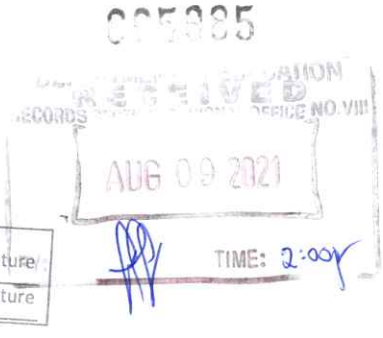




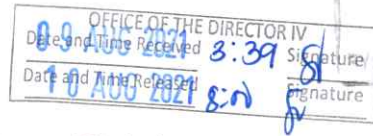
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Tanggapan ng Pangalawang Kalihim



**OUA MEMO 00-0721-0093**  
**MEMORANDUM**  
13 July 2021



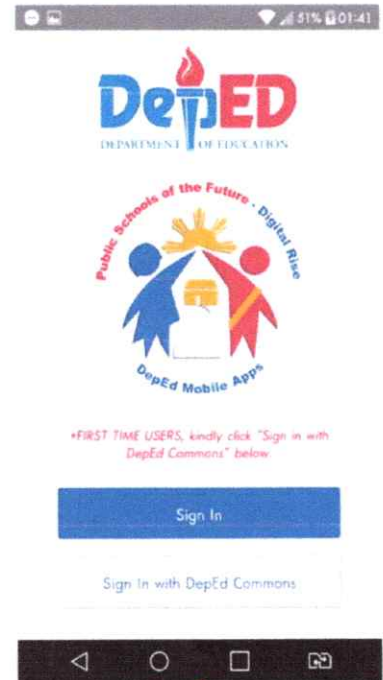
**For: DepEd Central Office Officials  
Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Public Schools District Supervisors (PSDS)  
School Heads**

**Attention: Members of the DepEd Task Force COVID-19 (DTFC)  
Health and Nutrition Coordinators  
Information and Communications Technology Officers  
Youth Formation Coordinators  
Public Information Officers**

**Subject: MASS DISSEMINATION OF INFORMATION ON  
SELF-REPORTING FOR COVID-19 VACCINATION TRACKER**

The Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service (ICTS) enjoins **all concerned to assist in the mass dissemination of information on Self-Reporting for COVID-19 Vaccination Tracker**, which may be accessed through the **DepEd Mobile App** searchable and downloadable at App Store (iOS) or Google Play (Android).

This particular tracker aims to accurately gather information directly from DepEd's vaccinees and personnel. The Department must take full advantage of the prowess and promptness of this tool, because through it, there will be no need for manual data collection and consolidation in all governance levels (i.e., schools, divisions, and regions). The said application automatically consolidates data and presents reports as soon as relevant information is collected from



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**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)]*

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



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respondents. This also allows DepEd personnel to log back in and provide updated information on their vaccination status.

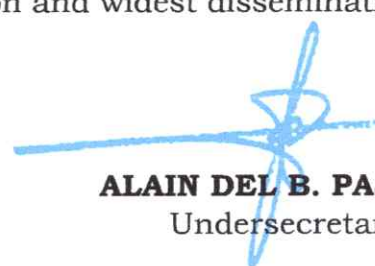

Further, the application can also generate reports per division and region which will regularly receive thru emails consolidated reports. Overall, this technology simplifies and lessens administrative tasks and minimizes inaccuracy and errors in data collection.

To ensure accurate monitoring results as well as the active participation of all DepEd personnel, kindly **refer to the attached User Guide on Self-Reporting for COVID-19 Vaccination Tracker (Annex A)** and **Login to DepEd Mobile App via DepEd Commons (Annex B)** and **disseminate the same.**

Please consider that the information to be collected shall guide the Department's leaders across all governance levels in making appropriate decisions and respond to the ongoing pandemic. Only with timely and accurate information can we provide appropriate solutions to DepEd's concerns.

For all 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 <mailto:deped-support@intelimina.com> .

For immediate and appropriate action and widest dissemination.

  
  
**ALAIN DEL B. PASCUA**  
Undersecretary



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## Annex A

### User Guide on Self-Reporting for COVID-19 Vaccination Tracker

(<https://bit.ly/SRTrackerUG>)

#### A. Steps and Reminders:

1. The **Self-Reporting for COVID-19 Vaccination Tracker** can only be accessed via the **DepEd Mobile App**.
2. To find and download the **DepEd Mobile App**, key in “DepEd Mobile” on your device’s App Store (iOS) or Google Play (Android) search box.

