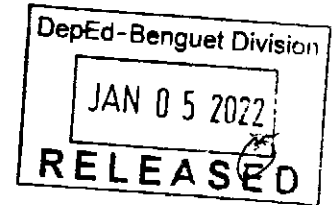




Republic of the Philippines
Department of Education
Schools Division of Benguet

January 4, 2022



DIVISION MEMORANDUM

No. 001 s. 2022

REIMBURSEMENT OF PROCURED PREPAID SIM AND LOAD INTENDED FOR NEAP-PDP

1. This is to inform the field that the National Educators Academy of the Philippines (NEAP) communications package allotted to our division is already exhausted. With this, teachers who were not able to avail of the sim are hereby advised to purchase their prepaid sim and a prepaid load amounting to Three Hundred Pesos (Php300.00) only to be reimbursed by this office.
2. In processing the request for reimbursement, the following are the needed documents:
 - a. Official receipts;
 - b. List of recipient teachers;
 - c. Certification issued by the School head that the requesting personnel was not provided with the NEAP Communications Package.
3. Succeeding reimbursements of prepaid load shall depend on their attendance to NEAP-PDPs.
4. Deadline of submission for the reimbursement is on January 31, 2022.
5. Immediate and wide dissemination of this memorandum is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent



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