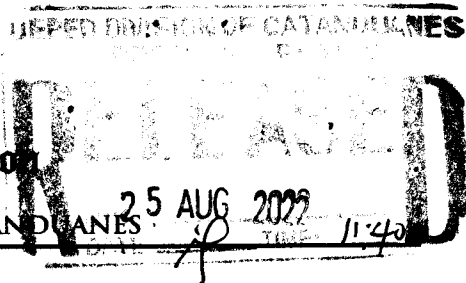




Republic of the Philippines  
Department of Education  
REGION V  
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 22, 2022

**DIVISION MEMORANDUM**

No. 4/4 s. 2022

**ADDITIONAL PROGRAM SUPPORT FUND FOR THE  
REIMBURSEMENT OF COMMUNICATION EXPENSES FOR TEACHERS  
WHO DID NOT RECEIVE NEAP SIM CARDS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads

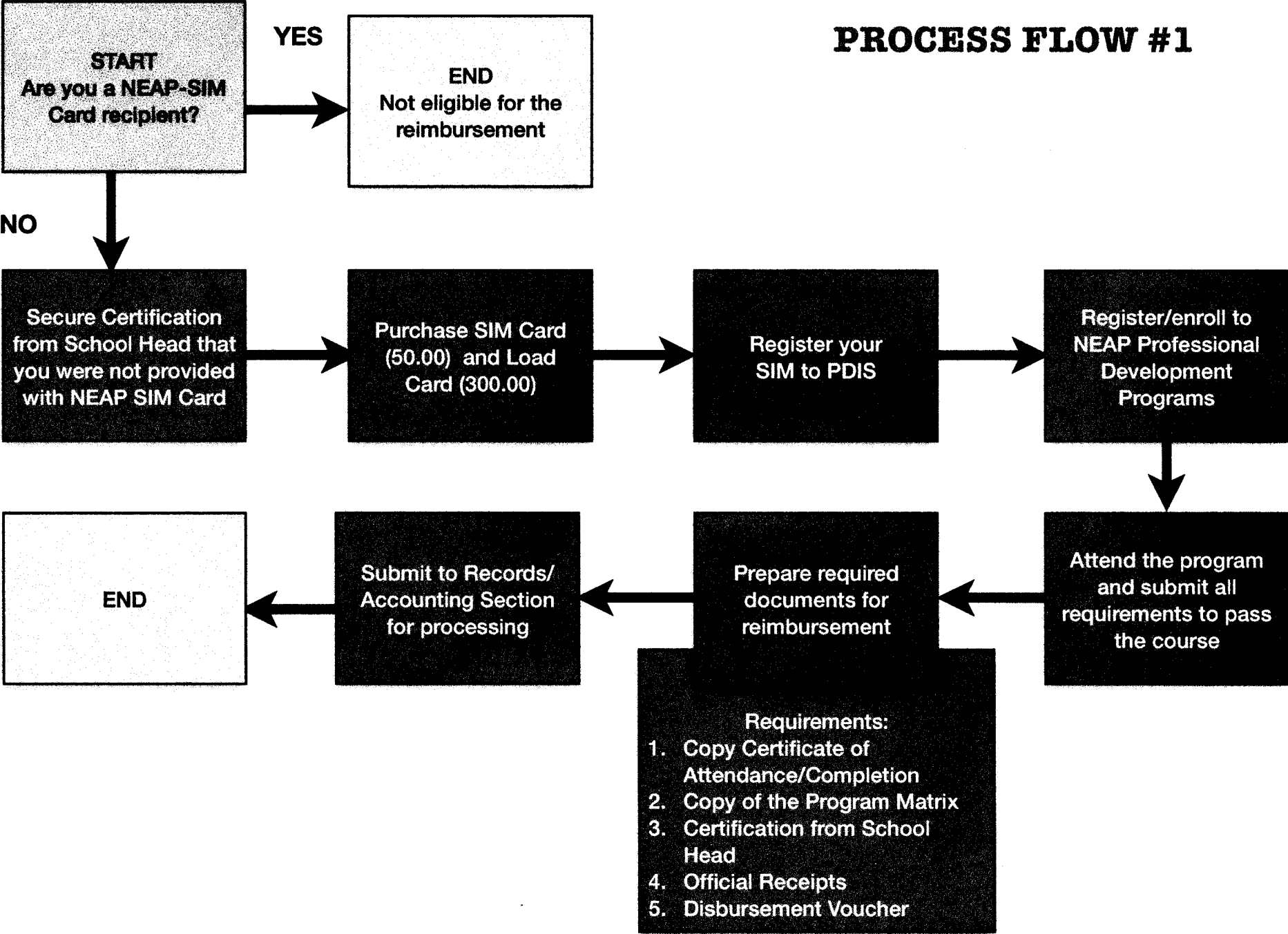
1. In reference to an Unnumbered Memorandum dated October 13, 2021, titled: *Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of the Communication Expenses*, all public-school teachers of this Division, who did not receive the NEAP Communication Package (NEAP-SIM Cards) distributed last 2021, are encouraged to reimburse their communication expenses incurred while attending a NEAP Professional Development Program/Courses CY 2021 and 2022.
2. Attached herewith are the process flow and requirements for claiming reimbursements.
3. List of Participants who are currently enrolled in NEAP-PDP Courses (with a signed letter of intent and contract only) can be viewed here: <https://bit.ly/3ACBqh4>.
4. For those who are currently enrolled but not listed in the above link, kindly forward your signed letter of intent and contract to the SGOD-HRD unit for inclusion in the database and endorsement to the Regional Office.
5. Also attached is the Unnumbered Memorandum from former USec Atty. Nepomuceno Malaluan for the detailed guidelines.
6. For information and dissemination.

**SUSAN S. COLLANO**  
Schools Division Superintendent



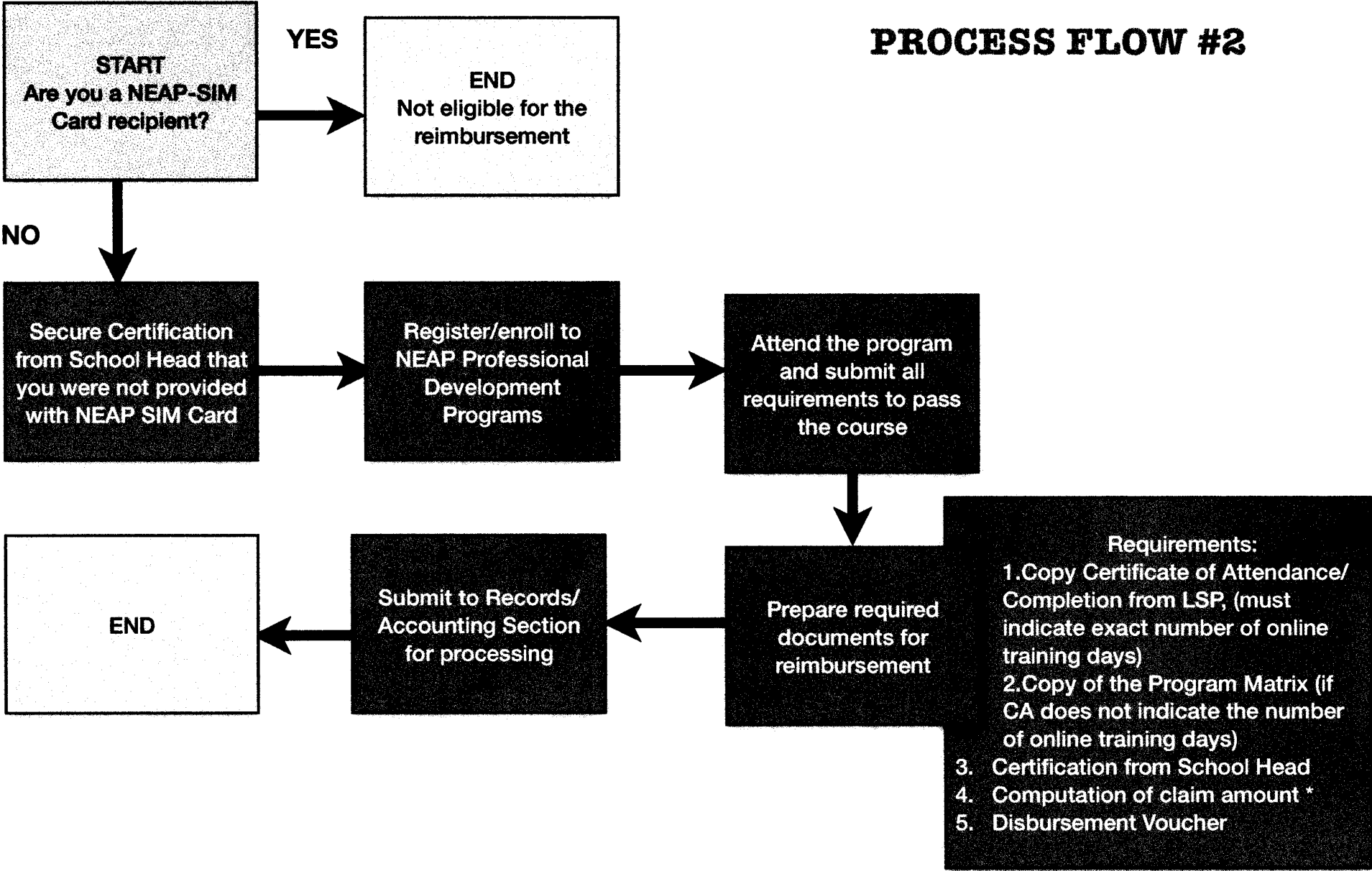
San Roque, Virac, Catanduanes  
(052) 811-40-63  
catanduanes@deped.gov.ph

# PROCESS FLOW #1



**For NEAP-PDP Teacher-Participant claiming initial reimbursement**

# PROCESS FLOW #2



**For NEAP-PDP Teacher-Participant  
claiming succeeding reimbursements**

**\* COMPUTATION FOR THE REIMBURSEMENT OF COMMUNICATION  
EXPENSE:  
Number of Online Training Days X 50.00 = Allowable Reimbursement**



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

MEMORANDUM

For : Undersecretary and Assistant Secretary for Field Operations  
Regional Directors

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

Date : 13 October 2021

Subject : *Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of the Communication Expenses*

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP) has successfully undertaken the "Procurement of Mobile Data, Call and Text Package for the Professional Development Teachers," which will provide for a total of 626,085 Prepaid SIM Cards to public school teachers nationwide.
2. This provision of NEAP Communication Package (Prepaid SIM Cards) is intended to facilitate the participation of public school teachers to online professional development programs and courses while the country is experiencing restrictions in social gathering thereby disallowing the conduct of face-to-face activities, i.e. trainings and other capacity building courses.
3. The aforementioned undertaking only covered 80.00% of the total population of Teacher I to III and Master Teacher I to IV to account for the lack of strong network signal in some areas of the country. As a result, additional Program Support Funds (PSF) shall be downloaded to the Schools Division Offices (SDO) (Enclosure 1) to allow the remaining 20.00% to reimburse the communications expenses they have incurred for having attended NEAP-Recognized Professional Development Program and Courses (NEAP-PDP).
4. To facilitate the reimbursement of communications expenses, all Teacher I to Teacher III and Master Teacher I to IV who were not provided with NEAP Communications Package are directed to:

- a. Secure a Certification issued by the School Head that the requesting personnel was not provided with the NEAP Communications Package (Enclosure 2);
  - b. Purchase their prepaid SIM cards;
  - c. Register their prepaid SIM card number by creating their Professional Development Information System (PDIS) account via [www.deped.gov.ph/neap/register.html](http://www.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;
  - d. 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 (Enclosure 3); and,
  - e. Attend the program and submit all requirements to pass the course.
5. In processing the request for reimbursement, the following must be enclosed:
- a. Certificate of Attendance or any certification issued by the LSP proving the attendance of the public school teacher to a specific online training activity (must indicate the exact number of online training days);
  - b. Copy of the program matrix, in case the Certificate of Attendance does not indicate the number of online training days;
  - c. Certification issued by the School Head that the requesting personnel was not provided with the NEAP Communications Package; and,
  - d. Other necessary documents as may be required by pertinent accounting auditing rules and regulations.
6. For the initial reimbursement, all public school teachers may:
- a. Reimburse the cost of the prepaid SIM card at a maximum of Fifty Pesos and 00/100 (P50.00); and,
  - b. Reimburse a maximum of Three Hundred Pesos and 00/100 (P300.00) worth of prepaid load.
7. Succeeding reimbursements of prepaid load shall depend on their attendance to NEAP-PDPs.
8. 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>.

9. The computation for the reimbursement of communications expense is as follows:

$$\begin{array}{rcccl} \text{Number of Online} & & & & \text{Allowable} \\ \text{Training Days} & \times & \text{P50.00} & = & \text{Reimbursement} \end{array}$$

10. For more information, please contact the National Educators Academy of the Philippines, DepEd Central Office, Meralco Avenue, Pasig City at telefax number (02) 8638-8638 or through email at [askneap@deped.gov.ph](mailto:askneap@deped.gov.ph).

11. Immediate dissemination of and strict compliance of this memorandum is directed.