



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

10 June 2021


**DIVISION MEMORANDUM**  
DM No. 377, s. 2021

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

To: OIC- Assistant Schools Division Superintendents  
Division Chiefs  
Section/ Unit Heads  
Public Schools District Supervisors  
Elementary, Secondary School Heads  
School Health Personnel  
All Others Concerned

1. In reference to DepEd Task Force COVID-19 (DTFC) Memorandum No. 421, dated June 8, 2021 entitled **Master Listing of DepED Personnel For COVID-19 Vaccination**, all government agencies are to do profiling or master listing of all employed and contracted worker to identify their categorization under the **National Deployment Plan for COVID-19 Vaccines (NDVP) Prioritization Framework**.
2. In view of the foregoing, all districts shall submit the master list of all personnel for COVID-19 vaccination using the template in the link <https://tinyurl.com/QUEZONC-19DBS> on or before **June 11, 2021**.
3. Immediate dissemination and strict compliance of this Memorandum is highly desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

 ICT UNIT DEPED QUEZON
Date/Time: <u>06/11/2020</u>
By: <u>Rommel</u>
Ref. No: <u>DM 377, S. 2021</u>

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph





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.



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

Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRM), Bureau of Learner Support Services (BLSS), Division Teachers' Camp (DTC), Central Security & Safety Office (CSSO)

Department of Education, Central Office, Meralco Avenue, Pasig City  
 Rm 519, Mabini Bldg, Mobile: +639260320762; Tel: +63286337203; +63286376207  
 Email: [oua-admin@deped.gov.ph](mailto:oua-admin@deped.gov.ph); Facebook/Twitter @depedtao






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

*Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRM), Bureau of Learner Support Services (BLS3), Baguio Teachers' Camp (BTC), Central Security & Safety Office (CSSO)*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg. Mobile: +639261120762; Tel: +63286337201, +63286376207  
Email: [uasec.admin@deped.gov.ph](mailto:uasec.admin@deped.gov.ph); Facebook/Twitter @depedtago

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:
  - a. 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);
  - b. use of schools as vaccination centers; and
  - c. 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](mailto: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](mailto:medical.nursing@deped.gov.ph)

  
**ALAIN DEL B. PASCUA**  
 Undersecretary  
 Chairperson, DepEd Task Force COVID-19

