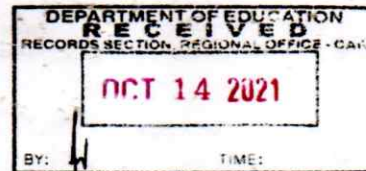


Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim



DepEd Task Force COVID-19
MEMORANDUM No. 533
13 October 2021

For: Regional Directors and BARMM Education Minister

Subject: MASTER LISTING FOR COVID-19 VACCINATION OF SCHOOL PERSONNEL WHO WILL PILOT FACE-TO-FACE CLASSES

The DepEd Task Force COVID-19 (DTFC), through DepEd’s representatives in the government’s COVID-19 immunization program, together with the Office of the Undersecretary for Field Operations (OUFO), issues the following guidelines on the master listing of all personnel in the schools participating in the pilot implementation of face-to-face classes:

1. All Regional COVID-19/Vaccination Focals are tasked to lead the master listing of the concerned school personnel, in coordination with their respective Division Focals.
2. Master listing shall be done in **all the 638 public schools** participating in the pilot. The list of schools, which is not a private document, has been previously communicated to the regional offices.
3. The attached template (**Annex A**) shall be used in the master listing. The same can be downloaded from <https://bit.ly/pilotf2fschoolmasterlist>.
4. Each Regional COVID-19/Vaccination Focal shall **submit only one Excel file/work book** per region, consolidating the submissions of the participating schools—one work sheet per school—in the Schools Division Offices, under their respective regions. Refer to **Annex B** for a quick guide on how to accomplish the template.
5. Please follow this file naming convention below when submitting the master lists: **Region - Master Listing for Vaccination of Personnel in F2F Schools.xlsx**.



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))

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 @depedtago

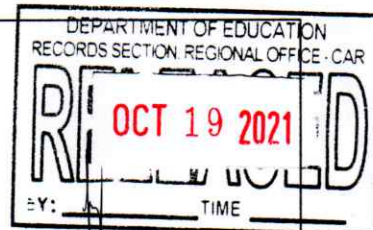


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Republic of the Philippines
Department of Education
Cordillera Administrative Region

ENDORSEMENT



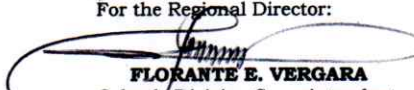
15 October 2021

TO: SCHOOLS DIVISION SUPERINTENDENT COVID-19 VACCINATION FOCAL PERSONS

For compliance.

ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

For the Regional Director:


FLORANTE E. VERGARA
Schools Division Superintendent
Officer-In-Charge
Office of the Assistant Regional Director



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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 533
13 October 2021

For: **Regional Directors and BARMM Education Minister**

Subject: **MASTER LISTING FOR
COVID-19 VACCINATION OF SCHOOL PERSONNEL
WHO WILL PILOT FACE-TO-FACE CLASSES**

The DepEd Task Force COVID-19 (DTFC), through DepEd's representatives in the government's COVID-19 immunization program, together with the Office of the Undersecretary for Field Operations (OUFO), issues the following guidelines on the master listing of all personnel in the schools participating in the pilot implementation of face-to-face classes:

1. All Regional COVID-19/Vaccination Focals are tasked to lead the master listing of the concerned school personnel, in coordination with their respective Division Focals.
2. Master listing shall be done in **all the 638 public schools** participating in the pilot. The list of schools, which is not a private document, has been previously communicated to the regional offices.
3. The attached template (**Annex A**) shall be used in the master listing. The same can be downloaded from <https://bit.ly/pilotf2fschoolmasterlist>.
4. Each Regional COVID-19/Vaccination Focal shall **submit only one Excel file/work book** per region, consolidating the submissions of the participating schools—one work sheet per school—in the Schools Division Offices, under their respective regions. Refer to **Annex B** for a quick guide on how to accomplish the template.
5. Please follow this file naming convention below when submitting the master lists: **Region _ - Master Listing for Vaccination of Personnel in F2F Schools.xlsx**.



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

6. The master lists must be submitted **on or before 18 October 2021**.
7. The master lists of all the 638 schools need to be turned over on **19 October 2021** to the National COVID-19 Vaccination Operations Center (NVOC) by the DepEd Central Office Composite Team in charge of the planning and preparations for the pilot implementation of face-to-face classes.

These guidelines were drafted in close coordination with the Composite Team, headed by the Office of the Undersecretary and Chief of Staff.

For queries regarding this concern, please contact the DTFC Secretariat, BLSS-SHD, through telephone number 8632-9935 or email at medical.nursing@deped.gov.ph .

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Field Operations

ALAIN DEL B. PASCUA
Undersecretary for Administration
Chairperson
DepEd Task Force COVID-19

cc: **Usec. Nepomuceno A. Malaluan**
Chief of Staff
Office of the Secretary



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Annex B – Guide on Accomplishing the Master List Template

1. Dropdown lists have been set up under the columns Sex, Position, Priority Group, and Vaccination Status.

A	B NAME			D Age	E Sex	F Position (Choose from the dropdown list)	G Home Address			J Contact Number	K Em
	C Surname	C First Name	C Middle Name				G Street	G Barangay	G Municipality/City		
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Region - Master Listing for Vaccination of Personnel in 178 Schools - Excel

Prepared by: School 1 Key



2. Right click on the row numbers and click Insert to add new rows, as needed. This will retain the dropdown list set under the columns for Sex, Position, Priority Group, and Vaccination Status.

The screenshot shows an Excel spreadsheet with a data entry form. The form includes the following fields and sections:

- 11 SDO:
- 12 Province:
- 13 Region:
- 14 School email address:
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The table structure is as follows:

NAME		Age	Sex	Position (Choose from the dropdown list)	Home Address			Contact Number	Email Address	Priority Gro. (Choose from the droi
Surname	First Name				Middle Name	Street	Barangay			
Teaching personnel										
Non-teaching personnel										

A red arrow points to the row numbers on the left side of the spreadsheet. Another red arrow points to the 'Non-teaching personnel' section of the table.



3. Right-click on the Work Sheet Tab and choose "Move or Copy" to create or consolidate new sheets, as needed.

The screenshot shows an Excel spreadsheet with the following structure:

A	B	C	D	E	F	G	H	I	J	K	L	
												Surname
1	MASTER LISTING OF TEACHING AND NON-TEACHING PERSONNEL											
2	For Pilot Face-to-Face Classes											
3	SCHOOL PROFILE											
4	Name of school:											
5	School ID:											
6	School Principal:											
7	Street:											
8	Barangay:											
9	Municipality/City:											
10	SDO:											
11	Province:											
12	Region:											
13	School email address:											
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