



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**



Brgy. Banica, RoxasCity  
Telefax No. (036)6518456 / Tel. No. (036) 6202-373

**DIVISION ADVISORY No. 282, s, 2021**  
August 10, 2021

**TO : Public Schools District Supervisors  
The Secondary School Principals / Heads  
District / Secondary Schools Property Custodians  
District/ Secondary Schools ICT Coordinators**

Pursuant with OUA Memorandum No. 00-07210015 **Re : Guidelines on the Delivery, Distribution and Registration of SIM Cards for the Provision of Connectivity Load** please be advised of the following:

1. Accomplish the attached Annex B (SIM Cards Distribution Report Database of Recipient) which will serve as basis for distribution of SIM Cards to the schools, considering the inadequate number allocation for SDO Capiz Division compared with the existing number of personnel.
2. Upload the accomplished Annex B by August 13, 2021 and upload to <http://bit.ly/SDO> CAPIZ SDD (link will be sent through the Elementary and Secondary Property Custodians Group Chat as well as ICT Coordinators GC). The same official list shall serve as basis for pro-rating the SIM Cards to the schools.

Be guided accordingly.

  
**SALVADOR O. OCHAVO Jr., Ed.D., CESO V**  
Schools Division Superintendent

**AUG 10 2021**

(Please add rows if needed)

**Annex B**

**SIM CARD DISTRIBUTION REPORT DATABASE of RECIPIENTS**

Name of School:		School ID	
Address of School:		Division	
Date:		Region	
Prepared by:		Position:	School Property Custodian
(Signature over Printed Name)			

Name of School	School ID	Employee ID (DepED)	Date of Original Appointment (e.g January 1, 2021)	Employee Name		
				First Name	Middle Name	Last Name

Prepared by:

Noted by:

\_\_\_\_\_  
(Signature over Printed Name)  
SCHOOL/ SECONDARY SCHOOL/  
DISTRICT PROPERTY CUSTODIAN

\_\_\_\_\_  
(Signature over Printed Name)  
PUBLIC SCHOOLS DISTRICT SUPERVISOR  
SECONDARY SCHOOL PRINCIPAL

2021