



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF BIÑAN CITY**

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION



08 Jul 2021

DIVISION MEMORANDUM

No. 246, s. 2021

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

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads

1. The Department of Education (DepEd) 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 in the midst of COVID-19 pandemic.
2. Relative to this, the guidelines on the delivery, distribution and registration of sim cards for the provision of connectivity load per OUA MEMO 00-0721-0015 Memorandum dated July 01, 2021 are hereby issued for the guidance of personnel concerned:
  - a. The Division Supply Officer shall issue the sim cards to SDO personnel and School Property Custodians who will be responsible for picking up the sim cards at the SDO and for issuing the same to 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 SDOs between 05 July to 16 July 2021;
  - d. The Supply Officer and School Property Custodians shall register all the sim cards through <https://depconnect.com.ph/>. All sim cards will be activated with an initial 34GB load, 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;
  - e. The release of a sim card to a DepEd employee shall be recorded following the procedures cited in Annexes A and B;
  - f. A communal email with user ID [depedcare@deped.gov.ph](mailto: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.



3. Immediate dissemination of this Memorandum is desired.



**EDNA FAURA AGUSTIN**  
Schools Division Superintendent





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**Annex A**

**Sim Card Releasing Procedure**