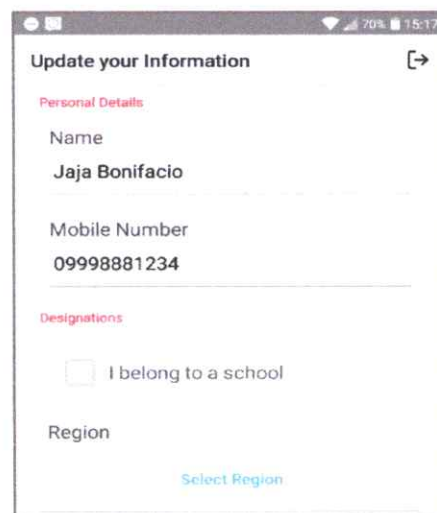
**Note:** If you have previously downloaded the DepEd Mobile App for the last national elections and/or the test period, kindly **UNINSTALL** it before downloading the updated version.

3. Install the App and open it.
4. On the App display, click **Sign In with DepEd Commons** (see Annex B: Login to DepEd Mobile App via DepEd Commons or go to <https://bit.ly/DMAAppDCAuth>) for quick access and account confirmation.

#### B. User Profile Update

On first-time access, the User must review personal details and follow the instructions below.

1. With school affiliation:  
Tick “ **I belong to a school**” if the User has school affiliation. Then, continue to **Select School** by entering the six (6)-digit School ID.
2. Without school affiliation:  
Tap **Select Region** and choose the appropriate option. If the User is a Division Personnel, continue to **Select Division** assigned in.
3. When done, click **Update**.



#### C. Accessing the Self-Reporting Tracker

1. Accept the App’s Privacy Policy by clicking **I agree**.
2. Go to **Surveys/Trackers** by clicking **VIEW NOW**.
3. Tap or select **Self-Reporting for COVID-19 Vaccination**.



Self-Reporting for COVID-19  
Vaccination  
Tracker

A form designed to monitor DepEd personnels on their COVID-19 vaccination. The form can be updated at anytime and saves the m...

[Read more](#)

Revisions Allowed: Needs Response



## D. Answering the Self-Reporting Tracker

### 1. Reminders

- i. Your account, once logged in, is tied only to your information. **DO NOT** log in with your email address and input other people's data.
- ii. Questions marked with asterisk (\*) are required to be answered.
- iii. Please follow suggested answer format, if indicated.

### 2. Question Types

- i. **Text field.** This accepts alphanumeric answers. Examples of this are the fields for **Name** and **Designation**.
- ii. **Number field.** In the tracker, the **Age** question is a number field.
- iii. **Yes/No.** This field requires either a **Yes** or **No** selection.
- iv. **Single selection.** This question type asks the User to select one answer from the given choices. To begin selection, click **Select Option** and a pop-up shows where the User may choose an appropriate answer.
- v. **Multiple choice.** This question type allows the User to select one or more answers from the given choices. To select, simply click on the appropriate option/s.
- vi. **Date picker.** If the User has not received the first and/or the second dose yet, he or she **MUST NOT** select any date and leave it as it is. Otherwise, to begin selection, click **Show Date Picker** and select the appropriate date when the User received the dose/s.

### 3. Question Set

Question	Question Type
Name (First Name, Last Name, Middle Initial, Suffix) * Example: Jaime, Bonifacio, Z, Sr	Text field
Age (Example: 34) *	Number field
Designation (Example: Head Teacher III) *	Text field
Teaching or Non-Teaching Personnel? *	Single selection
1. Have you registered for COVID-19 vaccination? (If NO, please proceed to Question 8) *	Yes/No
2. What priority group did you register under?	Single selection
3. What brand of vaccine did you receive?	Single selection
4. When did you receive your first dose?	Date picker
5. When did you receive your second dose?	Date picker
6. What adverse reaction/s, if any, did you experience?	Multiple choice



Question	Question Type
Specify other adverse reactions experienced here.	Text field
7. Do you have any allergies?	Yes / No
8. Have all the people in your household been vaccinated? *	Yes / No
9. If you did not register for vaccination, what is your primary reason?	Single selection
Specify other reasons for not registering for vaccination here.	Text field

#### 4. Review and Submission

- i. When done answering, click **Submit**. The **Review Answers** pop-up screen appears if no required field is missed. Scroll down and click **Proceed** to completely submit the form.
- ii. The **Unable to Submit Form** message shows if the User fails to answer one or more required questions. If this alert shows, click **BACK TO SURVEY** and answer the questions marked with **“This field is required.”**
- iii. Log back in to the app and update the **Self-Reporting for COVID-19 Vaccination Tracker** if there are changes on the User’s COVID-19 vaccination status such as indication of registration, schedule of doses, adverse reactions experienced, and/or any other related updates.



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## Login to DepEd Mobile App via DepEd Commons (<https://bit.ly/DMAAppDCAuth>)

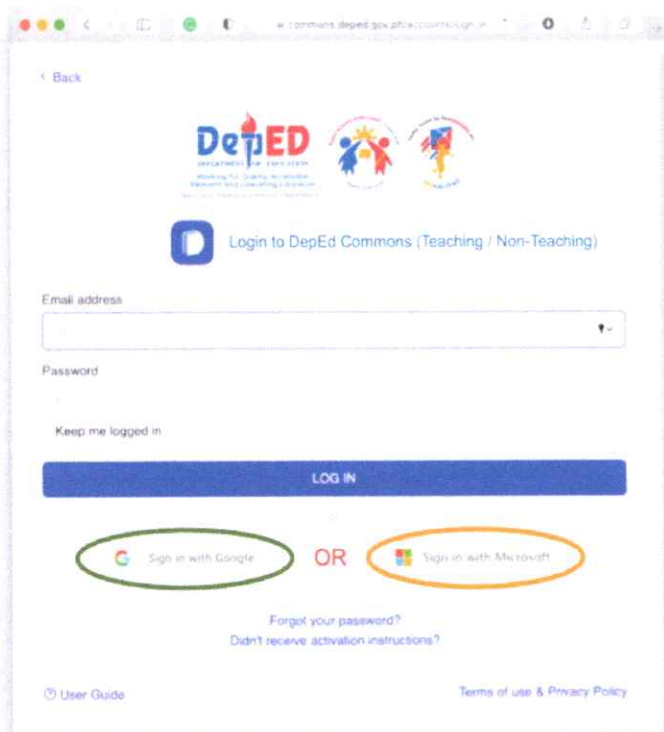


### Login to DepEd Mobile App via DepEd Commons

#### DepEd Mobile App

1. Download & install **DepEd Mobile App**.
2. Select "Sign in with DepEd Commons"
3. If the option to "Sign in with DepEd Commons" does not show, update the app.

Users are redirected to the teachers sign-in in DepEd Commons.



#### DepEd Commons Sign-in

[commons.dep.ed.gov.ph/accounts/sign\\_in](https://commons.dep.ed.gov.ph/accounts/sign_in)

Users are prompted to either --

- (a) Enter DepEd Commons activated login credentials
- (b) **Login via Google or Microsoft account**

For option (a), users enter valid and active DepEd Commons credentials or accounts.

For option (b), users sign in using Google (aka GSuite, DepEd Gmail) or Microsoft (aka O365, Office 365) official [dep.ed.gov.ph](https://commons.dep.ed.gov.ph) email.

Follow the prompts to authenticate and authorize DepEd Commons to use Google or Microsoft sign-in to login.





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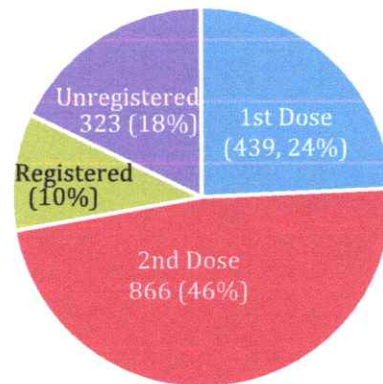
**AIDE MEMOIRE**  
05 August 2021

**STATUS OF VACCINATION IN DEPED**

The DepEd Task Force COVID-19 (DTFC), through its vaccination program representatives, provides the following updates on the status of vaccination in the Department.

**A. Central Office (as of 03 August 2021, 8 pm)<sup>1</sup>**

- Out of the 1,808 eligible population based on the Personnel Division Data (permanent, COS, consultants), 72% or 1,305 are already vaccinated, most already with second dose (48%).
- The number includes those who have been vaccinated of their second dose through their LGUs as well as through the CO-arranged vaccinations at the Pasig City LGU on 29 July (Batch 1), 30 July (Batch 2), and 03 August (Batch 3).



- Approximately 10% more have registered and signed up for CO-arranged vaccination in Pasig City. The Bureau of Human Resource and Organizational Development (BHRD) is currently making necessary arrangements of their vaccination as Batch 4, together with those who were supposed to receive their second dose from Batches 1, 2, and 3 but have not been vaccinated.
- Eighteen percent (18%) remain unvaccinated and unregistered for vaccination. This effectively updates the data presented in the Aide Memoire dated 10 July 2021.



<sup>1</sup> Source: Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHRD-EWD). Note: data based on estimated computation of the previous data including the updates on the CO-Pasig Vaccination and the remaining registrants waiting for their schedule; per DTFC Memorandum No. 421, masterlisting at the CO shall be c/o BHRD

**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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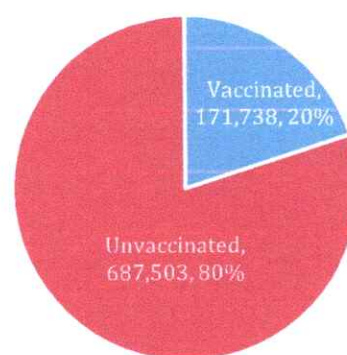


## Vaccination at the Central Office

Status	Number	%
<b>Eligible Population based on the Personnel Division Data</b>	<b>1,808</b>	<b>100%</b>
Eligible Population Already Vaccinated (Incomplete/First Dose Only) plus the CO-Pasig Vaccination data	439	24%
Eligible Population Already Vaccinated (Complete/Second Dose)	866	48%
Eligible Population Already Registered and Awaiting Schedule of Vaccination (Batch 4)	180	10%
Number of Eligible Population Still Unregistered and Unvaccinated	323	18%

### B. Data based on the submission of 223 SDOs<sup>2</sup>

- This section presents a summarized consolidation of the data submitted by 223 SDOs, as of 30 July 2021, through the following:
  - Submissions for DTFC Memorandum No. 421 (Master Listing of DepEd Personnel for COVID-19 Vaccination): data on the number of personnel who have been vaccinated, per priority group category, as required by the National Vaccination Operations Center (NVOC)
  - Submission through DTFC Memorandum No. 441 (Instructions to the Field Regarding the Operationalization of DM 28, s. 2021 Particularly on the Vaccination of DepEd Teaching and Non-Teaching Personnel): regional inventory of the existing arrangements of the SDOs per LGU which also includes summarized data on vaccinated personnel
  - Submission through the Google Sheet set up by the Office of the Undersecretary for Regional Operations (using the same template as DTFC Memorandum No. 441)
- The data, covering **859,241 personnel**, are based on the submissions of 223 Schools Division Offices (SDOs) and 17 Regional Offices as of 19 July 2021, and are a result of DTFC's further harmonization of data collected from various sources.<sup>3</sup>
- 20% or 171,738 teaching and non-teaching personnel are already vaccinated either with 1<sup>st</sup> dose or 2<sup>nd</sup> dose.
- 80% or 687,503 remain unvaccinated. They are either registered in their respective LGUs and awaiting their schedule or not willing to get vaccinated.
- In the previous report the reasons for not registering yet include: (i) as per advice of their physician due to comorbidity, (ii) some are waiting for the availability of preferred brands, and (ii) some are not yet decided to be vaccinated.



<sup>2</sup> Based on the email submissions of 223 SDOs to the BLSS-SHD and through the Google Sheet reporting to the Office of the Undersecretary for Regional Operations

<sup>3</sup> Cutoff of submission date/extended deadline (with data as of July 15, 2021)



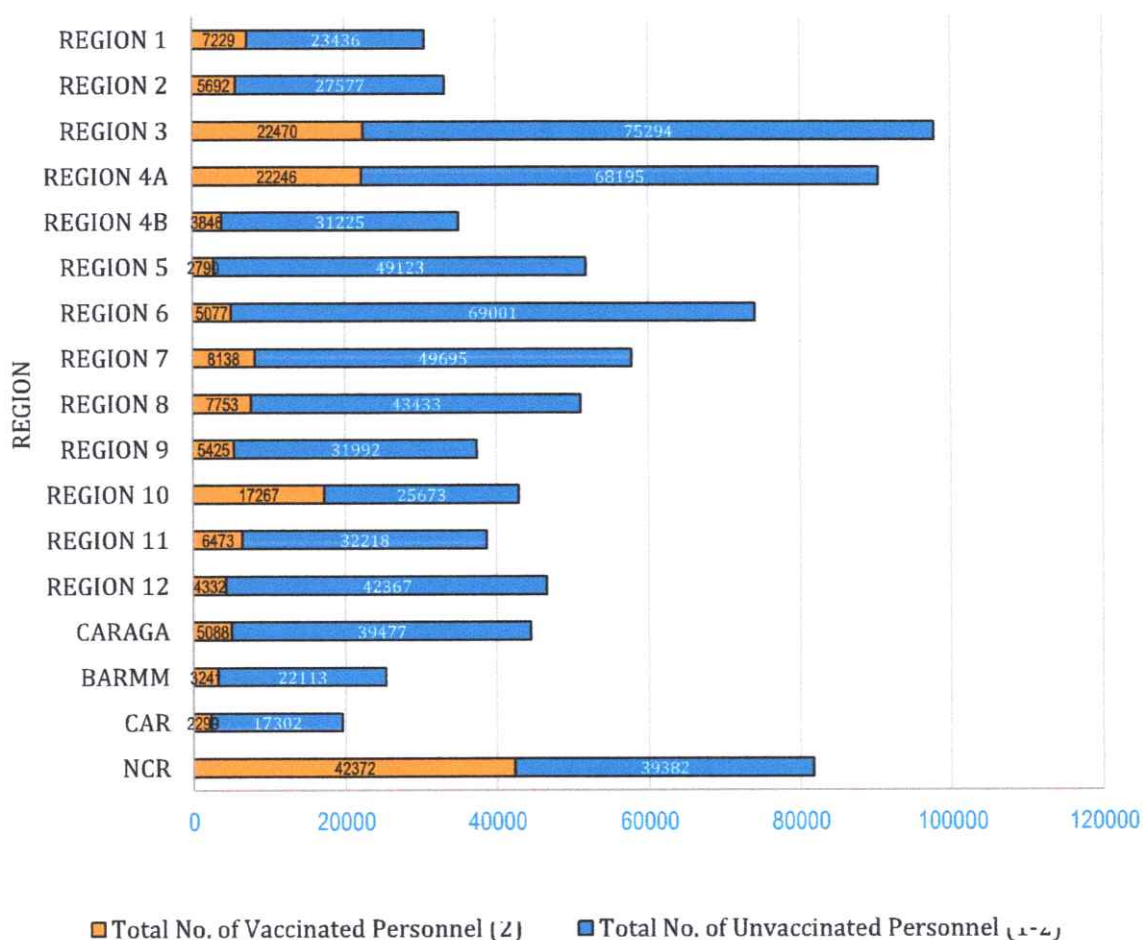


### Vaccination Status covering 223 SDOs and 17 Regions (as of 30 July 2021)

Status	Number of Personnel	%
<b>Eligible Population</b>	<b>859,241</b>	<b>100%</b>
Vaccinated	171,738	20%
Unvaccinated (registered, awaiting schedule, not yet registered)	687,503	80%

Below is the regional distribution of vaccinated and unvaccinated DepEd Personnel.

**Regional Distribution of Vaccination in DepEd**



### C. Data from the Self-Reporting for COVID-19 Vaccination Tracker

The Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service (ICTS), issued OUA Memorandum No. 00-721-0093 (Mass Dissemination on Self-Reporting for COVID-19 Vaccination Tracker) to officially disseminate the vaccination tracker, accessible through the DepEd Mobile App, and enjoin personnel nationwide to use the tracker in reporting their vaccination status.



Below is a national summary of the data collected through the tracker, as of 04 August 2021.

Personnel	Number	%
Vaccinated with at least one dose	51,479	5.46%
Vaccinated up to second dose	33,012	3.5%
Total count of Teaching and Non-teaching personnel in the COVID Self-Reporting Tracker Statistics	942,984	-

Note that the low figures are attributable to the still small number of respondents using the tracker. Promotion and information dissemination about the tracker are ongoing. Regional breakdown is attached (**Annex A**).

