



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

May 18, 2022

Division Memorandum
No. 186, s. 2022

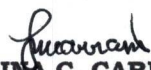
SUBMISSION OF NEAP SIM (PDIS SIM) - RELATED DOCUMENTS

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Designated In-Charge of NEAP SIM-related Documents
This Division

1. Relative to Memorandum DM-OSEC-2022-086 on Submission of the Hardcopies of NEAP SIM-related Documents to NEAP Regional Offices, all public elementary and secondary schools of this Division are required to submit to the Division Office **soft and hard copies** the following:
 - a. Signed Delivery Acknowledgement Receipt (See Enclosure 4)
 - b. NEAP Sim Card Monitoring Report (Enclosure 5)
 - c. Summary Master List of NEAP-sim recipients using Enclosure 6
2. Deadline in the submission of the aforementioned hard copies of documents shall be on **May 23, 2022**, Monday, to Division SIM focal person, Mrs. Roxanne H. Fuentes, **only**. Likewise, **soft copies** should also be sent to the focal person through email at roxanne.fuentes@deped.gov.ph.
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment shall be accorded to all concerned personnel/ individuals regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
4. Immediate and wide dissemination of this Memorandum is directed.

CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

For the Schools Division Superintendent:



LOREBINA C. CARRASCO
Officer-in-Charge
Assistant Schools Division Superintendent

Enclosure: attached

Reference: DM-OSEC-2022-086

To be indicated in the Perpetual Index

Under the following subject:

 NEAP SIM
ecc/rhf/rrv



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048

ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the following items:

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

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 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:

Approved By:

<Name>
<Designation>

<Name of School Head>
<Name of School>

**Enclosure 6:
School Summary Report**

Department of Education
National Educators Academy of the Philippines

NEAP SIM RECIPIENT – SCHOOL SUMMARY REPORT

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

Prepared By:

<Signature over Printed Name>
<Designation>

Approved By:

< Signature over Printed Name >
< School Head >



Republic of the Philippines
Department of Education

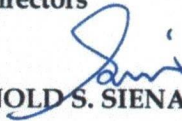
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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*