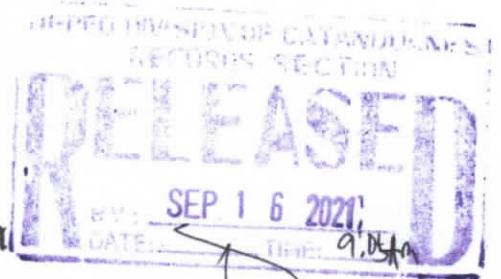




Republic of the Philippines
Department of Education
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



September 14, 2021

DIVISION MEMORANDUM
OSDS-SGOD-DM-465. 2021

TO : Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Public Schools District Supervisors
School Heads of Elementary and Secondary Schools

SUBJECT : INVENTORY OF TEACHING AND NON-TEACHING
PERSONNEL WHO GOT ANTI-COVID-19 VACCINE AND TO
BE VACCINATED

1. This pertains to one of the priorities of the Schools Health Nutrition Unit which is to make sure that all SDO employees be inoculated of covid-19 vaccines. With that, this office in partnership with the Rural Health Unit of Virac and the Provincial Health Office of Catanduanes has successfully initiated its Vaccination Roll-Out last August 4, 2021 which catered SDO employees both the teaching and non-teaching personnel of all elementary and Secondary schools in the province.
2. On that note, may we request data from your office/school on the inventory of all teaching and non-teaching personnel who availed the said vaccine and are still to be vaccinated. Attached are the templates for your reference.
3. The report should reach to this office Attention: **School Health Nutrition Unit on or before September 23, 2021**, in hard and soft copy, or you can send it to (ahdel.idanan@deped.gov.ph)
4. For information and guidance of everyone.

SUSAN S. COLLANO
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph



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TOTAL NUMBER OF EMPLOYEE

| | |
|---------------------------------|-------------------------------------|
| Total No. of teaching personnel | Total No. of non-teaching personnel |
|---------------------------------|-------------------------------------|

INVENTORY OF TEACHING AND NON-TEACHING PERSONNEL WHO GOT COVID-19 VACCINE

| District | School | Complete Name | Teaching or Non-teaching | Received vaccine (Yes/No) | Received 1 st Dose (Yes/No) | Received 2 nd Dose (Yes/No) | RHU | Catered by Division Office |
|-------------------------------|--------|--------------------------|--------------------------|---------------------------|--|--|-----|----------------------------|
| Example Virac North | VPES | Ahdel Del Rosario Idanan | Teaching | Yes | Yes | Yes | | Yes |





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INVENTORY OF TEACHING AND NON-TEACHING PERSONNEL STILL FOR COVID-19 VACCINATION

| DISTRICT | NAME OF SCHOOL | NAME OF PERSONNEL STILL FOR VACCINATION | TEACHING OR NON-TEACHING |
|-------------------------------|----------------|---|--------------------------|
| EXAMPLE Virac North | VPES | Andel Del Rosario Idanan | Non-teaching |





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DATA NEEDED FOR THE PERSONNEL STILL FOR VACCINATION

| Surname | Given Name | Middle Name | Qualifier | Sex | B-day (mm/dd/yyyy) | CP# | Complete Address | Occupation | With allegy (yes/no) | W/ comorbidity (yes/no) |
|--------------------------|------------|-------------|-----------|-----|--------------------|-------------|---|------------|----------------------|-------------------------|
| EXAMPLE Idanan | Andel | Del Rosario | None | M | 01/18/1988 | 09672475833 | #433 San Isidro Village, Virac, Catanduanes | Nurse | No | No |

