

Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 513
17 September 2021

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

Subject: **REGULAR REPORTING OF VACCINATION DATA BY REGIONAL FOCALS**

The DepEd Task Force COVID-19 (DTFC) through the Department's representatives in the government's COVID-19 immunization program, together with the Office of the Undersecretary for Field Operations (OUFO), hereby provides the final guidance on the monthly submission of vaccination data by regional focals.

The DTFC has previously requested summarized vaccination data from regional focals using the templates annexed to the following issuances:

- DTFC Memorandum No. 421 titled *Master Listing of DepEd Personnel for COVID-19 Vaccination*
- DTFC Memorandum No. 441 titled *Instructions to the Field Regarding the Operationalization of DM 28, s. 2021 Particularly on the Vaccination of DepEd Teaching and Non-Teaching Personnel*

In addition, the OUFO has also uploaded as Google Sheet the same template provided through DTFC Memorandum No. 441 and shared the same to the Regional Offices for regular updating.

However, the said Google Sheet may be edited by anyone who has access to it, and is therefore prone to unintended and erroneous revisions. To avoid this, and to harmonize the efforts to collect vaccination data from the field, the DTFC, in coordination with the OUFO, sets the following:

1. Regional focals are expected to submit a consolidated report **only once every month** using the updated template (**Annex A**), which consolidates the templates annexed to the abovementioned issuances.



Office of the Undersecretary for Administration (OUA)

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

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2. The cutoff date for data collection shall be every 15th of the month, and submission to the DTFC must be within four (4) working days after the cutoff date. In this regard, reports are expected to be submitted on the following dates:

Month	Cut-Off Date (For Data Collection)	Submission Deadline
September	15 September 2021	21 September 2021
October	15 October 2021	21 October 2021
November	15 November 2021	19 November 2021
December	15 December 2021	21 December 2021


3. The reports must be prepared by the regional focal, and reviewed and approved for submission to the DTFC by the Regional Director. Regional focals are requested to submit a summarized regional report, consolidating the submissions of Schools Division Offices in their respective regions.
4. Submission must be made through blss.od@deped.gov.ph (email).

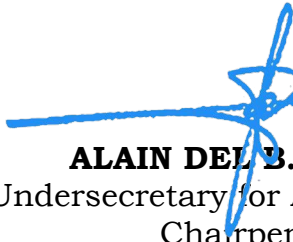
The said reporting shall continue every month until otherwise stopped by a future issuance, and while the **Self-Reporting for COVID-19 Vaccination Tracker** continues to be promoted. While the self-reporting tracker intended to eliminate manual data collection and consolidation in all governance levels 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.

The DTFC through the Bureau of Learner Support Services – School Health Division (BLSS-SHD) shall continue to prepare the monthly Aide Memoire on the status of vaccination in DepEd, which presents data from the submissions made by the Regional and/or Division Offices (for field personnel) and the latest available data from the Bureau of Human Resource and Organizational Development-Employee Welfare Division (for Central Office personnel).

For queries on this subject, please contact the DTFC Secretariat, BLSS-SHD, through (02) 8632 9935 or email at medical.nursing@deped.gov.ph .

For strict compliance.


ATTY. REVSEE A. ESCOBEDO
 Undersecretary for Field Operations


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 Undersecretary for Administration
 Chairperson
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