



05/722-017

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

23 MAY 2022

DIVISION MEMORANDUM
No. 034 s. 2022

SUBMISSION OF THE HARD COPIES OF NEAP SIM-RELATED DOCUMENTS

To: Heads, Public Elementary and Secondary Schools
School Property Custodians
Administrative Officers II
All Others Concerned

1. In compliance with Memorandum No. DM OSEC-2022-086 dated May 11, 2022 ***Submission of the Hardcopies of NEAP SIM-related Documents to NEAP Regional Offices***, this office requests all concerns for the submission of NEAP sim-related documents following the step-by-step procedure provided for in the memorandum.

2. Originally signed hard copies to be prepared by the designated School Property Custodians must be submitted to the Property and Supply Office not later than May 31, 2022. Templates of the enclosures listed below may be access thru <https://tinyurl.com/NEAPSimR> .

1. Enclosure 5 – NEAP Sim Card Monitoring Report Master list
2. Enclosure 6 – NEAP Sim Recipient - School Summary Report

3. Attached are copies of the memorandum and the summary of NEAP sim card allocation per school for your perusal. For relevant queries you may contact NEAP Sim Card Focal Persons, Jeanette M. Buera, OIC-Property and Supply Office and Adrian P. Maaño, OIC-ICT Unit.

4. Immediate dissemination and strict compliance to this memorandum is desired.

NATIVIDAD P. BAYUBAY, CESO VI
Office of the Schools Division Superintendent

Encl.:
As stated



Brgy. Poto, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

NEAP SIM CARD ALLOCATION

SCHOOL	No. of Issued NEAP Sim Cards
Alsam Elementary School	3
BANHS	26
Busal Elementary School	2
Dapdap Integrated School	20
Domoit Elementary School	4
East Palale Elementary School	11
Eugenio Francia Elementary School	5
Froilan E. Lopez Elementary School	13
Gibanga Elementary School	6
Ilasan Elementary School	11
Ipilan-Alitao Elementary School	12
Kalumpang Elementary School	17
Katigan-Alupay Elementary School	3
Lakawan Elementary School	8
Lalo Elementary School	6
Lawigue Elementary School	8
LPIHS	173
Malao-a/Calantas Elementary School	4
Masin Elementary School	4
Mate Elementary School	5
North Palale Elementary School	4
Pandakake Elementary School	2
Potol Elementary School	10
RQMNHS	8
South Palale Elementary School	11
Tayabas East Central Schools	57
Tayabas West Central School I	33
Tayabas West Central School II	10
Tayabas West Central School III	14
Tayabas West Central School IV	10
Valencia Elementary School	2
Wakas Elementary School	12
West Palale Elementary School	10
West Palale NHS	18
TOTAL	542



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 and/or 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 and/or eric.sarmiento003@deped.gov.ph cc: 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*

Enclosure 2:
Acknowledgment Receipt from the SDO

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><No. of SIM cards></u>	<u>Individually sealed and unopened</u>

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		MT 1	MT 2	MT 3	MT 4		
<Name of School 1>	<u>A</u>	<u>B</u>	<u>C</u>	<u>A+B+C</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>E+F+G+H</u>	<u>D+I</u>
<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)

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><No. of SIM cards></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.			
		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	DIVISION								
Name of School	NUMBER OF RECIPIENT BY TEACHING POSITION								TOTAL
	T1	T2	T3	MT 1	MT 2	MT 3	MT 4	Other Teaching Position	
<Name of School 1>									

Prepared By:

<Signature over Printed
Name>
<Designation>

Approved By:

< Signature over Printed Name >
< School Head >

Enclosure 7:
SDO Summary Report

Department of Education
National Educators Academy of the Philippines

NEAP SIM RECIPIENT – DIVISION SUMMARY REPORT

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

Enclosure 8:
Region Summary Report

Department of Education
National Educators Academy of the Philippines

NEAP SIM RECIPIENT – REGION SUMMARY REPORT

REGION									
Name of Division	NUMBER OF RECIPIENT BY TEACHING POSITION								TOTAL
	T1	T2	T3	MT 1	MT 2	MT 3	MT 4	Other Teaching Position	
<Name of Division 1>									
<Name of Division 2>									
<Name of Division 3>									
<Name of Division 4>									
<Name of Division 5>									
<Name of Division 6>									
<Name of Division 7>									
<Name of Division 8>									
<Name of Division 9>									
<Name of Division 10>									
<Name of Division 11>									
<Name of Division 12>									
<Name of Division 13>									
<Name of Division 14>									
<Name of Division 15>									

Prepared By:

Approved By:

<Signature Over Printed Name (NEAP-RO Focal)>
<Designation>

<Signature Over Printed Name>
<Regional Director>