





Republic of the Philippines  
Department of Education  
REGION IX  
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

No. 21 s. 2022

TO : ASST. SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS (CID & SGOD)  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ELEM. & SEC. SCHOOL HEADS  
ADMINISTRATIVE OFFICER V  
ALL OTHERS CONCERNED  
This Division

FROM :   
FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent 

SUBJECT : GUIDELINES ON THE USE OF ADDITIONAL PROGRAM  
SUPPORT FUND (PSF) FOR THE REIMBURSEMENT OF  
THE COMMUNICATION EXPENSES

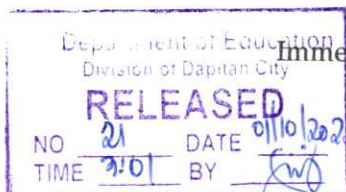
DATE : JANUARY 10, 2022

Pursuant to Memorandum dated October 13, 2021 re: **Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of the Communication Expenses**, stated that only those teachers who did not received the NEAP Communication Package (prepaid SIM cards) are allowed to claim the reimbursement of communication expenses that were incurred for having attended the NEAP-Recognized Professional Development Program and Courses (NEAP-PDP) per DM. No. 82. s. 2020. (see attached list)

In this regard, all school heads are requested to submit the list of teachers who did not received the NEAP Communication Package (prepaid SIM cards) together with the documents ready for reimbursement.

Attention is invited to items no. 4 & 5 in order to facilitate the reimbursement of communication expenses.

For queries, you may contact Michelle V. Torres, SEPS-HRDS, SGOD with Cellphone No. 09982945472 or to our Supply Officer Nancy T. Tendero.



Immediate dissemination of and strict compliance with this Memorandum is desired.

SGOD-HRDS-DM-2022-01-02



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Telephone No.: (65) 908-8242 Fax No.: (65) 908-8361  
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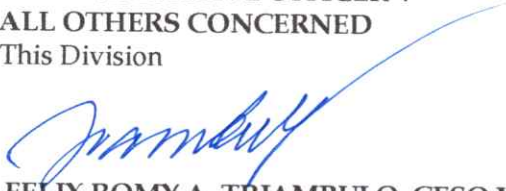


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*[Signature]*

**FROM :** FELIX ROMY A. TRIAMBULO, CESO V  
Schools Division Superintendent *[Signature]*

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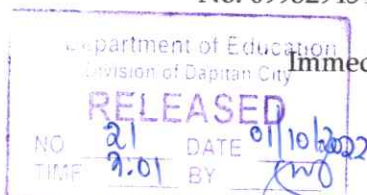
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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

For : Undersecretary and Assistant Secretary for Field Operations  
Regional Directors

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

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:

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

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.



Republic of the Philippines  
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LIST OF RECOGNIZED PROFESSIONAL DEVELOPMENT PROGRAMS AND COURSES

Enclosure H

Name of Provider (DSP /LSP)	Title of Program or Course	Description of the Program or Course	Dates / Duration of the Course	Number of Expected Enrollees	Classification
Research Triangle Institute (RTI) International/ABC+: Advancing Basic Education in the Philippines	Training on the Use of Supplementary Reading Materials (Regional Trainers)	The five (5) day online training course for Regional Trainers focuses on the use of supplementary reading materials and the different instructional strategies in supporting literacy domain skills development through the use of supplementary reading materials. The participants shall be able to define and model different instructional strategies for effective use of supplementary reading materials, and ensure application of these through developing a plan to improve lesson preparation and delivery.	March 2021 to February 2022	1,000	Free
	Training on the Use of Supplementary Reading Materials (K-3 Trainers)		March 2021 to February 2022	1,000	Free



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	<p>Improving Early Grade Literacy in School and at Home (Regional Trainers)</p>	<p>The five (5) day Online Training Course for Regional Trainers and Teachers focuses on the domains of literacy and the instructional strategies that can be used in bridging languages, facilitating oral language discussion, and practicing students in language domains to improve their literacy skills. The participants shall be able to recognize the importance of various learning modalities and how they can implement the K-3 literacy strategies to ensure learning continuity and transition from school to at home learning.</p>	<p>March 2021 to February 2022</p>	<p>1,000</p>	<p>Free</p>
	<p>Improving Early Grade Literacy in School and at Home (K-3 Teachers)</p>		<p>March 2021 to February 2022</p>	<p>1,000</p>	<p>Free</p>

