



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

July 28, 2021

DIVISION MEMORANDUM

No. 23, s. 2021


DISTRIBUTION OF SIM CARDS FOR School Division Office and District Offices

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Public School District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is OUA MEMO 00-0721-0060, "Addendum and Corrigendum to OUA 00-0721-0015 Re: Guidelines on the Delivery, Distribution, and Registration of SIM Cards for the Provision of Connectivity Load.
2. In this connection, the SDO Biliran received the delivery of SIM cards from the Central Office.
3. The distribution of these SIM cards will be on July 29, 2021. District Property Custodians are requested to get them from the Supply Office on the scheduled time provided below:

No.	District/Cluster	Schedule
1	All Districts	9:00 AM – 11:30 AM
2	SDO personnel	1:30 PM – 4:30 PM

4. The release of a SIM card to a DepEd employee shall be recorded following the procedures in Annex A.
5. District Property Custodians must present their District Sim Card Distribution Monitoring Report as basis for the number of sim card to be release for each district.
6. The recipients shall register on the link <https://depedconnect.com.ph/> and present the QR Code screenshot together with two (2) valid IDs to the School ICT Coordinator for information validation.
7. Once validated, the Supply Officer/School Property Custodian will ask the recipient to write the SIM card number and affix their signature in the Monitoring Report. (See Annex B)
8. Immediate and widest dissemination of this memorandum is earnestly desired


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Schools Division Superintendent



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