



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

October 7, 2021

**DIVISION MEMORANDUM**

No. 471 s. 2021

**ONLINE ORIENTATION OF THE DELIVERY AND DISTRIBUTION OF  
COMMUNICATION PACKAGES (LUZON) AND CEREMONIAL MASS  
ORIENTATION OF TEACHERS (NATIONWIDE)**

To: Public Schools District Supervisor  
Elementary, Secondary and SHS Heads  
All others Concerned

1. Please be informed that the National Educators Academy of the Philippines Central Office shall be conducting an Online Orientation on the Delivery and Distribution of Communication Packages for NEAP-R Focal Persons, Schools Division Superintendents, and SDO Supply Officers on September 23, 2021, at 9:00 AM Via MS Teams.
2. Moreover, on October 8, 2021, all public schools teachers will be having Ceremonial Mass Orientation of Teachers (Nationwide) via online asynchronous activity and prepared instructional videos. This activity aims to provide to public school teachers with a detailed information on the use of NEAP SIM Cards. It will also help in the understanding of the PDIS and its effects in professional development and career progression.
3. Attached is the letter from May B. Eclar, PhD, CESO III, Regional Director, DepEd Region III for reference and other details.
4. Wide dissemination of this Memorandum to all is desired.

**ROLAND M. FRONDA, Ed.D, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Schools Division Superintendent

**WILLIAM RODERICK R. FALLORIN**  
Officer-in-Charge  
Office of the Assistant Schools Division Superintendent

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*"We Mould Heroes"*

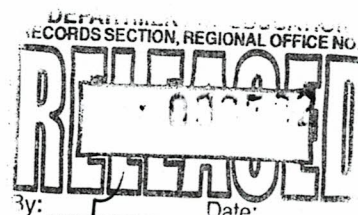
Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102  
Email Address: [bataan@depd.gov.ph](mailto:bataan@depd.gov.ph) | Website: [www.depedbataan.com](http://www.depedbataan.com) | Facebook Page: [www.facebook.com/DepEdBataan](https://www.facebook.com/DepEdBataan)



CSC PRIME-HRM BRONZE AWARD



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



REGIONAL MEMORANDUM

No. 627 s. 2021

ONLINE ORIENTATION ON THE DELIVERY AND DISTRIBUTION OF  
COMMUNICATION PACKAGES (LUZON) AND CEREMONIAL MASS ORIENTATION  
OF TEACHERS (NATIONWIDE)

To: All Schools Division Superintendents

1. Please be informed that the National Educators Academy of the Philippines Central Office shall be conducting an Online Orientation on the Delivery and Distribution of Communication Packages for NEAP-R Focal Persons, Schools Division Superintendents, and SDO Supply Officers on September 23, 2021, at 9:00 AM via MS Teams.
2. The objective of this activity is to orient the Supply Officers of the Schools Division Offices and the DepEd schools on the delivery and distribution of the NEAP SIM Cards. Participants in this online orientation are directed to register online via Google Form at [www.tinyurl.com/NEAPSIMOrientation](http://www.tinyurl.com/NEAPSIMOrientation) to receive the MS Teams link.
3. Moreover, on October 8, 2021, all public school teachers will be having a Ceremonial Mass Orientation of Teachers (Nationwide) via online asynchronous activity and prepared instructional videos. This activity aims to provide the public school teachers with a detailed information on the use of the NEAP SIM Cards. It will also help in the understanding of the PDIS and its effects in professional development and career progression.
4. For queries and other concerns, please contact the NEAP – Professional Development Division thru [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or (02) 8638-8638.
5. Immediate dissemination of this memorandum is earnestly desired.

