



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

March 4, 2022

REGIONAL MEMORANDUM

No. **174**, 2022

**RO AND SDO VIRTUAL MEETING ON THE NEAP SMART SIM CARD RECIPIENTS'
REGISTRATION AND UPDATING OF PROFILES IN THE PROFESSIONAL DEVELOPMENT
INFORMATION SYSTEM (PDIS)**

To: Schools Division Superintendents
SGOD Chiefs
All Others Concerned

1. Attached is Memorandum OSEC-NEAP-OD-2022-048 from Director John Arnold Siena of the National Educators Academy of the Philippines (NEAP) describing the Terms of Reference (TOR) of NEAP-CO and NEAP-R SIM and PDIS focal persons. As such, this Office, through the Human Resource Development Division (HRDD), shall hold the RO and SDO Virtual Meeting on March 7, 2022 at 9:00 a.m. to 12:00 p.m.

2. The agenda of the meeting are:

- designate counterparts in SDOs, who will coordinate with SDO ITOs, to ensure the registration of all NEAP SIM recipients and updating of their PDIS accounts;
- review the memoranda issued on September and October 2021 with the subjects "Provision and Distribution of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Programs and Courses (NEAP-PDP)" and "Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of the Communication Expenses, respectively;"
- share updates on the preparation and/or submission of the reports specified in the abovementioned issuances; and
- consolidate and submit the required reports through the HRD CaREs Project.

3. Participants to the said meeting are the Human Resource Development (HRD) SEPS and EPS II. The meeting link shall be sent to their DepEd email addresses a day before the schedule.



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

for: [Signature]
EVELYN R. FETALVERO, CESO IV
Regional Director

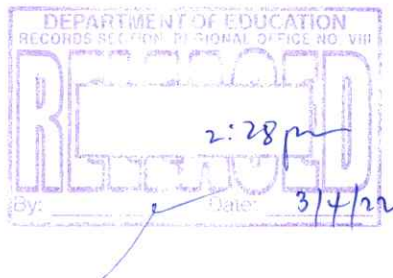
Enclosure/s: As stated

Reference/s: As stated

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

PDIS
NEAP SMART SIM CARD
RO AND SDO HRD MEETING

HRDD- DSS





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


Office of the Director

MEMORANDUM

OSEC-NEAP-OD-2022-048

TO : **NEAP-R DESIGNATED SIM AND PDIS FOCAL PERSONS**
HRDD Chiefs
All Others Concerned

Thru: : **Regional Directors**

FROM : 
JOHN ARNOLD S. SIENA
Director IV *JAS*

SUBJECT : **TERMS OF REFERENCE OF NEAP-CO & NEAP-R SIM AND PDIS FOCAL PERSONS**

DATE : **February 28, 2022**

1. With reference to the unnumbered memorandum dated September 17, 2021 entitled *Provision and Distribution of Communications 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) has designated its NEAP-CO SIM Card and PDIS (Professional Development Information System) Focal Persons. It likewise requested the various regional offices through the NEAP Focal Person/ HRDD Chiefs to designate their respective SIM Card and PDIS Focal Persons.
2. Consequently, there have been requests to specify the Terms of Reference of these focal persons at the NEAP-CO and NEAP-RO level.
3. Hence, NEAP is hereby providing the TORS of the focal persons as follows:
 - a. NEAP Central Office (NEAP CO):
 - i. provide the updated data on NEAP SIM registration to NEAP Regional Focal persons;
 - ii. issue PDIS account to the NEAP Regional Focal persons, SDO counterparts, and SDO ITOs to enable them to monitor the status of NEAP SIM registration in their respective regions;
 - iii. communicate with NEAP-R focal persons regarding the concerns and issues on NEAP SIM cards through call and text;
 - iv. coordinate with the designated NEAP-R focal persons regarding the updates on NEAP-issued SIM per region through NEAP CO & NEAP RO weekly coordination meetings;

- v. may directly coordinate with school personnel for immediate clarifications and queries on the NEAP-issued SIM at the school level.
- b. NEAP-R SIM and PDIS Focal persons:
- i. ensure the complete submission of NEAP SIM-related reports to NEAP-CO per unnumbered memorandum dated September 17, 2021;
 - ii. attend the weekly coordination meeting for the updates on NEAP-issued SIMs;
 - iii. designate counterparts in SDOs, who will coordinate with SDO ITOs, to ensure that all NEAP SIM recipients have registered and updated their PDIS accounts.
 - iv. consolidate and submit the list of designated SDO SIM focal persons and SDO ITOs to NEAP-CO (*Enclosure 1*).
4. The memorandum on the provision and distribution of communication package for teachers to support their participation in NEAP-Recognized Professional Development Program and Courses (NEAP-PDP) and the Reiteration of the Distribution and Registration Guidelines are enclosed.
5. For more information and clarifications, please contact the **National Educators Academy of the Philippines**, Department of Education at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at neap.od@deped.gov.ph/neap.registrar@deped.gov.ph or at telefax number (02) 8638-8638.
6. For your information.

Enclosures:

- a. *List of assigned SDO counterparts*
- b. *Memorandum on the Reiteration of the Distribution and Registration Guidelines of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Programs and Courses (NEAP-PDP)*
- c. *Provision and Distribution of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Program and Courses (NEAP-PDP)*