



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

July 27, 2021

ADDENDUM

to DM No. 288 s. 2021(GUIDELINES ON THE DELIVERY, DISTRIBUTION AND REGISTRATION OF SIM CARDS FOR THE PROVISION OF CONNECTIVITY LOAD) dated July 15, 2021

**TO: Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
School Heads
Teachers and Non-Teaching Employees
All others concerned**

1. Please be informed of the following procedures in the release of Sim Card to the recipient DepEd Teaching and Non-teaching personnel of SDO Catanduanes:

Sim Card Issuance Process for SDO Personnel:

- Make sure that the employee had already registered in the link: <https://depedconnect.com.ph>. Present the QR Code screenshot to the Division Information Technology Officer-I for information validation (you can send said QR Code thru email - ictunit.ctd@deped.gov.ph);
- After validation, proceed to the Supply Officer starting **July 28, 2021** to claim your Sim Card; and
- Note your SIM card number and affix your signature in the School Property Custodian/Officer-in-charge Monitoring Report (Annex B) and sign the Memorandum of Agreement (Annex C)

Sim Card Issuance Process for School Personnel:

- The School Property Custodian will be the one to pick-up the SIM CARD at the SDO-Supply Office Section starting **August 2, 2021** with the List of Employees with Validated QR Code (Annex A). Make sure that the employee had already registered in the link: <https://depedconnect.com.ph> and the QR Code generated during the registration was already validated by the School ICT Coordinator. This will be indicated in the school Google Sheet updated and validated by the School ICT Coordinators for DO online monitoring report;
- Proceed to your respective school following the instruction of the School Property Custodian/Officer-in-charge desk to claim your Sim Card; and
- Note your SIM card number and affix your signature in the School Property Custodian/Officer-in-charge Monitoring Report(Annex B) and sign the Memorandum of Agreement (Annex C).





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2. For queries, Technical Assistance and additional information, please contact the Supply Section(CP#09295284773 and ICT Unit (CP#09291383262) or email at ictunit.ctd@deped.gov.ph .

3. For information, guidance and compliance.

SUSAN S. COLLANO
Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



ANNEX C

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement (Agreement) is executed on _____ in
Varac, Catanduanes by and between: (date)

Department of Education – Division of Catanduanes, hereinafter referred to as **“DEPED-CATANDUANES”**, represented by SUSAN S. COLLANO, Assistant Schools Division Superintendent, Officer-in-Charge, of legal age, married, and a resident of _____;
- and -

_____, _____ at _____ of legal age,
(Name) (Position) (Name of School)
single/ married, and a resident of _____, hereinafter referred to as the **“EMPLOYEE”**;

collectively referred to as the **“PARTIES”**.

WITNESSETH: THAT –

WHEREAS, to ensure ease communication and unhampered delivery of services in the midst of COVID-19 pandemic, the Department of Education (DepEd) procured Smart Communications, Inc. sim cards and connectivity load for all of its teaching and non-teaching personnel, the guidelines on the delivery, distribution and registration of sim cards which shall be pursuant to OUA MEMO 00-0721-0015 dated 01 July 2021, OSDS-ICTU DM No. 288 s. 2021 dated July 15, 2021 and Addendum to OSDS-ICTU DM No. 288 s. 2021 dated July 27, 2021.

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES hereby agree that:

1. DEPED-CATANDUANES ensures that the Sim Card distributed to the above-named employee has undergone verification.
2. The EMPLOYEE undertakes:
 - a. To use the sim card for work-related use only and not for personal use;
 - b. To surrender the distributed sim card upon resignation, retirement, end of contract or deceased; and
 - c. In case of loss of the sim card, the employee shall notify DEPED-CATANDUANES through the ICT Unit, in writing at least one day from the date of the incident.
 - d. In case of a deceased employee, it shall be the duty of the School Head concerned to report the matter and the surrendering of the Sim Card.

IN WITNESS WHEREOF, the PARTIES have hereunto set their hands on the date and place above-stated.

For DEPED-CATANDUANES:

SUSAN S. COLLANO

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

(Name of Employee)

Signed in the presence of:
