



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

**UNNUMBERED MEMORANDUM:**

SGOD-UM-10-11-2022/ESU

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

From:  **SUSAN S. COLLANO**  
Schools Division Superintendent

Date: October 11, 2022

Subject: **SUBMISSION OF HARDCOPIES OF NEAP-SIM CARD RELATED DOCUMENTS**

1. As per NEAP Memorandum DM-OSEC-2022-086, all hardcopies of documents related to NEAP-SIM Cards are to be submitted to the NEAP-R5.
2. In line with this, all schools-recipient of NEAP-SIM cards are required to submit the **accomplished hardcopies** of the following to the SGOD-HRD Unit on or before October 21, 2022:
  - a) Enclosure 4 – Acknowledgement Receipts of Schools
  - b) Enclosure 5 – NEAP SIM Card Monitoring List (Master list)
  - c) Enclosure 6 – School Summary Report
3. If the school has already submitted the Enclosure 5 to the SDO Supply Section, please accomplish Enclosure 4 and 6 only, else all forms must be accomplished.
4. Attached are the templates to be used. Softcopy of the template can be downloaded here: <https://bit.ly/NEAP-SIM-Sch-Template>.
5. For dissemination and compliance.

ESU/SGOD-UM-10-11-22



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

**Enclosure 4:**  
**Transmittal and Acknowledgment Receipt (Schools)**

**ACKNOWLEDGMENT RECEIPT**

This is to acknowledge receipt of the following items:

Item	Quantity	Remarks
SIM cards ( <i>bearing the logos of DepEd, NEAP, and the mobile service provider</i> )	[No. of SIM Cards]	<i>Individually sealed and unopened</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 School 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:

*\*Representative of the School*

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

*Enclosure 5:*  
**NEAP SIM Card Monitoring Report**  
**MASTERLIST**

Department of Education  
National Educators Academy of the Philippines

**NEAP SIM CARD MONITORING REPORT**

REGION	V	NAME OF SCHOOL		
DIVISION	CATANDUANES	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:**

[NAME]  
[DESIGNATION]

**Approved By:**

[NAME OF SCHOOL HEAD]  
[NAME OF SCHOOL]

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	

Prepared by:

Approved by:

[Signature Over Printed Name]  
[Designation]

[Signature Over Printed Name]  
[Designation]