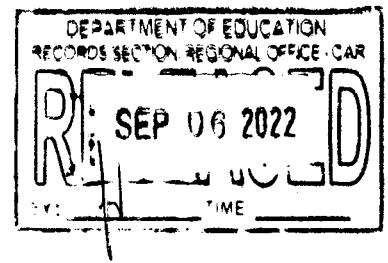




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



September 2, 2022

REGIONAL MEMORANDUM
 No. 448-2022

SUBMISSION OF NEAP SIM-RELATED DOCUMENTS

For: Assistant Regional Director
 All Schools Division Superintendents
 All SDO ITO and Supply Officers
 All Elementary and Secondary School Heads

1. In compliance to the Memorandum released by the Undersecretary for Field Operations titled Reiteration of the Distribution and Registration Guidelines of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Programs and Courses, it is required of Schools Division Offices to submit NEAP SIM-related reports using the format stated in the Enclosures and the level to who should accomplish.

Enclosure	Content / Title	Level
2	SDO Level Acknowledgment Receipt	SDO Supply Officers
3	Allocation List by Schools	
7	SDO Summary Report	
4	School Level Acknowledgment Receipt	School SDO Supply Officers / School Heads
5	NEAP SIM Card Master List	
6	School Summary Report	
Link	https://tinyurl.com/ProjectNEAPSim	

2. The SDO ITO Focals mentioned in Regional Memorandum No. 123, s. 2022 should double check the submission and arrange the submitted files according to their designated folders – per division and per district, in the link mentioned. They should work closely with the SDO Supply Officer and School Heads in accomplishing the said reports.

3. As per record, the status of the NEAP SIM Registration and PDIS Update are as follows:

SDO	Total Allocation	Total Neap Sim Registered	% Sims Registered	Total PDIS Accounts Uploaded / Created	Total PDIS Accounts Updated	% PDIS Updated
Abra	1,828	1083	59.25	1246	402	32.26
Apayao	1,146	845	73.73	1078	495	45.92
Baguio City	1,723	1113	64.60	1303	438	33.61
Benguet	2,708	1811	66.88	2613	843	32.26
Ifugao	1,561	917	58.74	1040	337	32.40



Kalinga	994	426	42.86	558	98	17.56
Mt. Province	1,689	814	48.19	914	154	16.85
Tabuk City	873	606	69.42	732	259	35.38
TOTAL	12,522	7615	60.81	9484	3026	31.91

4. The deadline of completion of submission to the link shall be on or before October 3, 2022, for the consolidation and submission of the Regional Office Focal Persons before October 10, 2022.

5. For inquiries and technical assistance, contact the NEAPCAR through Jennifer P. Ande, Chief Education Supervisor and Officer In-charge via 09190073814 or through the Focal Persons Dexter B. Andres via 09493656360 and Lauren Likigan via 09484774925.

6. Immediate and strict compliance to this memorandum is adhered.


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





/NEAPCAR/JPA/DeAn

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

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 <i>(bearing the logos of DepEd, NEAP, and the mobile service provider)</i>	<No. of SIM cards>	<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 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 : _____

**Enclosure 3:
Allocation List of Schools**

Department of Education
National Educators Academy of the Philippines

ALLOCATION LIST OF SCHOOLS

REGION	DIVISION				Number of Master Teachers				Subtotal I	TOTAL
Name of School	Number of Teachers			Subtotal D	MT 1	MT 2	MT 3	MT 4		
	T1	T2	T3							
<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:

Approved By:

<Name>
<Designation>

<Name of Schools Division Superintendent>
<Schools Division Superintendent>
DepEd SDO of _____

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

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 (<i>bearing the logos of DepEd, NEAP, and the mobile service provider</i>)	<No. of SIM cards>	<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	DI							
Name of School	NUMBER OF RECIPIENT BY TEACHING POSITION							TOTAL
	T1	T2	T3	MT 1	MT 2	MT 3	MT 4	
<Name of School 1>								

Prepared By:

Approved By:

<Signature over Printed Name>
<Designation>

< Signature over Printed Name >
< School Head >

Department of Education
National Educators Academy of the Philippines

NEAP SIM RECIPIENT - DIVISION SUMMARY REPORT

REGION								DI	
Name of School	NUMBER OF RECIPIENT BY TEACHING POSITION								TOTAL
	T1	T2	T3	MT 1	MT 2	MT 3	MT 4		
<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>