



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division Superintendent**

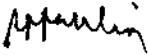
24 MAY 2021

DIVISION MEMORANDUM

No. 340 , s. 2021

**COVID-19 VACCINATION REGISTRY**

- TO : Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Senior Education Program Specialists/Education Program Specialists II  
Public Schools District Supervisors/Districts-in-charge  
Public Elementary and Secondary School Heads  
All Others Concerned
1. In view of the approval of the National Inter-Agency Task Force (NIATF), as requested by the Secretary Leonor Magtolis-Briones, reclassifying Teachers as A4 priority from B1 in the vaccination priority list, this Office hereby announces the conduct of a survey which will be used as a registry in identifying personnel who have been vaccinated and will be vaccinated.
  2. Anent this, the School heads are hereby directed to fill out the following enclosures (please see attached):  
Enclosure A - Registry of School Personnel;  
Enclosure B - Summary of School Personnel; and  
Enclosure C - Summary of Personnel per District
  3. For **Enclosure A (Registry of Personnel)**, listing of teaching and non-teaching personnel shall be based on actual personnel (warm bodies) and arranged alphabetically (Last Name first) without classifying the sex.
  4. For **Enclosure B (Summary of School Personnel)**, data entry on "With Comorbidity" and "No Comorbidity" shall be done regardless of age.
  5. **Enclosures A and B** shall be submitted to the **District Office ONLY**, and the District Nurse shall then collect these from the Public Schools District Supervisor (PSDS). Meanwhile, **Enclosure C** shall be submitted to this Office (Attn: Dr. Karina Louise dela Cruz) and the data shall be inputted in the online survey link, <https://docs.google.com/spreadsheets/d/1O6zIkUbW2ANpQrEcLZJtD6OLLmu-3Sh4vd-wAAdiSMk/edit#gid=1893668862>.
  6. The deadline for the submission of **Enclosures A, B and C** will be **on or before May 27, 2021**.
  7. For widest dissemination and compliance.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent

SPP/JMA-MKP/SGOD/RBP/klbc  
May 24, 2021



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ENCLOSURE A – Registry of School Personnel**

Name of School: \_\_\_\_\_

Employee's Name	Birthdate	Position	TP/NTP	Status of Employment	Senior Citizen	With Comorbidity	Vaccinated

Certified true and correct: \_\_\_\_\_  
 Signature above printed name of SCHOOL HEAD

**SAMPLE**

**ENCLOSURE A – Registry of School Personnel**

Name of School: **Sibulan Central Elementary School**

Employee's Name	Birthdate	Position	TP/NTP	Status of Employment	Senior Citizen	With Comorbidity	Vaccinated
Dela Cruz, Juan	1/1/1959	School Head	NTP	Regular Plantilla	Yes	Yes	Yes
Enriquez, Jona	2/1/1958	Teacher III	TP	Regular Plantilla	Yes	Yes	Yes
Felix, Andre	3/3/1960	ADAS II	NTP	Regular Plantilla	Yes	No	No
Vera, Michael	4/5/1980	Utility Worker	NTP	Contract of Service (LGU)	No	Yes	No
Zaragoza, Jane	6/7/1985	Substitute Teacher	TP	Substitute	NO	No	No

Certified true and correct: **MARIA ENRIQUEZ**  
 Signature above printed name of SCHOOL HEAD

**Legend:**

*TP – Teaching Personnel*

*NTP – Non-teaching Personnel*

*Employment Status – Regular Plantilla, Probationary, Contractual, Coterminous, Job Order, Project Based, LGU employed*

*Comorbidity – Any diagnosed illness with maintenance medication (hypertension, diabetes mellitus, bronchial asthma, cancer*

*\*With/ No Comorbidity – regardless of age*



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ENCLOSURE B – Summary of School Personnel**

Name of School: \_\_\_\_\_

Personnel Category	VACCINATED		NOT VACCINATED	
	TP	NTP	TP	NTP
Senior Citizens				
<60 years old				
With Comorbidity*				
No Comorbidity*				

Certified true and correct: \_\_\_\_\_  
 Signature above printed name of **SCHOOL HEAD**

**SAMPLE**

**ENCLOSURE B – Summary of School Personnel**

Personnel Category	VACCINATED		NOT VACCINATED	
	TP	NTP	TP	NTP
Senior Citizens	5	0	0	0
<60 years old	0	0	15	1
With Comorbidity*	1	0	0	0
No Comorbidity*	0	0	15	1

Certified true and correct: **MARIA ENRIQUEZ**  
 Signature above printed name of **SCHOOL HEAD**

Legend:

TP – Teaching Personnel

NTP – Non-teaching Personnel

Employment Status – Regular Plantilla, Probationary Contractual, Coterminous, Job Order, Project Based, LGU employed

Comorbidity – Any diagnosed illness with maintenance medication (hypertension, diabetes mellitus, bronchial asthma, cancer)

\*With/ No Comorbidity – regardless of age



Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
 Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644  
 Email Address: negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 SCHOOLS DIVISION OF NEGROS ORIENTAL

**ENCLOSURE C – Summary of Personnel per District**

Name of District	VACCINATED		TOTAL	NOT VACCINATED		TOTAL	OVERALL TOTAL
	TP	NTP Others		TP	NTP		
Senior Citizens							
<60 years old							
With Comorbidity							
No Comorbidity							

**Certified true and correct:** \_\_\_\_\_  
 Signature above printed name of **Public Schools District Supervisor**

**TABLE 3 – Summarized Table of each District**

Sibulan District 1	VACCINATED		TOTAL	NOT VACCINATED		TOTAL	OVERALL TOTAL
	TP	NTP		TP	NTP		
Senior Citizens	5	3	8	11	8	19	27
<60 years old	0	0	0	16	7	23	23
With Comorbidity	4	3	7	16	7	23	30
No Comorbidity	1	0	1	11	8	19	20

**Certified true and correct:** JOSE ENRIQUEZ  
 Signature above printed name of **Public Schools District Supervisor**

**Legend:**

*TP – Teaching Personnel*

*NTP – Non-teaching Personnel*

*Others – Contractual, Coterminous, Job Order, Project Based, LGU employed*

*Comorbidity – Any diagnosed illness with maintenance medication (hypertension, diabetes mellitus, bronchial asthma, cancer)*

*\*With/ No Comorbidity – regardless of age*



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph