



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

13 July 2021

DIVISION MEMORANDUM
No. 263, s. 2021

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

To: **Public Elementary School Heads**
Public Secondary School Heads
All Teaching Personnel
All Non-Teaching Personnel
This Division

1. Relative to OUA Memo 00-0721-0015, the Department of Education procured Smart Communications, Inc. sim cards and connectivity load for all its teaching and non-teaching personnel to ensure ease in communication and unhampered delivery of services amid COVID-19 pandemic.
2. 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 for provision of connectivity load.
3. All Teaching and Non-Teaching Personnel is hereby directed to register on the link below on or before July 16, 2021.

<https://depedconnect.com.ph/>
4. For more details, please refer to the attached OUA Memo 00-0721-0015 including its Addendum and Corrigendum.
5. For further inquiries, you may contact Sherrie R. Dungog, the Division IT Officer at 0917 715 4632.
6. This memorandum shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

7. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division

Superintendent

To be indicated in the Perpetual Index
under the following subjects:

ICT

OSDS/SRD





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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">• Schools Division Office (SDO) personnel• School Property Custodians (responsible for picking up sim cards at the SDO)
School Property Custodians	School personnel



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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
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo

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 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 .

For immediate and appropriate action.



ALAIN DEL B. PASCUA
Undersecretary

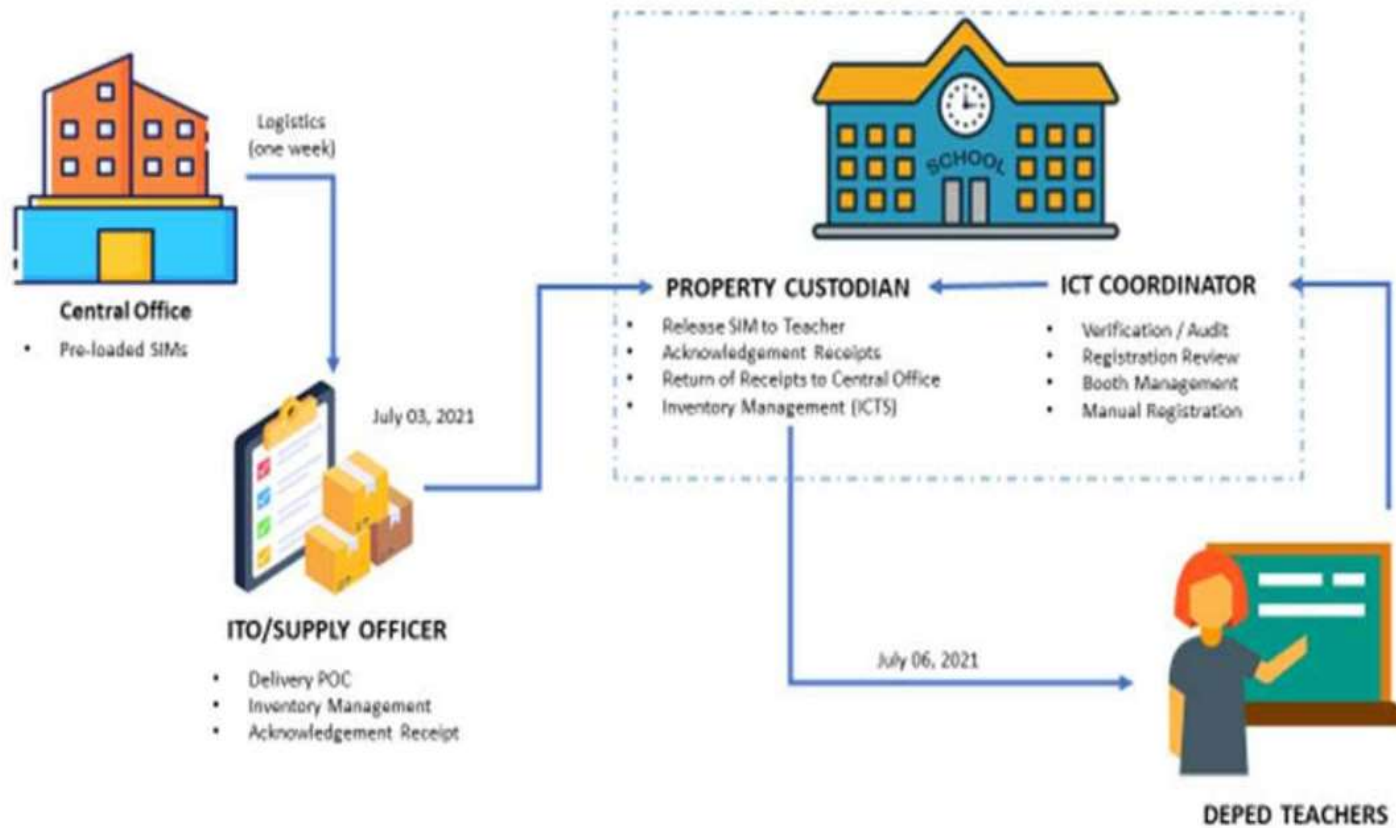


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Annex A

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
Grand Total	1,000,000

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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

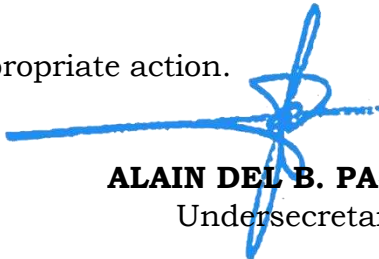

Subject: **ADDENDUM AND CORRIGENDUM TO OUA MEMO 00-0721-0015 RE: GUIDELINES ON THE DELIVERY, DISTRIBUTION, AND REGISTRATION OF SIM CARDS FOR THE PROVISION OF CONNECTIVITY LOAD**

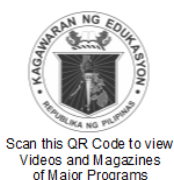
This Memorandum is supplementary to the recently disseminated communication titled Guidelines on the Delivery, Distribution, and Registration of Sim Cards for the Provision of Connectivity Load.