**MAY B. ECLAR, PhD, CESO III**  
Regional Director

HRDD1/jcm  
September 21, 2021



**Address:** Matalino St. D.M. Government Center, Maimpis, City of San Fernando (P)  
**Telephone Number:** (045) 598-8580 to 89; **Email Address:** region3@deped.gov.ph



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

For : Undersecretary for Field Operations  
Assistant Secretary for the National Academy of Sports and Field Operations  
Regional Directors  
Schools Division Superintendents  
School Heads  
Public School Teachers  
All Others Concerned

From : *Nepomuceno A. Malaluan*  
Atty. NEPOMUCENO A. MALALUAN  
Undersecretary and Chief of Staff *JS*

Date : 17 September 2021

Subject : *Provision and Distribution of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Programs and Courses (NEAP-PDP)*

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1. Consistent with the commitment of the Department of Education (DepEd) to ensure the teachers' upskilling and reskilling, the National Educators Academy of the Philippines (NEAP) supports their participation in NEAP-Recognized Professional Development Programs and Courses (NEAP-PDP) that are responsive to their needs and aligned to their career progression.
2. As an assistance to the participation of public school teachers to NEAP-PDP, NEAP will be providing public school teachers identified by their respective schools divisions with communication package through the Smart Prepaid SIM Cards.
3. This Smart Prepaid SIM Card includes mobile data for connectivity to be used by public school teachers during online trainings or seminars, video and teleconferencing, downloading and uploading content, browsing or surfing the internet for research, accessing social media applications and for using internet-based messaging. Additionally, the Smart Prepaid SIM Card allows mobile call and text messaging services for communications to the same and other networks.
4. The Smart Prepaid SIM Card shall be issued to school personnel occupying Teacher I to III or Master Teacher I to IV positions and with reliable Smart Communications, Inc. network signal at the place of residence. Priority should be given to those currently enrolled to NEAP-PDP

5. School heads, supervisors and other education managers are not eligible to receive the Smart Prepaid SIM Cards in view of the provisions of DepEd Order No. 17, s. 2009 and DepEd Order No. 4, s. 2020, providing for their reimbursement of communication expenses. However, said personnel and officials may attend NEAP-PDP following the provisions of DepEd Memo No. 082, s. 2020.
6. Distribution
  - a. The Smart Prepaid SIM Cards shall be delivered directly to DepEd Schools Division Offices (SDOs) following the allocation list prepared by NEAP Central Office (Enclosure 1).
  - b. SDO Supply Officers are directed to receive the delivered Smart Prepaid SIM Cards and to submit an electronic copy delivery acknowledgment receipt (Enclosure 2) to NEAP Central Office on or before **4 October 2021** via Google Drive at <https://tinyurl.com/ProjectNEAPSim> using the filename format: <SDO>\_Acknowledgment (eg. Abra\_Acknowledgment).
  - c. After submitting the delivery acknowledgment receipt, SDO Supply Officers are then directed to prepare an allocation list by schools, indicating the number of Smart Prepaid SIM Cards to be received by each recipient-school (Enclosure 3). This list shall be prepared in coordination with the Division ICT Officer and to be approved by the Schools Division Superintendent. An electronic copy of this allocation list shall be submitted to NEAP Central Office on or before **6 October 2021** via Google Drive at <https://tinyurl.com/ProjectNEAPSim> using the filename format: <School Name>\_Allocation List (eg. Abra\_Allocation List).
  - d. After preparing the allocation list of schools, SDO Supply Officers should ensure the transport or delivery of the Smart Prepaid SIM Cards to the identified recipient-schools.
  - e. The respective school heads of the identified recipient-schools are then tasked to submit an electronic copy of delivery acknowledgment receipt (Enclosure 4) to NEAP Central Office on or before **11 October 2021** via Google Drive at <https://tinyurl.com/ProjectNEAPSim> using the filename format: <School Name>\_Acknowledgment (eg. Abra Elementary School\_Acknowledgment).
  - f. After submitting the delivery acknowledgment receipt, the respective school heads, through the designated Supply Officer of the school, shall prepare an allocation list indicating the names of the public school teachers who shall be receiving the Smart Prepaid SIM Cards (Enclosure 5).



- g. The designated Supply Officer of the school shall then undertake the distribution of the Smart Prepaid SIM Cards to the public school teachers following the allocation list.
- h. The teacher-recipient, upon receipt of the Smart Prepaid SIM Cards, must accomplish the allocation list prepared by the Supply Officer of the school (Enclosure 5), by indicating the mobile phone number of the Smart Prepaid SIM Card they have received and sign the form to signify their receipt of the item.
- i. Existing health protocols must be followed in the distribution of the Smart Prepaid SIM Cards.
- j. After the distribution of the Smart Prepaid SIM Cards, designated Supply Officers of the schools are then directed to submit an electronic copy of the master list (Enclosure 5) to NEAP Central Office on or before **18 October 2021** via Google Drive at <https://tinyurl.com/ProjectNEAPSim> using the filename format: <School Name>\_Master List (eg. Abra Elementary School\_Master List).
- k. All original signed documents are to be submitted to the DepEd NEAP-Regional Offices (NEAP-R) for safe-keeping.
- l. Further, all NEAP-Rs are directed to ensure the timely and complete submission of the reports.

