



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

May 26, 2022

DIVISION MEMORANDUM  
No. *193*, s. 2022

**SUBMISSION OF THE HARDCOPIES OF NEAP SIM-RELATED DOCUMENTS TO  
NEAP REGIONAL OFFICES**

To: Chief, CID and SGOD  
Elementary and Secondary School Heads  
Non-Teaching and Teaching Personnel  
All Others Concerned

1. Attached is Regional Memorandum No. 0417, s. 2022, dated May 18, 2022, titled **“SUBMISSION OF THE HARDCOPIES OF NEAP SIM-RELATED DOCUMENTS TO NEAP REGIONAL OFFICES”**, contents of which are self-explanatory, for the information and guidance of all concerned.
2. 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 hardcopies of NEAP sim-related documents for safekeeping.
3. In this connection, kindly follow the procedures below to speed up the process of consolidating the NEAP SIM-related documents:
  - a. Designated School Supply Officers are directed to submit the hardcopies 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 **Rosene D. Olaiivar, SDO NEAP SIM focal person along with the said enclosures on or before May 31, 2022.**
4. Please refer to the attached communication for more details.
5. Immediate dissemination of this Memorandum is desired.

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

JIAL/CPC/SGOD/BCL/rdo



Address: Dampas District, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAY 18 2022

REGIONAL MEMORANDUM  
No. 10417, s. 2022

**SUBMISSION OF THE HARDCOPIES OF NEAP SIM - RELATED DOCUMENTS  
TO NEAP REGIONAL OFFICES**

To: **Schools Division Superintendents**  
**Assistant Schools Division Superintendents**  
**All Others Concerned**

1. Attached is DepEd Memorandum DM - OSEC - 2022 - 086, dated May 11, 2022, from Director John Arnold S. Siena, titled "Submission of the Hardcopies of NEAP SIM - related Documents to NEAP Regional Offices", contents of which are self-explanatory, for the information and guidance of all concerned.
2. The communication is attached for further reference.
3. Immediate dissemination of this memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/HRDD/MGB/rsy



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
Telephone Nos.: (032) 231-1433; (032) 414-7399  
Email Address: region7@deped.gov.ph



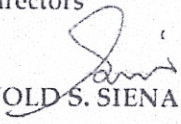
Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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](mailto:eric.sarmiento003@deped.gov.ph) and/or [camille.bolos@deped.gov.ph](mailto: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 [ncapod@deped.gov.ph](mailto:ncapod@deped.gov.ph) and/or [eric.sarmiento003@deped.gov.ph](mailto:eric.sarmiento003@deped.gov.ph) cc: [lourdes.arguelles@deped.gov.ph](mailto: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>
<i>SIM cards (bearing the logos of DepEd, NEAP, and the mobile service provider)</i>	<i>&lt;No. of SIM cards&gt;</i>	<i>Individually sealed and unopened</i>

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: \_\_\_\_\_

ACKNOWLEDGMENT RECEIPT

This is to acknowledge receipt of the following items:

Item	Quantity	Remarks
<u>SIM cards (bearing the logos of DepEd, NEAP, and the mobile service provider)</u>	<u>&lt;No. of SIM cards&gt;</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 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	T2	T3		MT 1	MT 2	MT 3	MT 4		
<Name of School 1>	A	B	C	A+B+C	E	F	G	H	F+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>										
<b>TOTAL</b>				0					0	0

Prepared By:

<Name>  
<Designation>

Approved By:

<Name of Schools Division Superintendent>  
<Schools Division Superintendent>  
DepEd SDO of \_\_\_\_\_

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	SIM CARD NO. (MOBILE NUMBER)	SIGNATURE
DIVISION	NAME OF SCHOOL HEAD		
NAME OF TEACHER	POSITION		
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>