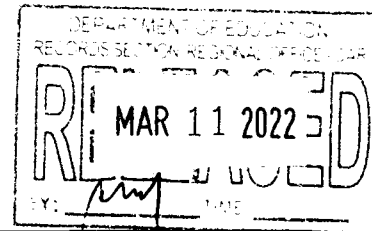




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



10 MAR 2022

**REGIONAL MEMORANDUM**

No. 123.2022

**ESTABLISHING THE REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES' NEAP-R SIM AND PDIS FOCAL PERSONS**

**TO: Assistant Regional Director**  
**All Schools Division Superintendents**  
**All SDO HRDD SEPS and ITO**  
**All Elementary and Secondary School Heads**  
**All Others Concerned**

1. Relative to the NEAP Central Memorandum OSEC-NEAP-OD- 2022-048 entitled Terms of Reference of NEAP CO & NEAP-R SIM and PDIS Focal Persons, the following are designated as the SDO Focal Persons who shall coordinate with the NEAPR SIM and PDIS Focal Persons to ensure complete submission of NEAP SIM-related reports.

<b>DIVISION</b>	<b>NEAP SIM / PDIS FOCAL</b>	<b>ITO FOCAL</b>
Abra	Eden T. Adriatico	Marlou B. Borja
Apayao	Bernie A. Gamiao	Silver Ian P. Dimaano
Baguio City	Jovelyn Petra T. Balantin	Harris G. Dizon
Benguet	Xylene Grail D. Kinomis	Eric S. Wanson
Ifugao	Joel M. Gulgulway	Richard Butale
Kalinga	Valentine G. Palattao	Michelle A. Alagoy
Mt. Province	Abegail Labanet W. Tumapang	Loida Elaine Tibong
Tabuk City	Maria Medea C. Vallejo	Allan Dumalsin
Region CAR	Dexter B. Andres / Lauren B. Likigan	


2. The webinar meeting last March 7, 2022 with the NEAP Central have the following terms of reference for the RO and SDO to comply.

- a. The SDO Focal Persons and ITO to work together to ensure that all NEAP SIM recipients have registered and updated their PDIS Accounts;
- b. The SDO Supply Officer to provide the list of recipients to the SDO Focal Person and ITO for monitoring and technical assistance;
- c. The SDO Focal shall remind the recipients of the target schedule of 85% at the end of March for the NEAP SIM Registration and PDIS Log-in and Updating;
- d. Only the Focal Persons are given access through a PDIS Account to be provided by the NEAP Central, and shall not be used by other personnel to adhere to data privacy.
- e. The RO Focal persons to attend the weekly coordination meeting for the updates on NEAP-issued SIMs;
- f. RO and SDO Focal Persons to consolidate and submit a status report on the NEAP-issued SIMs;



3. For queries and additional information, please contact the NEAP CAR through the Chief Education Supervisor and Officer In-charge Jennifer P. Ande through the cellular number 09190073814 or via the RO Focal Persons Dexter Andres and Lauren Likigan through the created Messenger Group.

4. Immediate dissemination and strict compliance to this Memorandum of all concerned is required.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director/Director IV

/NEAPCAR/JPA/dean