#### 7. Completion of the Registration to PDIS

- a. Upon successful installation of the Smart Prepaid SIM Cards to network-compatible cellular phone units, all public school teachers will be receiving a message prompt requiring them to accomplish the Professional Development Information System (PDIS) online registration at [www.deped.gov.ph/neap/register.html](http://www.deped.gov.ph/neap/register.html).
- b. After completion of the online registration, public school teachers will then receive an email indicating the steps on how to access the PDIS online, including their assigned username, and their temporary password.
- c. All public school teachers who have received Smart prepaid SIM cards are required to access the PDIS and complete their personal profile on or before **6 October 2021**. A PDIS user guide is enclosed for reference (Enclosure 6). The PDIS registration shall be the basis for the distribution of the Smart prepaid load credits.

#### 8. Registration to Professional Development (PD) Programs and Courses

- a. NEAP Central Office shall undertake the release of the Roster of PD Programs and Courses that may be availed of by the public school teachers and school leaders. The registration process shall follow the provisions of DepEd Memo No. 082, s. 2020 on the registration of teachers for NEAP-PDP.
- b. The Roster of PD Programs and Courses contains the list of all recognized DepEd in-house PD programs and recognized Learning Service Provider (LSP)-facilitated trainings.

DepEd in-house PD programs are activities developed and implemented by the CO, RO or the SDO. Whereas, LSP-facilitated trainings are those programs and courses offered by non-DepEd entities which may be for free or for a fee.

Registration or enrollment fee of public school teachers to LSP-facilitated trainings may either be subsidized by NEAP Central Office, subject to the provisions of the Subsidy Guidelines, to be issued later. Should it be not subsidized by NEAP, the participant may opt to personally shoulder the cost of the registration fee.

- c. Online registration shall be made available to the public school teachers, subject to screening processes, as may be required by the program proponent.

## 9. Allowable Sites

- a. The provision of Smart prepaid SIM cards is intended to provide internet connectivity load to DepEd public school teachers and school leaders so that they may be able to participate in online NEAP-PDP.
- b. Smart prepaid SIM card recipients may use their prepaid load allocation to access sites such as:
  - Internet-based messaging applications such as *Chomp SMS, Facebook Messenger, Line, WeChat, Whatsapp, Viber*;
  - Business communication platforms such as *Amazon Chime, CISCO Webex Meetings, FreeConference, Google Hangouts, Google Meet, Microsoft Teams, Skype, Zoom Meetings*; and,
  - Video streaming sites such as *Youtube*.
- c. However, the following sites are blacklisted:
  - Online shopping sites such as *AliExpress, Amazon, Banggood, Carousell, Deal Extreme, eBay, Galleon, Gearbest, Lazada, Shein, Shop SM, Shopee, Zalora*, etc.;
  - Movie streaming sites such as *123chill.to, 123Movies, Amazon Prime Video, AppleTV+, AZMovies, Flixtor.to, GoStream, HBO Go, HOOQ, iflix*,

*iWant, Moviesstar.to, Netflix, PrimeWire, PopcornFlix, Popcorn Time, Solar Movie, Tubi, Viki, Vuu, etc.;*

- Online dating sites or applications such as *Bigo Live, Grindr, Match, PlentyofFish, Tinder, etc.;*
- Online games or mobile games such as *247 Games, Addicting Games, Armor Games, Big Fish Games, Facebook Games, Free Online Games (FOG), Kongregate, MiniClip, MSN Games, etc.;*
- Piracy, gambling and hacking sites; and,
- Inappropriate websites such as porn sites and other similar sites.