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.

For immediate dissemination and appropriate action.



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Undersecretary



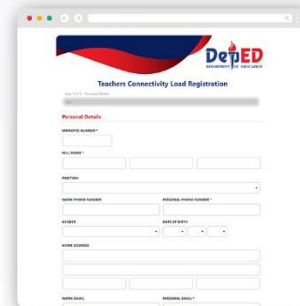
Office of the Undersecretary for Administration (OUA)

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

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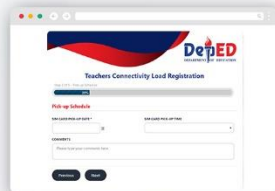
SIM CARD DISTRIBUTION: TEACHERS

1. Fill-out the Online Registration Form
(<https://depedconnect.com.ph/>)



2. Put the required information
(e.g., Employee ID, Name, School ID,
School Name. etc.)

3. Select a date to pick-up the SIM



4. Submit the form
(Note: Upon submitting the form you
will receive a registration notice via email)



5. Screenshot the QR Code.

6. Proceed to your respective School on pick-up date
(Note: Please bring two valid IDs - DepEd ID and Other Gov't ID)



7. Present QR Code screenshot along
with 2 valid IDs to School ICT
Coordinator for information validation.



8. Proceed to the School Property
Custodian's desk for issuance.



9. Claim your SIM Card.



10. Finally, write your SIM card number and affix your signature
in the School Property Custodian Monitoring Report.



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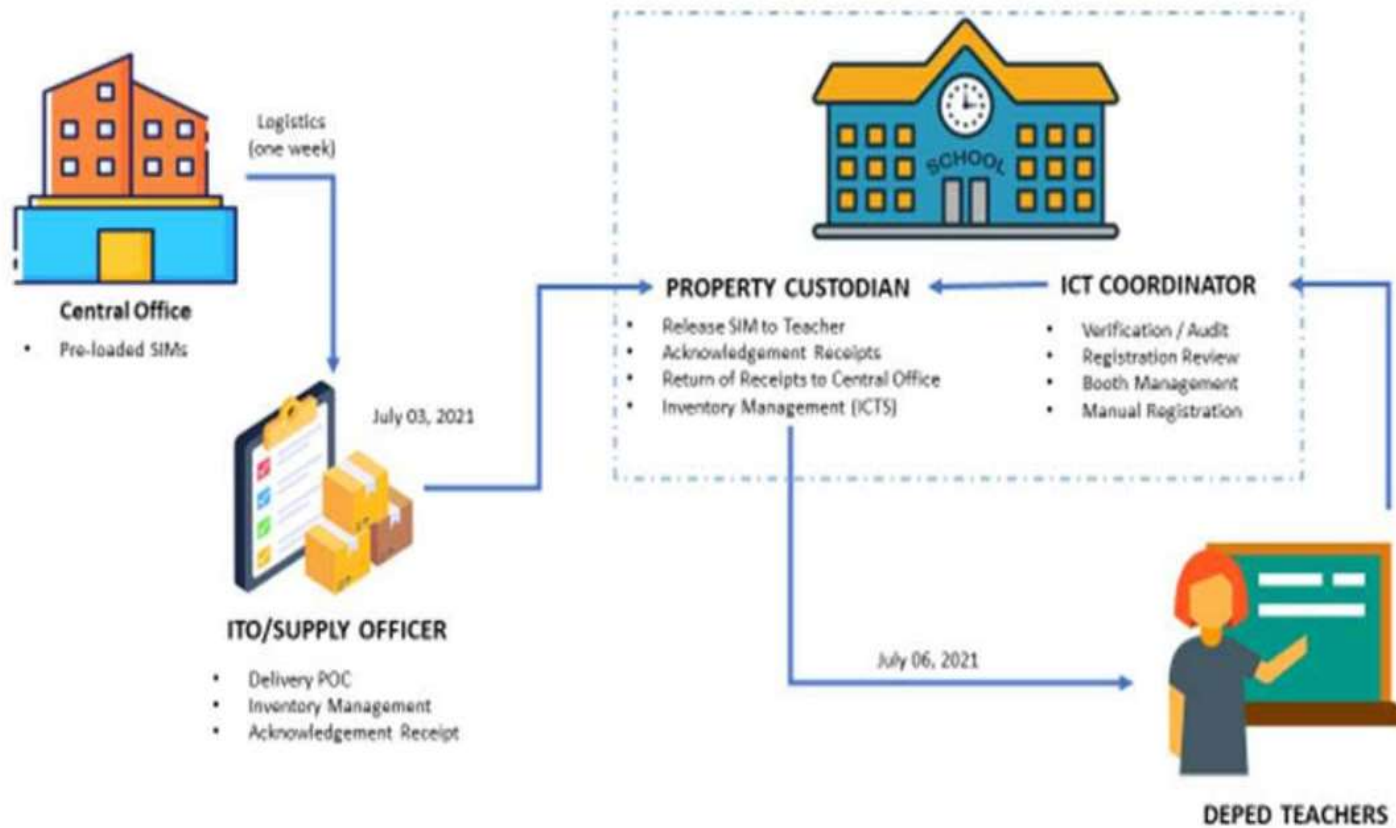


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Annex A

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