



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

July 20, 2022

REGIONAL MEMORANDUM

No. **827** 2022

DIVISION COORDINATORS OF THE NEAP SMART SIM AND PROFESSIONAL DEVELOPMENT INFORMATION SYSTEM (PDIS)

To: Schools Division Superintendents
SGOD Chiefs
All Others Concerned

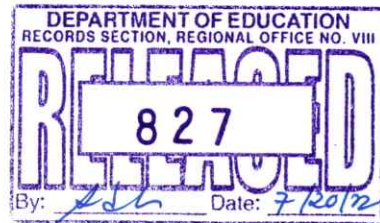
1. This Office, through the Human Resource Development Division (HRDD), requires the Schools Division Offices to designate DepEd personnel per district as Division Coordinators of the NEAP Smart SIM and Professional Development Information System (PDIS).
2. The Division Coordinators shall:
 - a. collaborate with the recipient schools' designated Supply Officers to guarantee the submission of required reports specified in Regional Memoranda Nos. 456 and 457, s. 2022 (see attached templates);
 - b. coordinate with the HRDS SEPS and EPS II, as Division Focal Person and Alternate Focal Person, respectively, to ensure that all NEAP SIM recipients have registered and updated their PDIS accounts; and
 - c. communicate with the HRDS SEPS/EPS II regarding updates on NEAP Smart SIM registration and updating of PDIS accounts.
3. The Division Focal Person shall prepare the List of Division Coordinators of the NEAP Smart SIM and PDIS, see attached template. Email the list to hrdd.region8@deped.gov.ph **on or before July 29, 2022**.
4. There will be an orientation for Division Coordinators. Details will be provided in a separate memorandum.
5. For inquiries, contact Dr. Alejandra B. Lagumbay, Chief of HRDD, through hrdd.region8@deped.gov.ph.



10262

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

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



Enclosures: As stated
References: As stated

To be indicated in the Perpetual Index under the following subject/s:

NEAP SIM

PDIS

DIVISION COORDINATORS

HRDD- DSS

Enclosure No. 1 to Regional Memorandum No. 827, s. 2022

DIVISION COORDINATORS FOR THE NEAP SMART SIM AND PROFESSIONAL DEVELOPMENT INFORMATION SYSTEM (PDIS)

Division		Name	Contact Number	DepEd Email Address
No.	District			

Prepared by:

Division NEAP SIM/PDIS Focal Person

Noted:

Chief of SGOD

Approved:

Schools Division Superintendent

Enclosure No. 2 to Regional Memorandum No. 827, s. 2022

**DIVISION CONSOLIDATED LIST OF NEAP SIM RECIPIENTS FOR
VALIDATION PURPOSES**

No.	Last Name	First Name	Position Title	School	Schools Division	Region	NEAP SIM	DepEd Email
1								
2								
3								
4								
5								
6								
7								
8								
9								
10...								

****To be accomplished in MS Excel format; upload the data to the shared drive.***

Prepared by:

Division NEAP SIM/PDIS Focal Person

Noted:

Chief of SGOD

Approved:

Schools Division Superintendent

****To be accomplished by the designated Supply Officer of the recipient school.***

**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 : _____

**To be accomplished by the designated Supply Officer of the recipient school.*

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

Department of Education
National Educators Academy of the Philippines

NEAP SIM CARD MONITORING REPORT

REGION	DIVISION	NAME OF SCHOOL	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>

** To be accomplished by the designated Supply Officer of the recipient school.*

**Enclosure 6:
School Summary Report**

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	
<Name of School 1>									

Prepared By:

Approved By:

<Signature over Printed Name>
<Designation>

< Signature over Printed Name >
< School Head >

***To be accomplished by the SDO NEAP SIM/PDIS Focal Person.**

**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 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:
**Representative of the Schools Division Office*

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

**To be accomplished by the SDO NEAP SIM/PDIS Focal Person.*

**Enclosure 3:
Allocation List of Schools**

Department of Education
National Educators Academy of the Philippines

ALLOCATION LIST OF SCHOOLS

REGION	DIVISION				Subtotal D	Number of Master Teachers				Subtotal I	TOTAL
	Name of School	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 _____

****To be accomplished by the SDO NEAP SIM/PDIS Focal Person.***

**Enclosure 7:
SDO Summary Report**

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

NEAP SIM RECIPIENT - DIVISION SUMMARY REPORT

REGION	DIVISION								TOTAL
	NUMBER OF RECIPIENT BY TEACHING POSITION								
Name of School	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>