#### D. Issues and Other Updates

1. The DTFC is currently reviewing the submitted inventory of institutional arrangements per LGU, and is constantly coordinating with the NVOC for vaccine allocation for DepEd, especially for LGUs where there SDOs may be having difficulty making institutional arrangements.
2. On 12 July 2021, the DTFC submitted to NVOC its available data on vaccinated and unvaccinated personnel, with breakdown per region. The NVOC, through regional DOH representatives, has since then been reaching out to the DTFC to discuss vaccine allocation for DepEd personnel (e.g., vaccines arrived with instruction that a certain number is allocated for DepEd personnel). DTFC found out per coordination with these representatives that DOH Regional Offices received instruction from NVOC to facilitate “the allocation of their vaccines and the coordination of these selected government agencies” which include DepEd. The DTFC has referred them to the respective regional health personnel concerned, but the DTFC is also setting to meet with NVOC to further clarify and strengthen this arrangement.
3. Based on consultations with and feedback from field health personnel, some LGUs seem to not have been updated on the new classification of government employees as Priority Group A4 in the vaccination program. In some LGUs, teachers still remain under Priority B. The DTFC is bringing this to the attention of the NVOC, with recommendation to reiterate the updated listing of priority groups per existing memos.
4. Following were the issues raised during the previous engagement with field health personnel regarding vaccination data reporting (28 July 2021):
  - a. Some teaching and non-teaching personnel, especially those who are COS, LGU-hired, and are officially under BARMM, are not able to create accounts in the DepEd Mobile App because they do not have official deped.gov.ph email addresses. The issuance to allow them to be given DepEd emails will be expedited.
  - b. The field personnel request for issuance of a memorandum on the operationalization of the use of the app and the tracker (e.g., TOR/Roles;





delineation of IT and SHN personnel roles; how to cascade, who to train whom; who will receive email summaries and how they will be included in the release; use of data collected; where to access all related materials, including recordings; how and where to raise concerns about the app and about the operationalization; other FAQs). The said memorandum will be issued soon. Ahead of the memorandum, the list of COVID-19 Response focal persons has been updated and submitted to the app developer, for their inclusion in the regular email list of data summaries per governance level.

- c. The field personnel request for clarity on the (final) instruction on vaccination data collection. This will be addressed in a separate DTFC issuance.

## **E. SUMMARY AND RECOMMENDATIONS**

1. There is an increasing trend on vaccination in the field from 18% on 22 June 2021<sup>4</sup> to 20% in 19 July 2021<sup>5</sup>.
2. Most of the SDOs already indicated that they are coordinating with LGUs for institutional arrangements for the vaccination of DepEd Personnel and master lists have already submitted. Others still have to coordinate with their respective LGUs.
3. For further harmonization and consolidation of reports, the DTFC strongly suggests the following:
  - a. The use of the Self-Reporting for COVID-19 Vaccination Tracker will continue to be promoted to allow generating data directly from the DepEd personnel. BLSS-SHD and COVID-19 focal persons shall be provided with or have access to summarized data for inclusion in regular reporting, per governance level.
  - b. On top of the direct collection of data through the tracker, Regional Offices and Schools Division Offices shall continue to provide a monthly report to the DTFC on their verified vaccination data, serving as a validation of the data generated through the tracker. The cutoff date for data collection will be every 15th of the month, and submission date for the report is 3-4 days from the cutoff date. The DTFC will sit down with the Office of Undersecretary for Regional Operations to finalize a single mechanism to collect the said reports.

**ALAIN DEL B. PASCUA**

Undersecretary  
Chairperson, DepEd Task Force COVID-19



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<sup>4</sup> Per report submission of 60 SDOs

<sup>5</sup> Per submission of 223 SDOs

## Annex A

### DATA ON VACCINATION (based on the data collected through the Self-Reporting for COVID-19 Vaccination Tracker)

The graph below shows the distribution of vaccinated employees (1st dose and 2nd dose) per region. The top 3 regions with the highest vaccination rate against the total count are NCR, Region 4-A, and Region 3.

Note: "Total" pertains to the total count of Teaching and Non-teaching personnel in the COVID Self-Reporting Tracker Statistics, not the total number of vaccinated personnel.

