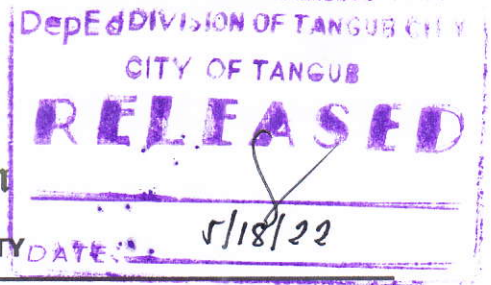




Republic of the Philippines  
Department of Education  
Region X  
SCHOOLS DIVISION OF TANGUB CITY



Office of the Schools Division Superintendent

May 16, 2022

**DIVISION MEMORANDUM**

No. 128, s. 2022

To: Public Schools District In-Charge  
Elementary and Secondary School Heads  
All Others Concerned  
This Division

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

1. Pursuant to Memorandum DM-OSEC-2022-086 re: SUBMISSION OF THE HARDCOPIES OF NEAP SIM-RELATED DOCUMENTS TO NEAP REGIONAL OFFICES, all schools are required to submit to this office the NEAP Sim-related documents.
2. All documents shall be submitted through email at [alden.antonio@deped.gov.ph](mailto:alden.antonio@deped.gov.ph).
3. Deadline of submission will be on May 25, 2022.
4. Enclosed is the Memorandum for your reference.
5. For questions or concerns, kindly contact Mr. Alden M. Antonio, Division NEAP Sim Focal person at 09052169264.
3. Immediate dissemination of this Memorandum is desired.

**NIMFA R. LAGO, PhD, CESO VI**

Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

NEAP



Address: Anecito Siete St. Mantic, Tangub City  
Telephone: (088) 530 - 5988



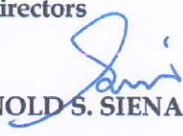
Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**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.arguelies@deped.gov.ph](mailto:lourdes.arguelies@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><u>Individually sealed and unopened</u></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	Number of Master Teachers				Subtotal	TOTAL
	T1	T2	T3	D	MT 1	MT 2	MT 3	MT 4	I	
<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>										
<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>
<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 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>