



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
Schools Division of Capiz  
Banica, Roxas City

DIVISION MEMORANDUM

No. 135 s. 2022

**SUBMISSION OF THE HARDCOPIES OF NEAP SIM-RELATED  
DOCUMENTS TO SDO NEAP SIM/PDIS COORDINATOR**

TO Public Schools District Supervisors/In-Charge of the District  
SGOD/HRD Specialists  
Division/District/School NEAP SIM/PDIS Focal Persons  
All School Heads and Public School Teachers Concerned

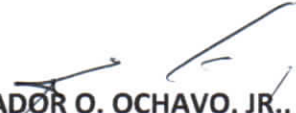
DATE May 25, 2022

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1. Attached is **Regional Memorandum No. 371** dated May 18, 2022, regarding the **SUBMISSION OF THE HARDCOPIES OF NEAP SIM-RELATED DOCUMENTS TO NEAP REGIONAL OFFICE.**
  2. Attached to the said Regional Memorandum is **NEAP Memorandum (DM-OSEC-2022-086)**. Stated in NEAP Memorandum that “Designated School Supply Officers are directed to submit the hard copies of the signed delivery acknowledgement receipt (*Enclosure 4*) & the master list of NEAP-sim recipients (*Enclosure 5*)”, items 2a of DM-OSEC-2022-086 (NEAP).

It was further stated that “Designated Supply Officers are required to prepare a summary of the master list of NEAP-sim recipients using **Enclosure 6** and must be submitted to **SDO NEAP SIM focal person** along with Enclosures 4 & 5 on or before **May 31, 2022**”, item 2b of DM-OSEC-2022-086 (NEAP).

3. To facilitate an orderly submission of required hardcopies of NEAP SIM-related documents, it is advised that the said documents shall be submitted to the designated **District NEAP SIM/PDIS Coordinators** on or before **May 31, 2022**. **District NEAP SIM/PDIS Coordinators** will then submit all documents to **SDO NEAP SIM/PDIS Focal Person** on or before **June 8, 2022**.

4. For more information please contact **Mr. Jerry Mosquite, SDO NEAP SIM/PDIS Focal Person** via 09338769127.
5. Immediate dissemination of this Memorandum is desired.

  
**SALVADOR O. OCHAVO, JR., EdD, CESO V**  
Schools Division Superintendent

MAY 26 2022



Address: Banica, Roxas City  
Telephone No.: (036) 6210-974



Republic of the Philippines  
Department of Education  
REGION VI - WESTERN VISAYAS


REGIONAL MEMORANDUM  
No. 37 s. 2022

MAY 18 2022

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

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

1. Attached is Memorandum DM-OSEC-2022-086 from the Office of the NEAP Director, John Arnold S. Siena, dated May 11, 2022, regarding the **Submission of the Hardcopies of NEAP SIM-related Documents to NEAP Regional Offices.**
2. The Schools and SDOs are advised to submit to the National Educators Academy of the Philippines (NEAP) Regional Office the hard copies of NEAP sim-related documents, following a step-by-step procedure and timeline.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: DM-OSEC-2022-086  
To be indicated in the Perpetual Index  
under the following subjects:

COMMUNICATIONS

TEACHERS



Address: Duran Street, Iloilo City, 5000  
Telephone Nos: (033)509-7653; (033)336-2816  
Email Address: region6@deped.gov.ph  
Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
Submission of the Hardcopies of NEAP SIM-related Documents	DepEd RO6-HRDD-RM-037	05/17/2022	00



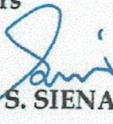
Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**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 [neap.od@deped.gov.ph](mailto:neap.od@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: \_\_\_\_\_

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	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 \_\_\_\_\_

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>&lt;No. of SIM cards&gt;</u>	<u>Individually sealed and unopened</u>

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.				
<b>TOTAL NUMBER OF RECIPIENTS</b>				

Prepared By:

Approved By:

<Name>  
<Designation>

<Name of School Head>  
<Name of School>