#### 10. Reimbursement of Communications Expense

- a. Public school teachers who will not be receiving the Smart Prepaid SIM Cards may opt to have their communications expense reimbursed.
- b. NEAP Central Office shall facilitate the downloading of HRD Funds to SDOs to cover the reimbursement of Communications Expense.
- c. The computation for the reimbursement of communications expense is as follows:

$$\begin{array}{ccccc} \text{Number} & & & & \text{Allowable} \\ \text{of Online} & \times & \text{PhP 50.00} & = & \text{Reimbursement} \\ \text{Training Days} & & & & \end{array}$$

- d. In processing the request for reimbursement, a certification issued by the program proponent to prove the attendance of the public school teacher to a specific online training activity must be enclosed. The certification must indicate the exact number of online training days and a copy of the program matrix.
- e. A certification issued by the school head must likewise be submitted in processing the reimbursement for communications expense.
- f. Identified teacher-recipients of Smart Prepaid SIM Cards are not eligible for communication expense reimbursement.

#### 11. Helpdesk

- a. For concerns pertaining to the signal coverage, dial #DEPED (#33733), or for other information about the NEAP-PDP, public school teachers are to access <http://bit.do/NEAPSimCSF> and accomplish the form.



## 12. Orientation

- a. To facilitate the delivery and proper use of the Smart prepaid SIM cards, an orientation shall be conducted by NEAP Central Office:

Orientation	Participants	Date	Objective	Mode of Delivery
Online Orientation on the Delivery and Distribution of Communication Package (Luzon)	<b>Regions 1, 2, 3, 4a, 4b and 5</b> <ul style="list-style-type: none"> <li>NEAP-R Focal Persons</li> <li>Schools Division Superintendents</li> <li>SDO Supply Officers</li> </ul>	23 September 2021 (9:00am)	<ul style="list-style-type: none"> <li>To orient the Supply Officers of the Schools Division Offices (SDOs) and the DepEd schools on the Delivery and Distribution of NEAP SIM Cards</li> </ul>	Online synchronous activity via MS Teams
Online Orientation on the Delivery and Distribution of Communication Package (Visayas + CAR and NCR)	<b>Regions 6, 7, 8, CAR and NCR</b> <ul style="list-style-type: none"> <li>NEAP-R Focal Persons</li> <li>Schools Division Superintendents</li> <li>SDO Supply Officers</li> </ul>	23 September 2021 (2:00pm)	<ul style="list-style-type: none"> <li>To orient the Supply Officers of the Schools Division Offices (SDOs) and the DepEd schools on the Delivery and Distribution of NEAP SIM Cards</li> </ul>	Online synchronous activity via MS Teams
Online Orientation on the Delivery and Distribution of Communication Package (Mindanao)	<b>Regions 9, 10, 11, 12 and 13</b> <ul style="list-style-type: none"> <li>NEAP-R Focal Persons</li> <li>Schools Division Superintendents</li> <li>SDO Supply Officers</li> </ul>	24 September 2021 (9:00am)	<ul style="list-style-type: none"> <li>To orient the Supply Officers of the Schools Division Offices (SDOs) and the DepEd schools on the Delivery and Distribution of NEAP SIM Cards</li> </ul>	Online synchronous activity via MS Teams
Ceremonial Mass Orientation of Teachers (Nationwide)	<ul style="list-style-type: none"> <li>All public school teachers</li> </ul>	8 October 2021	<ul style="list-style-type: none"> <li>To provide the public school teachers with a detailed information on the use of the NEAP SIM Cards</li> <li>To provide the public school teachers with an understanding of the PDIS and how this affects their professional development and career progression</li> </ul>	Online asynchronous activity via prepared instructional videos



13. Participants to the **“Online Orientation on the Delivery and Distribution of Communication Package”** are directed to register online via Google Form at [tinyurl.com/NEAPSIMOrientation](https://tinyurl.com/NEAPSIMOrientation) to receive the MS Teams link for the orientation.
14. For more information, please contact the **National Educators Academy of the Philippines – Professional Development Division**, Department of Education at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or at telefax number (02) 8638-8638.
15. Immediate dissemination of and strict compliance is directed.

*Enclosure 1 : Allocation List per Regional Office  
2 : Acknowledgment Receipt from SDOs  
3 : Allocation List of Schools  
4 : Acknowledgment Receipt from Schools  
5 : NEAP Sim Card Monitoring Report (Master List)  
6 : Steps on How to Create the PDIS Account*