



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



March 14, 2022

Regional Memorandum

**WEEKLY MEETING WITH DIVISION INFORMATION TECHNOLOGY OFFICERS (ITOs)
AND SUPPLY OFFICERS**

To Schools Division Superintendents

1. Relative to Regional Memorandum No. 117, s. 2022 dated 28 February 2022 titled "Coordination Meeting with Division Information Technology Officers (ITOs) and Supply Officers", this Office, through HRDD-NEAP-R shall conduct a **weekly meeting** with Division ITOs and Supply Officers every Wednesday at **1:00-3:00** in the afternoon starting March 16, 2022 via Google Meet through <https://meet.google.com/diy-xubp-mcw>.
2. The meeting will focus on the following agenda:
 - a. Updates on NEAP SIM Card registration and PDIS profile/account
 - b. PDIS Account for SDO's Focal Person
 - c. Best Practices to increase the percentage of registration and updates of PDIS profile/account
 - d. Other Related Matters
3. The participants to this meeting are the Division ITOs and Supply Officers. They are requested to fill out the needed information through <https://bit.ly/ITOsupplyofficer>.
4. Should there be queries or other concerns, kindly coordinate with **Mr. Alvin P. Metrillo** and **Mr. Joseph C. Damian**, NEAPR SIM and PDIS Focal Persons through neap.calabarzon@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

neapr/alvin



"The Region where EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon