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Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0122-0029**

**MEMORANDUM**

07 January 2022

For: **COVID-19 Focal Persons  
Information Technology Officers  
All Personnel Concerned**

Subject: **GUIDELINES FOR THE UPDATING AND RESUBMISSION OF  
VACCINATION STATUS THROUGH THE SELF-REPORTING  
COVID MONITORING APPLICATION**

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) and the Information and Communications Technology Service (ICTS) with its implementing partner *Intelimina Systems, Inc.*, issues the Guidelines on the Updating of Vaccination Status of Department of Education Personnel through the Self-Reporting COVID Monitoring Application.

All concerned COVID-19 Focals, with assistance of their respective Information Technology Officers (ITOs) shall coordinate with DepEd personnel under their jurisdiction to re-send their vaccination status via the DepEd Monitoring Application. This is particularly important for those DepEd employees or personnel who used other people's mobile gadgets/cellphones to submit their data.

An audit of the data submitted through the DepEd Monitoring Application has revealed groups of personnel that submitted their vaccine status using only one DepEd email account. In such case, only the last response sent through has been recorded in the vaccination reports.

While the monitoring application allows one gadget to be used by many respondents, it is however required and necessary that each user must first log-out from the application and the device before the next user will use the application, logging in with his/her own username/password or DepEd email address.

In this regard, kindly take note of the following and ensure all necessary steps are accomplished:

### **Office of the Undersecretary for Administration (OUA)**

*[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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## I. For COVID-19 Focals: Updating of Vaccinees

1. COVID-19 Focal Persons will be sent a spreadsheet containing responses from the DepEd Monitoring Application from the respective divisions where different names appear under one DepEd Account. If the spreadsheet is not received, data under the division is correct.
2. Each person listed in the spreadsheet must be contacted to accomplish the procedures under Re-submitting Your Vaccination Status. **Only the persons listed in the spreadsheet will be required to re-submit their data.**

## II. For Concerned DepEd Personnel: Re-submitting of Vaccination Status

Ensure that the DepEd Mobile App is installed in your device. If the DepEd Mobile App is not installed in your mobile device, find and download the installer at [mobileapp.dep.ed.gov.ph](http://mobileapp.dep.ed.gov.ph) or [Download app on Google Play Store](#) for android devices. For iOS, [download DepEd Mobile app on App Store](#).

1. On your mobile device, open the DepEd Mobile application.



3. Log-in via DepEd Commons. **Make sure that you are logged in to your account, not another person's account.**

Note: If you already have an account in DepEd Commons, you may use it to log in to the DepEd Mobile app.

4. On the login page of the DepEd Mobile app, click "**Sign in with DepEd Commons**". You will be redirected to the login page of DepEd Commons for teachers.
5. You have three ways to login. You may choose one preferred method:

5.1. **Option 1 - Enter DepEd Commons** activated login credentials on the form. (You must have an activated DepEd Commons account after confirming your Office 365 email address).

Coordinate with respective ITO for the creation of Office 365 Account. Refer to DepEd Memorandum No. 227, s. 2012 for the creation of DepEd Accounts.

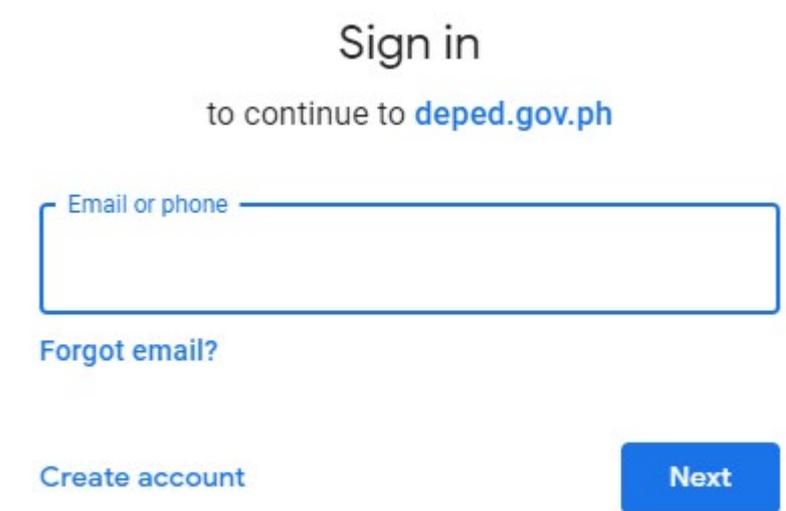
- 5.2. **Option 2 - Sign in with Google (GSuite, DepEd Gmail)**

5.2.1. Click Continue with Google Account.

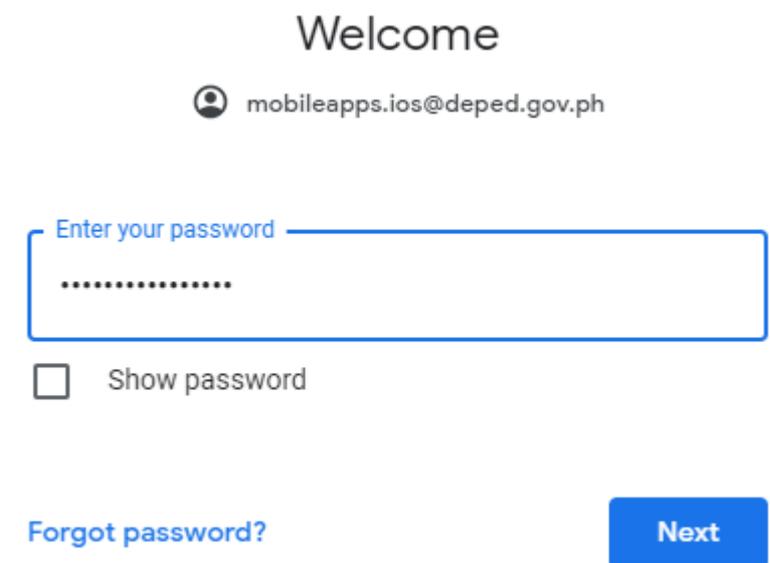




5.2.2. Enter your GSuite/DepEd Gmail account and click Next.



5.2.3. Enter your GSuite/DepEd Gmail account password and click Next. You will be redirected to the DepEd Commons homepage.



5.3. **Option 3 - Sign in with Microsoft** (Office 365, deped.gov.ph email)



5.3.1. Click Continue with Microsoft Account



5.3.2. Select Tenant and click the Sign In button.

Select Tenant



[Cancel](#)



5.3.3. Enter your O365 email. Click Next.



**Sign in**

[Can't access your account?](#)

**Next**

5.3.4. Enter the password to your O365 account. Click Sign In.



← Ims.teacherdemo@ncr1.deped.gov.ph

**Enter password**

[Forgot my password](#)

**Sign in**

6. Follow the prompts to authenticate and authorize DepEd Commons to use Google or Microsoft sign-in to login. After a successful login, you will now be redirected to the DepEd Monitoring Mobile app homepage.





 Log in to DepEd Commons  
(Teaching / Non-Teaching)



Continue with Google Account



Continue with Microsoft Account

or



Continue with Commons Account

7. Click on **Surveys/Trackers** and select **Self-Reporting for COVID-19 Vaccination**. Answer the questionnaire and review your responses before submitting.

Kindly note that each response **must be submitted using the user's own DepEd Account** so that they can be properly consolidated. To enforce this, the DepEd Monitoring Application **automatically logs out a user immediately after a response is submitted**. This feature ensures that users will log in to their accounts before answering a survey even if they are sharing a single device.

For any future correspondence, queries, and concerns on this subject, please contact the ICTS through email at [icts@deped.gov.ph](mailto:icts@deped.gov.ph) and/or [deped@intelimina.com](mailto:deped@intelimina.com).

For immediate and appropriate action.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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