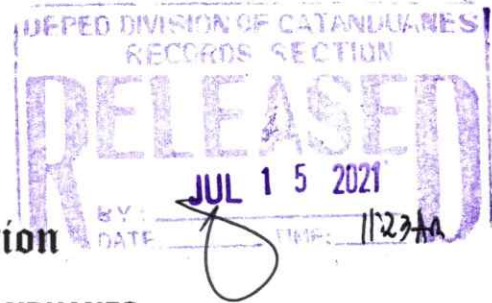




Republic of the Philippines  
**Department of Education**  
Region V - Bicol

**SCHOOLS DIVISION OFFICE OF CATANDUANES**



July 15, 2021

**DIVISION MEMORANDUM**  
OSDS-ICTU-DM- 288 s. 2021

**GUIDELINES ON THE DELIVERY, DISTRIBUTION AND REGISTRATION OF SIM CARDS FOR THE PROVISION OF CONNECTIVITY LOAD**

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

1. To ensure ease of 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**. For the detailed guidelines specifically the responsible offices/officers for the releasing of sim cards, please be guided with the attached OUA Memo 00-0721-0015 dated July 1, 2021 and Addendum and Corrigendum dated July 9, 2021 re: Guidelines on the Delivery, Distribution and Registration of Sim Cards for the provision of Connectivity Load.

2. While we are still waiting for the delivery of the said sim cards at the Division Office, all teaching and non-teaching personnel recipients are advised to register on this link <https://depedconnect.com.ph>.

3. 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](mailto:ictunit.ctd@deped.gov.ph).

4. For information, guidance and compliance.

**SUSAN S. COLLANO**

Asst. Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent



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[catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph)  
[www.depedrovcatanduanes.com](http://www.depedrovcatanduanes.com)  
DepEd Tayo - Region V - Catanduanes



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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0721-0015**  
**MEMORANDUM**  
01 July 2021

For: **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division Supply Officers**  
**Regional and Division Information Technology Officers**  
**All Others Concerned**

Subject: **GUIDELINES ON THE DELIVERY, DISTRIBUTION, AND**  
**REGISTRATION OF SIM CARDS FOR THE PROVISION OF**  
**CONNECTIVITY LOAD**

To ensure ease in 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.

In this regard, the Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service – Technology Infrastructure Division (ICTS-TID) hereby issues the following guidelines on the delivery, distribution, and registration of sim cards for the provision of connectivity load.

1. The table below details the offices/officers responsible for releasing sim cards to identified recipients.

Issuing Authority	Recipient
Asset Management Division (AMD)	Central Office personnel
Regional Supply Officer	Regional Office (RO) personnel
Division Supply Officer	<ul style="list-style-type: none"> <li>• Schools Division Office (SDO) personnel</li> <li>• School Property Custodians (responsible for picking up sim cards at the SDO)</li> </ul>
School Property Custodians	School personnel



**Office of the Undersecretary for Administration (OUA)**

*[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]*

Department of Education, Central Office, Meralco Avenue, Pasig City

2. Permanent, contractual and local government unit (LGU)-paid personnel who are working in DepEd schools and offices are allowed to receive sim cards.
3. The sim cards shall be delivered to ROs and SDOs between 05 July to 16 July 2021.
4. The identified issuing authority should release the sim cards to all teaching and non-teaching personnel by 23 July 2021.
5. The Supply Officers and School Property Custodians shall register all the sim cards through <https://depedconnect.com.ph/> . All sim cards will be activated with an initial 34GB load on 30 June 2021, which will be usable for one year. Sim cards which are not registered on the website will not be loaded for the second month. Additional guidelines will be released for the provision of connectivity load in the succeeding months.
6. The release of a sim card to a DepEd employee shall be recorded following the procedures cited in Annexes A and B. For the Allocation per Region, please refer to Annex C.
7. A communal email with user ID [depedcare@deped.gov.ph](mailto:depedcare@deped.gov.ph) shall serve as a helpdesk/communication channel for the load recipients. Likewise, Smart Communications, Inc. and Curo Teknika will be sending SMS notices to load recipients using the name "DepEdCARE."
8. All sim cards that are not distributed to school and SDO personnel by the end of July 2021 should be returned to the Division Supply Officer for appropriate accounting. The same applies to the Regional Supply Officer for RO personnel.

For inquiries and concerns on this subject, please contact [depedcare@deped.gov.ph](mailto:depedcare@deped.gov.ph) .

