



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. 303, S. 2021

August 20, 2021

**TO : Public Schools District Supervisors
 Secondary School Principals / Heads
 District / Integrated / Secondary Schools Property Custodians
 District/ Integrated / 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 find hereto the distribution schedules per municipality.

All Secondary / Integrated School Property Custodians / ICT Coordinators are advised to report to the Host District Offices, during their designated delivery schedules, strictly complying with all established health and safety protocols and standards for face to face assembly:

Date	Municipality	District / School Personnel Involved
Day 1 (August 31, 2021)	Cuartero , Dao , Sigma , Dumarao	District Property Custodian / District ICT Coordinator / Integrated and Secondary Schools Property Custodians / ICT Coordinator under the said municipalities
Day 2 (September 1, 2021)	Ivisan, Dumalag , Tapaz East, Tapaz West	District Property Custodian / District ICT Coordinator / Integrated and Secondary Schools Property Custodians / ICT Coordinator under the said municipalities
Day 3 (September 2, 2021)	Mambusao East, Mambusao West, Sapián, Jamindan	District Property Custodian / District ICT Coordinator / Integrated and Secondary Schools Property Custodians / ICT Coordinator under the said municipalities
Day 4 (August 5, 2021)	Panitan, Maayon, Pres. Roxas, Pilar	District Property Custodian / District ICT Coordinator / Integrated and Secondary Schools Property Custodians / ICT Coordinator under the said municipalities
Day 5 (September 6, 2021)	Panay, Pontevedra , Capiz NHS	District Property Custodian / District ICT Coordinator / Integrated and Secondary Schools Property Custodians / ICT Coordinator under the said municipalities

District / Secondary Schools Property Custodians are advised to submit hard copies (in triplicate) of the attached Annex B School Property Custodian Sim Card Distribution Monitoring Report to the Supply and Property Unit one week after the distribution / release from the SDO Capiz Division (Asset Management and ICT Team).

For your information and guidance.

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

Inclosure 1 to Division Advisory No. 303, s. 2021

Additional guidelines on the receipt and recording of Smart SIM packs from the Schools Division Office (Based on the combined directives of AMD Central Office and DepEDCARES):

1. **Receive** from the Division Supply Officer / ITO along with the Smart SimCards allocation a Sim Card Distribution Monitoring Report Template. (All Electronic copies of monitoring forms shall be sent in advance through the Elementary and Secondary Schools Property Custodians Group Chat).
2. **Order of priority for recipients are as follows :** (c/o Masterlist of Personnel from the SDO HRMO/ Personnel Unit)
 - 2.1. **School Heads**
 - 2.2. **Regular /Teaching personnel**
 - 2.3. **Personnel performing "Finance related" functions/tasks**
 - 2.4. **SDO Personnel**
- 2.5. **Personnel occupying New Items (real-time appointment dates following the last in first out principle)**
3. **Print** the Monitoring Report containing the following details:
 1. *School ID*
 2. *School Name*
 3. *School Address (Barangay and District)*
4. **Indicate** the SIM Card Series or Numbers issued to specific schools.
5. **Request** the District / Secondary School Property Custodians to receive the SIM cards and to manually fill out the Received by section with the following details:
 1. *Name*
 2. *Position*
 3. *Mobile number*
 4. *E-mail address*
 5. *Signature*
6. **DPC to consolidate all monitoring forms through a District Property Custodians SIM Card Distribution Monitoring Report for final submission to the Division Supply Officer (with signatures of School Property Custodians and Heads).**

All Integrated / Secondary Schools Property Custodians shall submit their data to the District Property Custodian (DPC) who has jurisdiction over them in the municipality for group consolidation prior to submission to the Division Supply Officer (SDO).
7. **All signed District monitoring reports are expected to be accomplished for submission to the Division Supply Officer one week after the release of the SIMpacks to the Districts / Schools through their DPC/ District ICT Coordinator.**
8. **Division Supply Officer to Email back the accomplished Monitoring Report to DepEd Care Tech Team at deped.care@deped.gov.ph preferably on or before 4:00 pm daily.**

