



Republic of the Philippines
Department of Education
REGION VIII
DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

July 26, 2021

DIVISION MEMORANDUM
No. 221, s. 2021.

**DISTRIBUTION AND REGISTRATION OF SIM CARDS
FOR PROVISION OF CONNECTIVITY LOAD**

To: Assistant Schools Division Superintendent
CID & SGOD Chief
Unit/ Section Heads
District Head
All Other Concerned

1. The Department of Education thru the Office of the Undersecretary for Administration has procured Smart Communications, Inc., sim cards, and connectivity load for **all teaching and non-teaching personnel** to ensure ease in communication and unhampered delivery of services during the Covid-19 pandemic.
2. The herein attached Office of the Undersecretary for Administration Memorandum No. OUA 00-0721-0015 grants sim cards for permanent, contractual, and local government unit (LGU)-paid personnel who are working in DepEd schools and offices.
3. As such, All district heads are hereby authorized to:
 - a. receive the sim cards intended for permanent, contractual, and local government unit (LGU)-paid personnel who are working in DepEd schools and offices;
 - b. distribute all received sim cards to each intended recipient, and upon receipt shall register the sim through <http://depedconnect.com.ph> ;
 - c. upon completion of the distribution, submit to the division Supply Officer a report containing the distribution list (*please see Annex B of enclosure*), which shall indicate the employee ID, full name, position, sim card number, and signature of each recipient;
 - d. all sim cards that are not distributed shall be returned to the Division Supply Office together with the distribution list.
4. Immediate dissemination of and compliance to this Memorandum are so desired.

GORGONIO G. DIAZ, JR., PhD, CESO V
Schools Division Superintendent

Enl/:

As stated



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