Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Division Memorandum
No. 229, s 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All SDO Personnel
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
All Others Concerned

Date: October 21, 2021

Subject: **REGULAR MONTHLY REPORTING OF COVID VACCINATION DATA**

1.In support of the overall vaccination drive of the national government to provide additional layer of protection to DepEd personnel and also in preparation for the implementation of face to face classes, the Department of Education (DepEd) and National Task Force(NTF) on COVID 19 agreed to accelerate the vaccination of teachers and non-teaching personnel.

2. Further, this Office also encourages all teaching and non-teaching personnel including job orders to take their COVID vaccination in their respective local Resbakuna schedule and report their vaccination status regularly, vaccinated or unvaccinated to their office or school focal person.

3. The DepEd Task Force COVID-19 (DTFC) and the Office of Undersecretary for Field Operations (OUFO), jointly issued DTFC Memorandum No. 513 which provides an updated template for regular monthly reporting of COVID Vaccination Data as attached in **enclosure no.1** (District Summary Consolidation on Vaccination Data). The district shall submit the consolidated template to SDO Health Section through their district nurses on **October 29, 2021** for this month and every **last Friday of the month** henceforth, copy furnished the sdohealthsorprovince@deped.gov.ph(email).

4. Likewise, all Elementary and Secondary Schools shall submit to the office of the Public Schools District Supervisor, their monthly updated COVID Vaccination

Status of Personnel using the template in **enclosure no.2** (Status of DepEd Personnel on COVID Vaccination) on **October 27, 2021** this month and every **last Wednesday of the month** henceforth. The same enclosure can be downloaded from https://bit.ly/3poqK0j.

4. The said reporting shall continue every month until otherwise stopped by a future issuance, and while the **Self-Reporting for COVID-19 Vaccination Tracker** continues to be promoted. While the self-reporting tracker intended to eliminate manual data collection and consolidation in all governance levels as stipulated in **OUA Memorandum No. 00-0721-0093** titled *Mass Dissemination of Information on Self-Reporting for COVID-19 Vaccination Tracker*, the monthly submission of reports will be retained for the mean time. This is for data validation/triangulation purposes and for the recording of information not reported in the said tracker.

5. For information, guidance and compliance.

JOSE L. DONCILLO, CESO V
Schools Division Superintendent

Enclosure No. 1(District Summary Consolidation on Vaccination Data)
SUMMARY OF VACCINATION DATA AND INVENTORY OF INSTITUTIONAL ARRANGEMENTS PER LGU (City and Municipality)
Region: V-Bicol
Division: SDO Sorsogon Province
District :
Note: DO NOT DELETE ANY OF ORIGINAL COLUMNS/ROWS; FORMULA PROTECTED

City/ Municipality *(Enumerate all cities/municipalities in the province)*	**Data as of** *(Indicate Date of Reporting: Month DD, YYYY)*	**Number of Offices Covered** *(RO/SDO situated in the city/municipality)*	**Number of Offices Used as Vaccination Sites (if any)**	**Number of Schools Covered** *(Total number of schools situated in the city/municipality)*	**Number of Schools Used as Vaccination Sites**
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0
		N/A	0	0	0

Institutional Arrangement with LGUs *1 Has an existing arrangement with the LGU for the vaccination of personnel* *2 Has an ongoing coordination with the LGU to arrange vaccination of personnel* *3 For coordination with the LGU (no existing arrangement nor ongoing coordination)*	**Remarks** *Describe existing arrangement (with dedicated lane? with separate schedule? with own vaccination site?)* *List challenges/issues encountered, if any*	**Status of Masterlist/Line List** *1 Masterlist/Line list already submitted by SDO to the LGU* *2 Ongoing masterlisting/line listing of personnel* *3 No current effort to masterlist/line list personnel*
1 Has an existing arrangement with the LGU for	*with same schedule on RESBAKUNA Schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with same schedule on RESBAKUNA Schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with separate schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with separate schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with same schedule on RESBAKUNA Schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with same schedule on RESBAKUNA Schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with same schedule on RESBAKUNA Schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with separate schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with same schedule on RESBAKUNA Schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with separate schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with same schedule on RESBAKUNA Schedule*	1 Masterlist/Line list already submitted by SDO
1 Has an existing arrangement with the LGU for	*with separate schedule*	1 Masterlist/Line list already submitted by SDO

