



Republic of the Philippines
Department of Education

REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



16 NOVEMBER 2021

DIVISION MEMORANDUM
OSDS-SGOD-DM-52S. 2021

INVENTORY OF TEACHING AND NON-TEACHING PERSONNEL WHO GOT ANTI-COVID-19 VACCINE AND PERSONNEL STILL FOR VACCINATION

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

1. This pertains to the pronouncement of PRRD to make sure that all government employees must be inoculated by the anti-covid 19 vaccine and to subject unvaccinated employees to a mandatory antigen or RT-PCR test (with negative result) before reporting to their respective government offices.
2. Relative to this, may we request updated data from your office/school on the inventory of all teaching and non-teaching personnel who have been vaccinated as well as those who are still for vaccination. Attached are the templates for your reference.
3. The report should reach this office, Attention: **School Health Nutrition Unit, on or before November 26, 2021 (Friday)**, and to submit the said every last Friday of the month thereafter. You can send the said report in the email add given. (ahdel.idanan@deped.gov.ph)
4. For information and strict compliance.

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



INVENTORY OF TEACHING PERSONNEL WHO GOT COVID-19 VACCINE

As of _____

Total # of teaching personnel: _____

| District | School | Name | Dose given | | Vaccine Brand (please check your vaccine brand) | | | | |
|----------------|-------------|-----------------|-------------------------------|---|---|-------------|--------|---------|---------|
| | | | 1 st Dose (Yes/No) | Completed 1 st and 2 nd Dose (Yes/No) | Sinovac | Astrazeneca | Pfizer | Moderna | Sputnik |
| Example | | | | | | | | | |
| Virac South | Antipolo ES | Ahdel D. Idanan | | Yes | / | | | | |



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

As of _____

Total # of non-teaching personnel: _____

| District | School | Name | Dose given | | Vaccine Brand (please check your vaccine brand) | | | | | |
|----------------|-------------|-----------------|-------------------------------|---|---|-------------|--------|---------|---------|--|
| | | | 1 st Dose (Yes/No) | Completed 1 st and 2 nd Dose (Yes/No) | Sinovac | Astrazeneca | Pfizer | Moderna | Sputnik | |
| Example | | | | | | | | | | |
| Virac South | Antipolo ES | Ahdel D. Idanan | | Yes | / | | | | | |
| | | | | | | | | | | |





INVENTORY OF TEACHING PERSONNEL STILL FOR ANTI-COVID-19 VACCINATION

As of _____

| District | School | Complete Name (Surname, Given, Middle Name) | B-day (mm/dd/yyyy) | Complete Address | Contact Number |
|----------------|----------------|--|-----------------------|---|----------------|
| Example | | | | | |
| Virac South | Antipolo ES | Idanan, Ahdel, Del Rosario | 01/18/1988 | #433 San isidro Village, Virac, Catanduanes | 09486934889 |

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

As of _____

| District | School | Complete Name (Surname, Given, Middle Name) | B-day (mm/dd/yyyy) | Complete Address | Contact Number |
|----------------|----------------|--|-----------------------|---|----------------|
| Example | | | | | |
| Virac South | Antipolo ES | Idanan, Ahdel, Del Rosario | 01/18/1988 | #433 San isidro Village, Virac, Catanduanes | 09486934889 |





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INVENTORY OF PERSONNEL INFECTED WITH COVID-19 VIRUS

As of _____

| District | School | Complete Name (Surname, Given, Middle Name) | Position (Teaching/Non-teaching) | Status | |
|---------------------------|----------------|---|-------------------------------------|--------|-----------|
| | | | | Active | Recovered |
| Example Virac South | Antipolo ES | Idanan, Ahdel, Del Rosario | Non-teaching | | / |



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