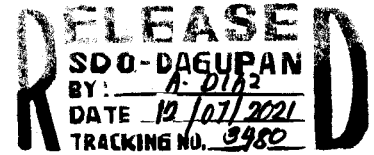




Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



**Office of the Schools Division Superintendent**

**Division Memorandum**

No. 334 s. 2021

To: Assistant Schools Division Superintendent  
Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors  
Field Staff  
Teaching Personnel  
All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: 06 December 2021

Subject: **CALL FOR SUBMISSION OF LIST AND DISSEMINATION OF THE GUIDELINES ON THE USE OF ADDITIONAL PROGRAM SUPPORT FUND (PSF) FOR THE REIMBURSEMENT OF THE COMMUNICATION EXPENSES**

1. This is in reference to the issued Unnumbered Memorandum from the office of Atty. Nepomuceno A. Malaluan, Undersecretary and Chief of Staff, dated October 13, 2021 entitled Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of the Communication Expenses the Schools Division Office shall commence with the acceptance of requests for the reimbursement of communication expenses incurred by teachers who were not able to receive the NEAP Communication Package.
2. The Schools Division Office have received an amount of 427,200 for the sole purpose of reimbursing the communication expenses of teachers, who have not received the NEAP Communication Package, they have incurred for having attended NEAP-Recognized Professional Development Program and Courses (NEAP-PDP)
3. Attached is a copy of the memorandum with the specific guidelines in processing the reimbursement and the required supporting documents. All school heads are enjoined to strictly observe the guidelines and facilitate the consolidation of the needed documents for their respective schools.

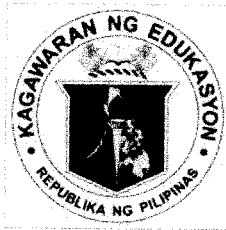


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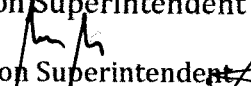


Republic of the Philippines  
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REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY

**Office of the Schools Division Superintendent**

4. All documents shall be submitted to the Office of the Schools Division Superintendent through the Human Resource and Development Section on or before December 9, 2021.
5. Immediate and widest dissemination of the contents of this Memorandum is desired.

  
**AGUEDO C. FERNANDEZ, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent 

Reference: Unnumbered Memorandum from the Office of Atty. Nepomuceno A. Malaluan

Encl.:

To be indicated in the Perpetual Index  
under the following subjects:

HRD

NEAP-PDP

TIYV/ CALL FOR SUBMISSION OF LIST AND DISSEMINATION OF THE GUIDELINES ON THE USE OF ADDITIONAL PROGRAM SUPPORT FUND (APSF) FOR THE REIMBURSEMENT OF THE COMMUNICATION EXPENSES  
12/06/2021



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

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**MEMORANDUM**

**For** : Undersecretary and Assistant Secretary for Field Operations  
Regional Directors

**From** : *Repomuceno A. Malaluan*  
Atty. NEPOMUCENO A. MALALUAN  
Undersecretary and Chief of Staff *JMS*

**Date** : 13 October 2021

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

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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:

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

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.