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



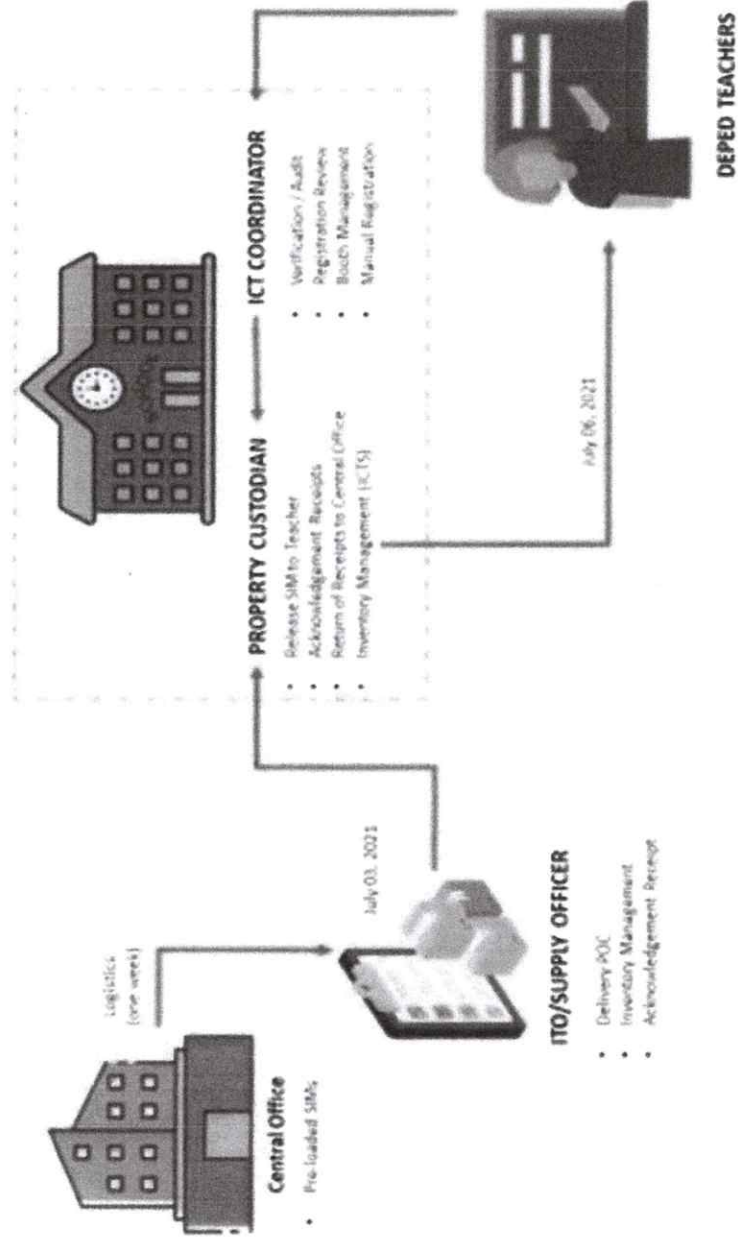
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# Annex A

## Sim Card Releasing Procedure





## Annex C

### Allocation per Region

Region	Recipients
Region I	54,837
Region II	39,395
Region III	101,616
Region IV-A	119,909
Region IV-B	38,742
Region V	77,182
Region VI	84,791
Region VII	82,920
Region VIII	61,354
Region IX	44,187
Region X	50,351
Region XI	51,786
Region XII	49,558
CARAGA	34,543
CAR	20,048
NCR	88,781
<b>Grand Total</b>	<b>1,000,000</b>

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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0721-0060**  
**MEMORANDUM**  
09 July 2021

For: **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division Supply Officers**  
**Regional and Division IT Officers**

**All Others Concerned**

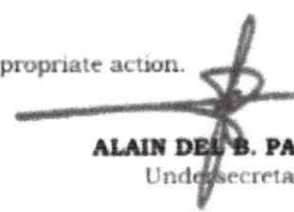
Subject: **ADDENDUM AND CORRIGENDUM TO OUA MEMO 00-0721-0015 RE: GUIDELINES ON THE DELIVERY, DISTRIBUTION, AND REGISTRATION OF SIM CARDS FOR THE PROVISION OF CONNECTIVITY LOAD**

This Memorandum is supplementary to the recently disseminated communication titled Guidelines on the Delivery, Distribution, and Registration of Sim Cards for the Provision of Connectivity Load.

Please be informed that in item Number 5 in the said memorandum, all recipients shall register on this link <https://depedconnect.com.ph/> instead of the Supply Officers and School Property Custodians.

For more information, questions or concerns on this subject, kindly contact [depedcare@deped.gov.ph](mailto:depedcare@deped.gov.ph).

For immediate dissemination and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



**Office of the Undersecretary for Administration (OUA)**

*Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)*  
Department of Education, Central Office, Meralco Avenue, Pasig City

# SIM CARD DISTRIBUTION: TEACHERS

