



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**

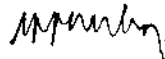
DIVISION MEMORANDUM


No. 209, s. 2022

TERMS OF REFERENCE OF NEAP-CO & NEAP-R SIM AND PDIS FOCAL PERSONS

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary & Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum no. 0198, s. 2022, titled "**Terms of Reference of NEAP-CO and NEAP-R Sim and PDIS Focal Persons**", contents of which are self-explanatory.
2. For details, please see attached regional memorandum.
3. For the information and guidance of all concerned.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent
3/11/22

SPP/JMA-MKP-NLR/SGOD/RBP/insm
March 11, 2022




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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS


Office of the Regional Director

REGIONAL MEMORANDUM
No. _____, s. 2022

TERMS OF REFERENCE OF NEAP – CO & NEAP – R SIM AND PDIS FOCAL PERSONS

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
All Others Concerned

1. Attached is DepEd Memorandum OSEC – NEAP – OD - 2022 – 048, dated February 28, 2022, from Director John Arnold S. Siena, titled “Terms of Reference of NEAP – CO & NEAP – R Sim and PDIS Focal Persons”, contents of which are self – explanatory, for the information and guidance of all concerned.
2. The communication is attached for further reference.
3. Immediate dissemination of this memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STANDARD BRIDGE MEMORANDUM



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


Office of the Director

MEMORANDUM

OSEC-NEAP-OD-2022-048

TO : **NEAP-R DESIGNATED SIM AND PDIS FOCAL PERSONS**
HRDD Chiefs
All Others Concerned

Thru: : **Regional Directors**

FROM : 
JOHN ARNOLD S. SIENA
Director IV

SUBJECT : **TERMS OF REFERENCE OF NEAP-CO & NEAP-R SIM AND PDIS FOCAL PERSONS**

DATE : **February 28, 2022**

1. With reference to the unnumbered memorandum dated September 17, 2021 entitled *Provision and Distribution of Communications 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) has designated its NEAP-CO SIM Card and PDIS (Professional Development Information System) Focal Persons. It likewise requested the various regional offices through the NEAP Focal Person/ HRDD Chiefs to designate their respective SIM Card and PDIS Focal Persons.
2. Consequently, there have been requests to specify the Terms of Reference of these focal persons at the NEAP-CO and NEAP-RO level.
3. Hence, NEAP is hereby providing the TORS of the focal persons as follows:
 - a. NEAP Central Office (NEAP CO):
 - i. provide the updated data on NEAP SIM registration to NEAP Regional Focal persons;
 - ii. issue PDIS account to the NEAP Regional Focal persons, SDO counterparts, and SDO ITOs to enable them to monitor the status of NEAP SIM registration in their respective regions;
 - iii. communicate with NEAP-R focal persons regarding the concerns and issues on NEAP SIM cards through call and text;
 - iv. coordinate with the designated NEAP-R focal persons regarding the updates on NEAP-issued SIM per region through NEAP CO & NEAP RO weekly coordination meetings;



- v. may directly coordinate with school personnel for immediate clarifications and queries on the NEAP-issued SIM at the school level.
- b. NEAP-R SIM and PDIS Focal persons:
- i. ensure the complete submission of NEAP SIM-related reports to NEAP-CO per unnumbered memorandum dated September 17, 2021;
 - ii. attend the weekly coordination meeting for the updates on NEAP-issued SIMs;
 - iii. designate counterparts in SDOs, who will coordinate with SDO ITOs, to ensure that all NEAP SIM recipients have registered and updated their PDIS accounts.
 - iv. consolidate and submit the list of designated SDO SIM focal persons and SDO ITOs to NEAP-CO (*Enclosure 1*).
4. The memorandum on the provision and distribution of communication package for teachers to support their participation in NEAP-Recognized Professional Development Program and Courses (NEAP-PDP) and the Reiteration of the Distribution and Registration Guidelines are enclosed.
5. For more information and clarifications, please contact the **National Educators Academy of the Philippines**, Department of Education at DepEd Central Office, Room M-213-A, Second Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at neap.od@deped.gov.ph/neap.registrar@deped.gov.ph or at telefax number (02) 8638-8638.
6. For your information.

Enclosures:

- a. *List of assigned SDO counterparts*
- b. *Memorandum on the Reiteration of the Distribution and Registration Guidelines of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Programs and Courses (NEAP PDP)*
- c. *Provision and Distribution of Communication Package for Teachers to Support their Participation in NEAP-Recognized Professional Development Program and Courses (NEAP-PDP)*



Enclosure 1

REGION:

DATE:

SDO:

LIST OF DESIGNATED SDO SIM and PDIS Focal Persons and SDO ITOs

NAME	DESIGNATION/POSITION	EMAIL
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