribution of said items to the schools.

Regards,

JOHN ARNOLD S. SIENA
Director IV
National Educators Academy of the Philippines

ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the following items:

Item	Quantity	Remarks
SIM cards (bearing the logos of DepEd, NEAP, and the mobile service provider)	<No. of SIM cards>	Individually sealed and unopened

The aforestated items are received complete and in perfect condition, sealed and with no apparent damage.

It is understood that upon receipt of the said items, the Schools Division Office of _____ now has the responsibility to transmit the same SIM cards to the schools so that the public school teachers may be able to use it in attending the NEAP-Recognized Professional Development Programs (NEAP-PDP).

Received By:
*Representative of the Schools Division Office

Signature : _____
Name : _____
Designation : _____
Date : _____

**Enclosure 3:
Allocation List of Schools**

**Department of Education
National Educators Academy of the Philippines**

ALLOCATION LIST OF SCHOOLS

REGION	DIVISION										
Name of School	Number of Teachers			Subtotal D	Number of Master Teachers				Subtotal I	TOTAL	
	T1	T2	T3		MT 1	MT 2	MT 3	MT 4			
<Name of School 1>	A	B	C	A+B+C	E	F	G	H	E+F+G+H	D+I	
<Name of School 2>											
<Name of School 3>											
<Name of School 4>											
<Name of School 5>											
<Name of School 6>											
<Name of School 7>											
<Name of School 8>											
<Name of School 9>											
<Name of School 10>											
<Name of School 11>											
<Name of School 12>											
<Name of School 13>											
<Name of School 14>											
<Name of School 15>											
<Name of School 16>											
<Name of School 17>											
<Name of School 18>											
<Name of School 19>											
<Name of School 20>											
TOTAL				0					0	0	

Prepared By:

<Name>
<Designation>

Approved By:

<Name of Schools Division Superintendent>
<Schools Division Superintendent>
DepEd SDO of _____

**Enclosure 4:
Transmittal and Acknowledgment Receipt (Schools)**

Name of School : _____

Sir / Madame:

This is to transmit the SIM cards for use of our public school teachers in view of their attendance to the NEAP-Recognized Professional Development Programs (NEAP-PDP), viz:

Item	Quantity	Remarks
SIM cards (bearing the logos of DepEd, NEAP, and the mobile service provider)	<No. of SIM cards>	Individually sealed and unopened

Please facilitate the distribution of said items to the schools.

Regards,

<Name of Schools Division Superintendent>
Schools Division Superintendent
SDO of _____

ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the following items:

Item	Quantity	Remarks
SIM cards (bearing the logos of DepEd, NEAP, and the mobile service provider)	<No. of SIM cards>	Individually sealed and unopened

The aforesaid items are received complete and in perfect condition, sealed and with no apparent damage.

It is understood that upon receipt of the said items, the School now has the responsibility to transmit the same SIM cards to the public school teachers so that they may be able to use it in attending the NEAP-Recognized Professional Development Programs (NEAP-PDP).

Received By:
*Representative of the School

Signature : _____
Name : _____
Designation : _____
Date : _____

**Enclosure 5:
NEAP SIM Card Monitoring Report
MASTER LIST**

Department of Education
National Educators Academy of the Philippines

NEAP SIM CARD MONITORING REPORT

REGION		NAME OF SCHOOL		
DIVISION		NAME OF SCHOOL HEAD		
NAME OF TEACHER		POSITION	SIM CARD NO. (MOBILE NUMBER)	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
			TOTAL NUMBER OF RECIPIENTS	

Prepared By:

<Name>
<Designation>

Approved By:

<Name of School Head>
<Name of School>

Department of Education
National Educators Academy of the Philippines

NEAP SIM Card Project
STEPS ON HOW TO CREATE THE PDIS ACCOUNT

Step 1. Check your email from DepEd-NEAP PDIS with subject line “PDIS Login Credentials”

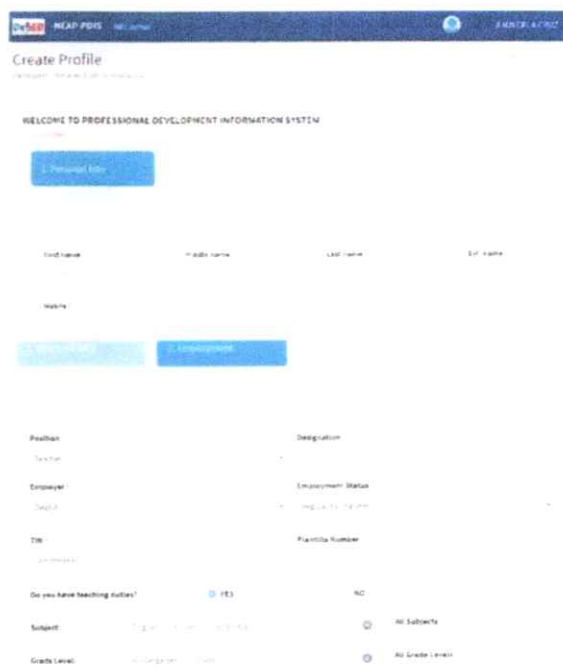
Step 2. Get your username and password

Step 3. Go to the PDIS website - <https://pdis.deped.gov.ph/>

Step 4. Log-in using the username and password provided in the email message

Step 5. Enter profile details

For name corrections, please notify your ITO or ICT Coordinator. You may also contact us at support.pdis@deped.gov.ph



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 143

Upload Photo

Upload Photo
 You can upload a photo of your face. This photo will be used for identification purposes only.

I agree

Step 6. Click "Finish"