



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

August 16, 2021

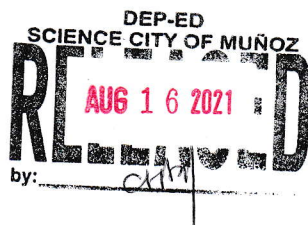
**DIVISION MEMORANDUM**

No. 312, s. 2021

**GUIDELINES ON THE UTILIZATION OF DEPED SIM CARDS AND COMMUNICATION ALLOWANCE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Unit Heads  
All Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with OUA Memo 00-0821-0098 entitled “DepEd SIM Card and Connectivity Load Program” employees who are receiving monthly communication expense per DepEd Order no. 17, s. 2019 shall choose between the data SIM card with monthly data allocation or continuous reimbursement of communication expense.
2. In case the same officials have already received and actually used the DepEd SIM card without giving up their existing subscription/allowances, they must report the matter and surrender the SIM card to the SDO Supply Unit on or before August 20, 2021.
3. The data SIM cards shall only be used for official purpose to supplement internet connection within the Division Office and as a means of online connectivity during work from home schemes. The same applies to employees receiving/reimbursing monthly communication expense.
4. For information, guidance and strict compliance.



**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

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