



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM-2022-03-101
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: MAR 03 2022 TIME: 11:09 AM
 BY: MAR 03 2022

DIVISION MEMORANDUM

No. 101, s. 2022

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, SGOD and CID
 Education Program Supervisors
 Public Schools District Supervisors
 All Others Concerned

From:  **VICTORIA V. GAZO, PHD, CESO V**
 Schools Division Superintendent

Date: March 3, 2022

Subject: **MANDATORY REGISTRATION OF NEAP SIM CARD**

1. To increase the turn-out of registration on the NEAP sim cards distributed by the National Educators Academy of the Philippines to support the Professional Development Programs attended by the teachers and to fast track its registration, this Office hereby informs the field on the mandatory registration of NEAP-sim cards received by the recipients in schools.

2. The school heads and school property custodian shall strictly monitor the registration of the sim and provide instruction to the recipients for the registration process, to wit:

- a.) Register only on the links found on www.deped.gov.ph/neap/register.html
- b.) Ensure that you enter the correct details.
- c.) Make sure that you register the number of the SIM card issued by NEAP only.
- d.) Follow the prescribed format when entering the details of your NEAP-issued SIM card (format: 09xxxxxxxx).

3. In addition, non-compliance to the formatting and other guidelines (Enclosure 1) may further delay the processing of the account.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay@deped.gov.ph



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4. Should there be queries, contact *Darvy C. Daguimol*, Division Supply Officer at **09267753812**.

Enclosed:
As stated
Copy furnished:
Records Unit/HRD-WWBM

TO BE POSTED IN THE WEBSITE



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Enclosure I to Division Memorandum No. 101,s.2022

OTHER GUIDELINES

A. PDIS ACCOUNT

Due to the volume of new accounts, please expect an email from the Professional Development Information System (PDIS) or a text message from DepEd CARE prompting you to reset your PDIS password 30 days or more upon registration. Rest assured that your proper registration via www.deped.gov.ph/neap/register.html will be with us.

Also, kindly check your primary inbox and spam messages. Email on PDIS might have landed on the SPAM section.

B. TOP-UPS/ RELOAD

The NEAP-issued SIM will have a connectivity load called NEAP379. To avail of the succeeding top-ups, you must continue to attend a NEAP-Recognized Professional Development Program. Please coordinate with your professional development/training focal person in your respective school or school division office to learn more.

Visit and like the official Facebook page of NEAP at <https://www.facebook.com/DepEdNEAP> and be updated with the latest professional development opportunities.

C. CORRECTION OF DATA (e.g. NEAP sim card number, etc.)

Send the correct DATA (e.g. NEAP sim card number, etc.) and SDO at neap@deped.gov.ph. Please use the DepEd email account when sending inquiries/concerns/requests of correction.



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