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	<p>Training of School Heads and Public Schools District Supervisors on Instructional Supervision and Early Literacy Instructional Strategies, School Climate/Culture, SEL, and Wellbeing – Batch 1</p>	<p>By the end of this training, participants will be able to implement a project initiative using instructional supervision practices grounded on the idea of the school as a learning organization to improve student performance with particular focus on literacy in the early grades.</p> <ul style="list-style-type: none"> <li>▪ Make a shared vision of a school fostering a culture of continuous learning and growth that will be used as a guide in developing LACS and supervisory plans</li> <li>▪ Design supervisory plan for school heads/teachers to engage in a</li> </ul>	<p>March to August 2021</p>	<p>6,818</p>	<p>Free</p>
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	<p>Training of School Heads and Public Schools District Supervisors on Instructional Supervision and Early Literacy Instructional Strategies, School Climate/Culture, SEL, and Wellbeing - Batch 2</p>	<p>dialogue that covers the following topics: (1) constructs of learning climate (school, classroom, home or different learning settings), learning conditions and instructional strategies that support their own social and emotional competencies and that of their students; (2) the interdependencies between learning climate, SEL and literacy learning; (3) positive discipline through collaborative problem solving and the Positive Discipline for Everyday Teaching (PDET)</p> <ul style="list-style-type: none"> <li>Implement a LAC that improves literacy for Kindergarten to Grade 3 levels</li> </ul>	<p>May to October 2021</p>	<p>6,818</p>	<p>Free</p>
SEAMEO Innotech	<p>GURO21 Course 1: Facilitating the Development of 21st Century Skills</p>	<p>Excellence in School Leadership for Southeast Asia (eXCELS) is a suite of courses for school heads to develop their competencies in areas of instructional leadership, instructional supervision, disaster and risk management, peace and culture advocacy and health programs management.</p>	<p>From 1 August 2020 to 30 June 2021</p>	<p>1,000</p>	<p>With Registration Fee Shouldered by NEAP</p>
	<p>GURO21 Course 2: Higher Order Thinking Skills</p>		<p>From 1 August 2020 to 30 June 2021</p>	<p>1,000</p>	<p>With Registration Fee Shouldered by NEAP</p>
	<p>TEACHeXCELS</p>		<p>Aug. 1 2020 to June 30, 2021</p>	<p>605</p>	<p>With Registration</p>

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Southeast Asian Institute of Educational Training, Inc. (SEAIETT)	Safeguarding Education: Education Continuity Planning and the Whole-School Approach Innovation in Education	This online training program is proposed to equip participants with useful and relevant teaching and learning strategies that they can apply in their classroom. Twenty first century teaching requires approaches that actively meets the demands of digital natives (students that are familiar with computers and other advanced technologies at an early age) (Scott, 2015), thus, this	Aug. 1 2020 to June 30, 2021	605	Fee Shouldered by NEAP
			Aug. 1 2020 to June 30, 2021	605	Registration Fee Shouldered by NEAP
			Aug. 1 2020 to June 30, 2021	605	Registration Fee Shouldered by NEAP
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Innovation in Education	Safeguarding Education: Education Continuity Planning and the Whole-School Approach Innovation in Education	This online training program is proposed to equip participants with useful and relevant teaching and learning strategies that they can apply in their classroom. Twenty first century teaching requires approaches that actively meets the demands of digital natives (students that are familiar with computers and other advanced technologies at an early age) (Scott, 2015), thus, this	March to October 2021	4,996	With Registration Fee Shouldered by NEAP
			March to October 2021	5,990	With Registration Fee Shouldered by NEAP
	HEALTHeXCELS		Aug. 1 2020 to June 30, 2021	605	Registration Fee Shouldered by NEAP

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Philippine Normal University	Education in the Virtual Environment	Classroom Management: Uncovering Deeper Layers of Learning and Supporting Students with Learning Disabilities	training is designed to update teachers of the current trends and technologies available that may revolutionize the way education is delivered in the classroom. They will also be able to acquire information about up-to-date applications that are useful for teachers and may simplify their day to day tasks. Since the world is in 'New Normal,' this training will be delivered through an online modality using advanced technological tools. Even so, participants of this training will experience activities on different educational applications and software. They will also emerge in the endless possibilities of various technologies and will be equipped with new ideas to integrate in the classroom. It will be very useful for teachers' development and will help them adapt to the 'New Normal.'	March to October 2021	6,990	With Registration Fee Shouldered by NEAP
		Demofest on Educational Innovations, Technology and Classroom Management Global Filipino Teachers		This program combines academic courses and training done in PNU and JEL. The program has 8 academic courses that lead to a diploma (certificate). Each 3-unit course is delivered in a 54-hour combined academic classes and training in	March to October 2021	4,996
	Customized Diploma Program for Non-Specialists Phase 1			March 2021 to March 2022	1,000	With Registration Fee Shouldered by NEAP

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		<p>PNU and Job Embedded Learning. Each course supports development of 2-3 NEAP priority indicators from PPST. JEL is supported by a portfolio, RPMS outputs and IPCRF ratings are samples of job-embedded learning outputs. Each course (combined academic with training and JEL) has an embedded assessment to signify attainment of the NEAP priority indicators. A gateway assessment will be given at the end of the program.</p>			
	<p>Customized Program for Specialists Phase 1</p>	<p>This program combines academic courses and training done in PNU. The program has 8 academic courses that lead to a diploma (certificate). Each 3-unit course is delivered in a 54-hour combined academic classes and training in PNU.</p>	<p>March 2021 to March 2022</p>	<p>1,000</p>	<p>With Registration Fee Shouldered by NEAP</p>
	<p>Executive Program for Career Stage 2 and 3 of School Heads Phase 1</p>	<p>This program is 432 hour program for School heads to support their:</p> <ul style="list-style-type: none"> <li>▪ Consolidation of practice from career stage 2 (possibly P1 and P2)</li> <li>▪ Provision for progression to career stage 3 (possibly P3)</li> </ul>	<p>March 2021 to March 2022</p>	<p>410</p>	<p>With Registration Fee Shouldered by NEAP</p>

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	Executive Program for Career Stage 2 and 3 of Supervisors Phase 1	This program is 432 hour program for School heads to support their: <ul style="list-style-type: none"><li>Consolidation of practice from career stage 2 (possibly EPS 2 and EPS2)</li><li>Provision for progression to career stage 3 (possibly Chiefs of division)</li></ul>	March 2021 to March 2022	410	With Registration Fee Shouldered by NEAP
<b>TOTAL</b>				<b>54,443</b>	

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