



Republic of the Philippines
Department of Education
REGION VII
SCHOOLS DIVISION OF CEBU PROVINCE

Office of the Schools Division Superintendent

June 11, 2021

DIVISION MEMORANDUM

NO. 174, s. 2021

**DISSEMINATION ON THE MASTERLISTING OF DEPED PERSONNEL FOR COVID-19
VACCINATION**

To: Assistant Schools Division Superintendents
Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. This office disseminates to this division and schools the attached DepEd Task Force COVID-19 Memorandum No. 421 entitled, "Master listing of DepEd Personnel for COVID-19 Vaccination" for the information and guidance of all concerned.
2. Attached is the template (**Annex A**) to be utilized on the Master listing.

<https://drive.google.com/file/d/15f9ALIDHL26oA0kXkMNz9zhHwHz82Q96/view?usp=sharing>
3. Immediate dissemination and support of this Memorandum is desired.


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SCHOOLS DIVISION SUPERINTENDENT



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 421
8 June 2021

For: **Regional Directors and BARMM Education Minister**

Subject: **MASTER LISTING OF DEPED PERSONNEL FOR COVID-19 VACCINATION**

1. **DepEd Task Force COVID-19 (DTFC) Memorandum No. 372** dated 19 April 2021 instructs the DepEd personnel to **keep a record of their vaccination details** (e.g., registration, vaccination card, information on the vaccination card, adverse event following immunization [AEFI] reports) **for future reporting** within DepEd.
2. **National Vaccination Operations Center (NVOC) Advisory No. 43** dated 15 May 2021 titled Guidance for Government Agencies to Prepare the Master List of Employees Covered by the National COVID-19 Vaccine Deployment and Vaccination Program Prioritization Framework:
 - a. provides guidance to all government agencies and instrumentalities to **begin profiling or master listing employed and contracted workers to properly identify their categorization** under the National Deployment and Vaccination Plan for COVID-19 Vaccines (NDVP) Prioritization Framework (e.g., A1, A2, A3, and A4);
 - b. requires all government agencies and instrumentalities to provide the NVOC with a breakdown of the number of workers who belong in each of the priority population groups; and
 - c. advises all government agencies and instrumentalities to proactively expedite the profiles and master lists of their government workers in order to help the NVOC achieve its goal of accelerating the pace of vaccinations across the country as quickly as possible.

Based on the 28 May 2021 NVOC Capacity Building organized by the NVOC Secretariat, the following are to be master-listed: (i) Permanent personnel; (ii) Job-order personnel; (iii) Contractual personnel; and (iv) Consultants.



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[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)]

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3. **DepEd Memorandum No. 28, s. 2021** dated 25 May 2021 or the Comprehensive Guidance on the Participation of the Department of Education in the Implementation of the Philippine National Deployment and Vaccination Plan for COVID-19 Vaccines further provides that **DepEd shall set up its own database systems** on:
- employees who register for vaccination in their LGUs (the database will cover vaccination status, e.g., whether they have already received vaccination, if there have been any cases of AEFI);
 - use of schools as vaccination centers; and
 - personnel who will volunteer as members of the vaccination team.
4. In view of the foregoing, all Regional Offices are **instructed to submit to the DTFC their respective master lists** of their DepEd personnel for COVID-19 vaccination using the attached template (**Annex A**) through email to medical.nursing@deped.gov.ph **on or before 11 June 2021**.
5. Reporting of similar data after the initial submission on 11 June 2021 will be expected through a system being developed by the Information and Communications Technology Service and the Bureau of Human Resource and Organizational Development, the guidelines for which will be communicated through a subsequent issuance.
6. The initial master listing for the Central Office personnel shall be guided by a separate issuance from the Office of the Undersecretary for Planning, Human Resource and Organizational Development.
7. For further queries on these activities, please contact the Bureau of Learner Support Services-School Health Division, Secretariat/Lead, DepEd Task Force COVID-19, at 8632-9935 or email at medical.nursing@deped.gov.ph


ALAIN DEL B. PASCUA

Undersecretary
Chairperson, DepEd Task Force COVID-19



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