TOTAL NUMBER OF PERSONNEL *(Eligible Population)*									
A1 *(Health workers)*	**A2** *(Senior citizens)*	**A3** *(With comorbidities)*	**A4** *(All other teaching/non-teaching personnel)*	**Total** *(A1 + A2 + A3 + A4* ***and must be equal to*** *Vaccinated + Unvaccinated + Unknown Status)*	**First Dose Only/Incomplete**				
					A1	**A2**	**A3**	**A4**	**Total** *(First Dose Only/Incomplete)*
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**
0	0	0	0	**0**	**0**	**0**	**0**	**0**	**0**

VACCINATED						
Up to Second Dose/Complete *(Single-Dose Vaccine Considered Complete)*					**TOTAL VACCINATED** *(Incomplete Dose + Complete Dose)*	**%** *(Total Vaccinated over Total Eligible Population x 100)*
A1	**A2**	**A3**	**A4**	**Total** *(Up to Second Dose/Complete)*		
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!
0	0	0	0	0	0	#DIV/0!

BREAKDOWN ACCORDING TO ELIGIBLE POPULATION

Vaccinated Personnel with AEFI Reported				Registered and Waiting to be Vaccinated by the LGU				
Reported AEFI but Released for Remote Monitoring/Home Management	Confined to a Health Facility and Have Been Released	Currently Confined to a Health Facility	Died (Except Due to COVID)	**A1**	**A2**	**A3**	**A4**	**Total** *(Registered)*
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**
0	0	0	0	0	0	0	0	**0**

UNVACCINATED							
Have Not Registered					TOTAL UNVACCINATED *(Registered + Unregistered)*	% *(Total Unvaccinated Over Total Eligible Population x 100)*	Number of Pe
A1	A2	A3	A4	Total *(Not Registered)*			Disqualified by Attending Physician
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0
0	0	0	0	0	0	#DIV/0!	0

				UNKNOWN STATUS			
rsonnel Who Reported Reasons for Not Registering				Not Known Whether Vaccinated or Unvaccinated *(e.g., No Reported Status)*	% *(Total Unknown Status Over Total Eligible Population x 100)*	TOTAL % - MUST BE 100% (% Vaccinated + % Unvaccinated + % Unknown)	REMARKS (Check message below)
Lack of Trust in the COVID-19 Vaccine	Waiting for Preferred Brand	Other Reasons	No Cited Reason				
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!
0	0	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!

BREAKDOWN ACCORDING TO CATEGORY										TOTAL (Must be Equal to Total Eligible Population)	REMARKS (Check message below)
Teaching					Non-Teaching Personnel						
Vaccinated		Unvaccinated			Vaccinated		Unvaccinated				
Vaccinated (Incomplete)	Vaccinated (Complete)	Unvaccinated but Registered	Unvaccinated and Unregistered	Unknown	Vaccinated (Incomplete)	Vaccinated (Complete)	Unvaccinated but Registered	Unvaccinated and Unregistered	Unknown		
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to
0	0	0	0	0	0	0	0	0	0	0	Total IS EQUAL to

Volunteer Personnel in Vaccination Sites																	
School Health Personnel						Other Non-Teaching Personnel						Teaching Personnel					
Vaccinator	Screening/ assessment	Health educator	Documenter/recorder	Counseling/MHPSS	Others	Vaccinator	Screening/ assessment	Health educator	Documenter/ recorder	Counseling/MHPSS	Others	Vaccinator	Screening/ assessment	Health educator	Documenter/recorder	Counseling/MHPSS	Others
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Enclosure no.2

(Please include all teaching and non teaching personnel in the list)

STATUS OF DEPED PERSONNEL ON COVID VACCINATION

DATA AS OF MM/DD/YY:__________

NAME OF SCHOOL:__________________________

DISTRICT:________________________

Total Personnel:_______

Teaching:_________

Non Teaching:____________

Vaccinated:_____ as of:___________

Vaccinated:_____ as of:___________

Name of DepEd Personnel	Age	Priority Group Registered In (A1-Health Personnel,A2-Senior Citizens,A3-with Comorbidities,A4-All other teaching and nonteaching personnel)	Designation	Teaching or Non-Teaching?	Vaccinated ?(Yes/No)	Registered in Masterlist and Unvaccinated? (Yes/No)	Unregistered in Masterlist and Unvaccinated ? (Yes/No)	Brand Name of COVID Vaccine received	1st Dose(Date)	2nd Dose Fully Vaccinated (Date)	Single Dose Fully vaccinated(Date)	Adverse Effects Following Immunization(AEFI)	Management of AEFI(Home,Hospital,Facility)	Reasons for Refusal