



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM  
No. 303 s. 2021

May 28, 2021

**SUBMISSION OF VACCINATION MASTERLIST FOR BASIC EDUCATION PERSONNEL**

TO: All Public Schools District Supervisor  
Elementary School Heads  
Junior and Senior High School Heads  
All Private School Principals  
All Others Concerned

1. This is in reference to the letter request from DR. MILAGROS R. SUNGA, MD, City Health Officer II, requesting the basic education personnel from private and public schools to submit the vaccination master list to the Schools Divisions Office of Digos City.
2. In line with this, the school clinic coordinator is requested to submit the vaccination master list of the school personnel.
3. The soft copy of the Vaccination Masterlist will be posted at the group chat (Himsog And Health Administrator)
4. Please submit the Vaccination Master list for basic education personnel to Ms. Ireene P. Dandoy, COVID 19 Vaccination Coordinator, Contact details: Ireene P. Dandoy at 09088837893.
5. For your guidance and information

**CRISTY C. EPE**  
Schools Division Superintendent



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
(082) 553-8396 | (082) 553-8376  
[www.depeddigoscity.org](http://www.depeddigoscity.org) | [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)



City Government of Digos  
**OFFICE OF THE CITY HEALTH OFFICER**

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May 28, 2021

**CRISTY C. EPE**  
Schools Division Superintendent  
DepEd Digos City

Dear Ma'am,

This is a follow-up to my previously sent request regarding the COVID-19 vaccination campaign. The Department of Health has issued new guidelines for the prioritized group for vaccination, which involves the personnel from your department. Frontline personnel in basic education institutions and agencies are now on the priority group **A4.11**, which means that your vaccination schedule will also be initiated in the next few months.

In line with this, I would like to request for the submission of a vaccination master list for basic education personnel from public and private institutions, the template of which is provided by the Department of Health. We can provide electronic and printed documents, whichever is most preferable on your end.

You may contact **Ms. Kristina Leigh G. Davo**, our NIP Coordinator for specific concerns on these contact details:

**Email:** [kayeelledavo@gmail.com](mailto:kayeelledavo@gmail.com)  
**Mobile No.:** 0917 129 9744

I am hoping for your positive feedback on this request.

Thank you very much.

Respectfully yours,

  
**MILAGROS R. SUNGA, MD**  
City Health Officer II