



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

**Office of the Schools Division
Superintendent**

MEMORANDUM
MLA-2021- 182

TO: **SECTION HEADS**


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

SUBJECT: **COVID-19 VACCINATION REGISTRY**

DATE: May 25, 2021

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, all Section Heads are hereby directed to fill out the following enclosures:
Enclosure A - Registry of Personnel; and
Enclosure B - Summary of Section Personnel;
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 Section 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 **School Health Section**.
6. The deadline for the submission of **Enclosures A and B** will be **on or before May 27, 2021**.
7. For widest dissemination and compliance.

2 5 MAY 2021

SPP/JMA-MKP/SGOD/RBP/kbc
May 25, 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



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ENCLOSURE A - Registry of Personnel

Name of Office: _____

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

Certified true and correct: _____
 Signature above printed name of **SECTION HEAD**

SAMPLE

ENCLOSURE A - Registry of Personnel

Name of Office: **School Health Section**

Employee's Name	Birthdate	Position	TP/NTP	Status of Employment	Senior Citizen	With Comorbidity	Vaccinated
dela Cruz, Jose	1/1/1959	Medical Officer III	NTP	Regular Plantilla	Yes	Yes	Yes
Enriquez, Jona	2/1/1958	Dentist II	NTP	Regular Plantilla	Yes	Yes	Yes
Felix, Andre	3/3/1960	Nurse II	NTP	Regular Plantilla	Yes	No	No
Vera, Michael	4/5/1980	Dentist II	NTP	Regular Plantilla	No	Yes	No
Zaragoza, Jane	6/7/1985	Dental Aide	NTP	Regular Plantilla	No	No	No

Certified true and correct: **JOSE DE LA CRUZ**
 Signature above printed name of **SECTION 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



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ENCLOSURE B - Summary of Personnel per Section

Name of Section	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 **SECTION HEAD**

SAMPLE OF ENCLOSURE B - Summary of Personnel per Section

School Health Section	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 DELA CRUZ
 Signature above printed name of **SECTION HEAD**

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*



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