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

Office of the Schools Division Superintendent

13 DEC 2021

DIVISION MEMORANDUM
No. 1057 , s. 2021

GUIDELINES ON THE USE OF ADDITIONAL PROGRAM SUPPORT FUND (PSF) FOR THE REIMBURSMENT OF THE COMMUNICATION EXPENSE

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. In consonance with Regional Memorandum No. 1131, s. 2021 **"Guidelines on the Use of Additional Program Support Fund (PSF) For the Reimbursement of the Communication Expense",** which is self-explanatory.

2. Moreover, School Heads are directed to submit a soft and hard copy following the attached template of the list of teaching personnel who have not received the NEAP sim cards. The soft and hard copies of the accomplished template will be submitted to the district for consolidation by the District ITOs (Elementary and Secondary).

3. Furthermore, District ITOs are requested to submit the consolidated hard and soft copies to the Division ITO on or before December 24, 2021

4. For Technical Assistance you may contact Ms. Iryll or Ma'am Remylin through (035) 225-6180.

5. For the information, guidance, and strict compliance of all concerned.

12/22/21

SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent

SPP/JMA-MKP-NLR/SGOD/RBP/imsm

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-0667 / 422-7644
Email Address:negros.oriental@deped.gov.ph

District

School School ID

No.	LAST NAME	FIRST NAME	MI	POSITION	DEPED EMAIL	EXISTING CONTACT #

I, ______________________________ (Name School Head) of ______________________________(SCHOOL Name), hereby certify that the above list of personnel has NOT received NEAP SIM cards.

(Signature over printed name)

Position

Date

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

Office of the Regional Director

DEC 07 2021

REGIONAL MEMORANDUM
No. 1131 , s. 2021

GUIDELINES ON THE USE OF ADDITIONAL PROGRAM SUPPORT FUND (PSF) FOR THE REIMBURSEMENT OF THE COMMUNICATION EXPENSE

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

1. Attached is a Memorandum from Atty. Nepomuceno A. Malaluan, Undersecretary and Chief of Staff, Office of the Secretary, Department of Education, Re: **Guidelines on the Use of Additional Program Support Fund (PSF) for the Reimbursement of the Communication Expense**, which is self-explanatory.

2. For more details, refer to the enclosed communication.

3. For immediate dissemination and compliance of all concerned.

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

STJ/CAE/HRDD/MGB/fra

Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

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

From : **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***

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. 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:

Number of Online Training Days	X	P50.00	=	Allowable Reimbursement

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.

11. Immediate dissemination of and strict compliance of this memorandum is directed.

Republic of the Philippines
DEPARTMENT OF EDUCATION
BUDGET DIVISION - FINANCE SERVICE
CENTRAL OFFICE
DepED Complex, Meralco Avenue, Pasig City
Philippines 1600

SUB-ALLOTMENT RELEASE ORDER

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:	REFERENCE:	SUB-ALLOTMENT RELEASE ORDER NO.
PPA370 310500100001000 - Current Appropriations Human resource development for personnel in schools and learning centers	FY 2021 GAAAO dated 12/28/2020	OSEC-7-21-5542
	LEGAL BASIS: Republic Act No. 11518 - FY 2021 GAA	DATE: 13-Nov-21
FUND CODE: 01101101 / ORGANIZATION CODE: 070010100000		FISCAL YEAR: FY 2021

PURPOSE:

To cover additional Program Support Fund for reimbursement of Communication Expense of Teachers who did not receive NEAP Communication Package.

To: **The Regional Director**
Regional Office - VII
Cebu City
007010300007

Region : 7

PARTICULARS	ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Training Expenses	MOOE 5020201002	19,920,320.00
AMOUNT IN WORDS: **** Nineteen Million Nine Hundred Twenty Thousand Three Hundred Twenty Pesos Only ****	**Total:**	**19,920,320.00**

NOTE: The allotment herein sub-alloted is valid for obligation until December 31, 2021.

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-alloted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

CERTIFIED CORRECT:

MA. BELEN D. DEMONTEVERDE
Administrative Officer V
OIC, Budget Division

APPROVED:

ANNALYN M. SEVILLA
Undersecretary
Office of the Undersecretary for Finance