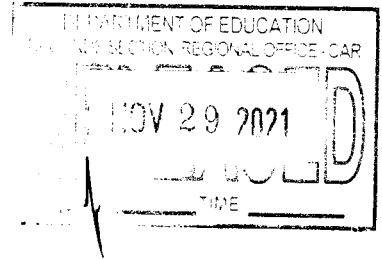




Republic of the Philippines
Department of Education
Cordillera Administrative Region



November 29, 2021

REGIONAL MEMORANDUM
NO. 583-2021

**MONITORING OF NEAP COMMUNICATION PACKAGE AND PROGRAM
SUPPORT FUND FOR PUBLIC SCHOOL TEACHERS**

**TO: Assistant Regional Director
All Schools Division Superintendents
All Regional Functional Division Chiefs
All Elementary and Secondary School Heads
All Others Concerned**

1. The National Educators Academy of the Philippines (NEAP) in its mandate to provide continuing strategic human resource development projects for public school teachers and school leaders provided a communication package through the Smart Prepaid SIM Cards which was sent directly to the Schools Division Offices with the Division Supply Officer as personnel in-charge for monitoring of the eighty percent (80%) of teacher population.

2. Aside from the sim cards, an additional Program Support Fund (PSF) was downloaded to cover the reimbursement for the remaining twenty percent (20%) of the teacher population to cover their participation in online trainings and other PD activities conducted, with the Professional Development Program Owners and Division Accountant as personnel in-charge of monitoring.

3. The recent Management Committee reflected that there was a minimal reflection of the NEAP SIM registration and activation. A total of 2,842 out of 12,522 allocations only registered. As such, the following are being reminded:

- a. Teachers I-III and Master Teachers I-IV who received the NEAP SIM Cards shall register and activate their sim via the official link **<https://deped.gov.ph/neap/register.html>**
- b. Teachers I-II and Master Teachers I-IV who have NOT received the NEAP SIM Cards shall:
 - i. Secure a Certification issued by the School Head that the requesting personnel was not provided with the NEAP Communications Package
 - ii. Purchase their prepaid SIM Cards
 - iii. Register their prepaid SIM Card number by creating their Professional Development Information System (PDIS) account via **<https://deped.gov.ph/neap/register.html>**. After completion of the online registration, an email shall be sent indicating the username, temporary password, and the steps on how to access the PDIS;
 - iv. Register to NEAP-PDPs by selecting their preferred program or course from the Roster of NEAP-PDPs to be released by NEAP



Central Office. The registration process shall follow the provisions stated in DepEd Memo No. 082, s. 2020.

- c. In processing the request for reimbursement, the following must be enclosed:
 - i. Certificate of Attendance or any certification issued by the LSP providing the attendance of the public school teacher to a specific online training activity (must indicate the number of online training days);
 - ii. Copy of the program matrix, in case the Certificate of Attendance does not indicate the number of online training days;
 - iii. Certification issued by the School Head that the requesting personnel was not provided with the NEAP Communications Package; and,
 - iv. Other necessary documents as may be required by pertinent accounting auditing rules and regulations.
 - v. For the initial reimbursement, all public school teachers may reimburse the cost of the prepaid SIM Card at a maximum of Fifty Pesos (50.00) and a maximum of Three Hundred Pesos (300.00) worth of prepaid load, supported by receipts.
 - vi. The computation for the allowable reimbursement of expense is Number of Online training days multiplied by Fifty Pesos.
(Allowable Reimbursement = No. of training days x P50.00)


4. For a better understanding of the benefits of the NEAP Prepaid SIM card, all public school teachers are invited to view the video orientation on the NEAP Communications Package at the Facebook page of NEAP at **<https://www.facebook.com/DepEdNEAP>**.

5. The Schools Division Offices are reminded that reimbursement of communication expense shall only be from conducted **recognized professional development programs** from the NEAP Central, NEAP CAR, and SDOs. All other trainings are not covered by this guideline.

6. The Schools Division Offices are required to provide update on both Registration and Activation on both NEAP SIM Communications Package and the Disbursement of the Program Support Fund (PSF) for the reimbursement of the communication expense via the NEAP Regional Monitoring Sheet link **<https://tinyurl.com/NEAPSIMPSPMonitoring>**.

7. 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.

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


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