REGIONAL MEMORANDUM
No. 708, s. 2021

STRict Observance on the Delivery, Distribution, and Registration of Sim Cards for the Provision of Connectivity Load

To: Assistant Regional Director
   Schools Division Superintendents
   Chiefs of Functional Divisions

1. On July 1, 2021, the Office of the Undersecretary for Administration issued Office Memorandum No. OUA MEMO 00-0721-0015 re: the Delivery, Distribution, and Registration of Sim Cards for the provision of connectivity load, herein attached. On July 5, 2021, the same Office issued OUA MEMO 00-0721-0060, which is an Addendum and Corrigendum to OUA MEMO 00-0721-0015, herein attached, which is a supplementary memo to the recently disseminated communication.

2. In the process flow attached, all recipients are requested to register on the link https://depedconnect.com.ph. For school level, the teachers are requested to select a date to pick-up the sim card that will be issued to them, and to submit after the form, and wait for the QR Code that will be generated. Teaching personnel are requested to properly follow the steps in the attached process flow for the systematic flow of the release of sim cards.

3. For the Schools Division Office and the Regional Office, appropriate scheduling shall be conducted upon approval of the respective head of office.

4. Immediate dissemination and compliance with this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Encls: OUA MEMO 00-0721-0015 & OUA MEMO 00-0721-0060
Reference: OUA MEMO 00-0721-0015 & OUA MEMO 00-0721-0060
To be indicated in the Perpetual Index
under the following subjects:

Connectivity Load   Sim Cards

ORD-ICTU&AD-AMS/scl/rmb/RegionalMemorandum-SimCard
July 19, 2021

DepEd Region 1: Built on character; empowered by competence.
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.

<table>
<thead>
<tr>
<th>Issuing Authority</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management Division (AMD)</td>
<td>Central Office personnel</td>
</tr>
<tr>
<td>Regional Supply Officer</td>
<td>Regional Office (RO) personnel</td>
</tr>
<tr>
<td>Division Supply Officer</td>
<td>• Schools Division Office (SDO) personnel</td>
</tr>
<tr>
<td></td>
<td>• School Property Custodians (responsible for picking up sim cards at the SDO)</td>
</tr>
<tr>
<td>School Property Custodians</td>
<td>School personnel</td>
</tr>
</tbody>
</table>
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://dependconnect.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.

[Signature]

ALAIN DEL. B. PASCUA
Undersecretary
Annex A

Sim Card Releasing Procedure

Central Office
- Pre-loaded SIMs

ITO/SUPPLY OFFICER
- Delivery PCs
- Inventory Management
- Acknowledgement Records

PROPERTY CUSTODIAN
- Receive SIMs
- Acknowledgement Records
- Return of Equipment to Central Office
- Inventory Management (P. & R)

ICT COORDINATOR
- Instantiation of Audit
- Registration Review
- Booth Management
- Manual Registration

DEPED TEACHERS

LOGISTICS (on week)

11 April 2021

13 April 2021
Annex B

School Property Custodian Sim Card Distribution Monitoring Report

<table>
<thead>
<tr>
<th>Name of School:</th>
<th>School ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of School:</td>
<td>Division:</td>
</tr>
<tr>
<td>Date:</td>
<td>Region:</td>
</tr>
<tr>
<td>Prepared by: (Signature over Printed Name)</td>
<td>Position:</td>
</tr>
<tr>
<td></td>
<td>School Property Custodian</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee ID (DepEd)</th>
<th>Employee Name</th>
<th>SIM Card No. (e.g. 0912 345 6789)</th>
<th>Received by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Name</td>
<td>Middle Name</td>
<td>Last Name</td>
</tr>
</tbody>
</table>
### Annex C

#### Allocation per Region

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

**Grand Total** 1,000,000
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.

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)]

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


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