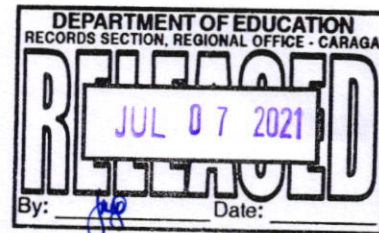




Republic of the Philippines
Department of Education
CARAGA REGION



July 6, 2021

REGIONAL MEMORANDUM

No. 478, s. 2021

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
This Region

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

1. This Office hereby disseminates the Guidelines on the Delivery, Distribution and Registration of Sim Cards for the Provision of Connectivity Load for all DepEd teaching and non-teaching personnel in the Central Office, Regional Office, Schools Division Offices and schools through OUA Memo 00-0721-0015 Memorandum dated July 1, 2021 for ease in communication and unhampered delivery of services amidst COVID-19 pandemic.

- a. The officers in the Regional Office, schools division offices and schools responsible for releasing the sim cards to identified recipients are hereunder presented:

Issuing authority	Recipients
Regional Supply Officer	Regional Office RO personnel
Division Supply Officer	Schools Division Office personnel & School Property custodians (responsible for picking up sim cards at the SDO)
School Property custodians	School personnel

- b. Permanent, contractual and local government unit (LGU)-paid personnel who are working in DepEd schools and offices are allowed to receive sim cards.
- c. The sim cards shall be delivered to the RO and SDOs between July 5 to July 16, 2021.
- d. 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 June 30, 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.



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- e. The release of a sim card to a DepEd employee shall be recorded following the procedures cited Annexes A and B.
 - f. 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."
 - g. 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.
2. For further inquiries and concerns on this subject, please contact depedcare@deped.gov.ph.
3. For your information, guidance and compliance.



EVELYN R. FETALVERO, CESO IV
Director IV

Encl.: Annexes as indicated

Reference: OUA Memo 00-0721-0015 Memorandum dated July 1, 2021

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

COVID-19

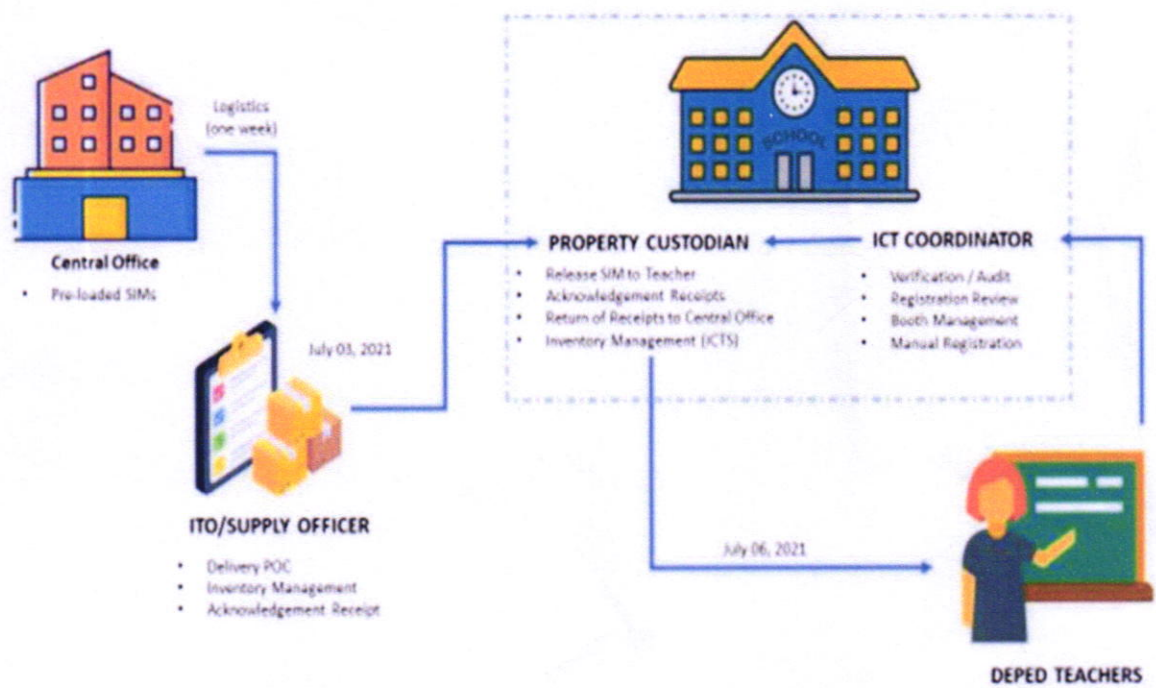
GUIDELINES

SIM CARDS

ASD/mcd
07/06/2021

Annex A

Sim Card Releasing Procedure



Annex B

School Property Custodian Sim Card Distribution Monitoring Report

Name of School:		School ID:	
Address of School:		Division:	
Date:		Region:	
Prepared by: (Signature over printed name)		Position:	School Property Custodian

[illegible]