



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

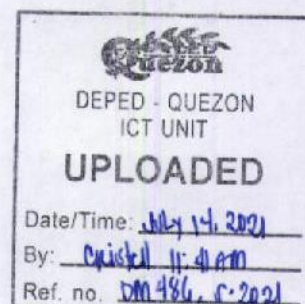
13 July 2021

DIVISION MEMORANDUM

DM No. 486, s. 2021

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

To: OIC- Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
School Information Technology Officer (ITO)
District and School Property Custodians
All Others Concerned



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 Office and schools through OUA Memo 00-0721-0015 dated July 01, 2021 and OUA Memo 00-0721-0060 dated July 09, 2021 for ease in communication and continuous delivery of service despite pandemic.
2. While waiting for the delivery of the sim cards from the Central Office, this office advises all the recipients to fill up the attached School Property Custodian Sim Card Distribution Monitoring Report to have a quantified allocation list per district. The Sim Card Distribution Monitoring Report shall be forwarded to the District Property Custodian until July 16, 2021 and email to sdo.quezon.supply@deped.gov.ph.
3. Please be informed also that all recipients shall register on this link <https://depedconnect.com.ph>. Follow the step by step procedure attached to the OUA Memo 00-0721-0060 dated July 09, 2021.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph





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4. To ensure that the allotted deliveries of sim card will be received by all SDO Quezon teaching and non-teaching personnel, School ITO and school/district property custodians shall be responsible in collecting the attached School Property Custodian Sim Card Distribution Monitoring Report. The drop-off points with respective TWG per Congressional District will consolidate all the Forms per district:

Drop-off Point	Property Custodian/AO II
Real Central, Real District	<i>Iona Portales – will check and receive the sim cards upon delivery. Arren Joy Lopez – will prepare the Inventory Custodian Slip for each school in 4 copies.</i>
Catanauan Central ES, Catanauan District	<i>Joseph Malaya – will check and receive the sim cards upon delivery. Mary Keith Mignonette Apolinar – will prepare the Inventory Custodian Slip for each school in 4 copies.</i>
Gumaca National High School, Gumaca West District	<i>Richard Bucad - will check and receive the sim cards upon delivery. Paul Harvey Martinez – will prepare the Inventory Custodian Slip for each school in 4 copies.</i>
SDO Talipan, Pagbilao	<i>Wilbert Porteza/Rommel Oczon - will check and receive the sim cards upon delivery. Hector Laurio – will prepare the Inventory Custodian Slip for each school in 4 copies.</i>

5. Travel and incidental expenses shall be charged to School Maintenance and Other Operating Expenses (MOOE) or local funds subject to usual accounting and auditing procedure.
6. Immediate dissemination of and strict compliance to this Memorandum is highly desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

SUPmcsr07/13/2021

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SCHOOL PROPERTY CUSTODIAN SIM CARD DISTRIBUTION MONITORING REPORT

Name of School:	School ID:
Address of School:	Division:
Date:	Region:
Prepared by:	Position: ITO/School Property Custodian

Employee ID (DepEd)	Employee Name			Sim Card No.	Received by
	First Name	Middle Name	Last Name		

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