



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

No. 343, s. 2021

June 14, 2021

**UPDATING OF ACCURATE VACCINATION DATA  
IN ALL SCHOOLS DIVISION OFFICES**

**TO:** CID and SGOD Chiefs  
Public Schools District Supervisors  
Division Health Office Personnel  
Public Elementary and Secondary School Heads  
Secondary Nurse  
All Teaching and Non-Teaching Personnel

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1. In reference to the unnumbered Regional Memorandum dated June 7, 2021, re: Updating of Accurate Vaccination Data in All Schools Division Offices, this Office requires all Division Chiefs, Section Heads, School Heads, Division Health Personnel and Secondary Nurse to report weekly the vaccination status of all teaching and non-teaching personnel in your respective schools/offices to the Division Health Personnel, relative to the government's efforts in providing COVID-19 vaccination to all DepEd employees.
  2. The weekly updating of the vaccination status of all personnel in the schools and offices shall include all vaccinations received from all sources (i.e., barangay or City Health).
  3. School personnel vaccination status shall be reported by the School Clinic In-charge thru the HIMSOG Group Chat. Office personnel who are already vaccinated are required to directly report to the Division Health personnel for consolidation purposes.
  4. Once done with the 2<sup>nd</sup> dose, all personnel are required to submit a photocopy of their Covid-19 Vaccination Card.
  5. The Division Health Personnel are required to update the Regional Google Sheets on the Vaccination Data Weekly via [bit.ly/Covid-19VaccinationData](https://bit.ly/Covid-19VaccinationData), providing accurate number of vaccinated personnel with first dose and second dose, and data on Adverse Events Following Immunization (AEFI).
  6. Immediate dissemination and compliance of this memorandum is desired.

  
**CRISTY C. EPE**  
Schools Division Superintendent  6-14-2021

