





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 Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

- 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. ESCOBEDOUndersecretary for Field Operations

Undersecretary for Administration
Charperson
DepEd Task Force COVID-19

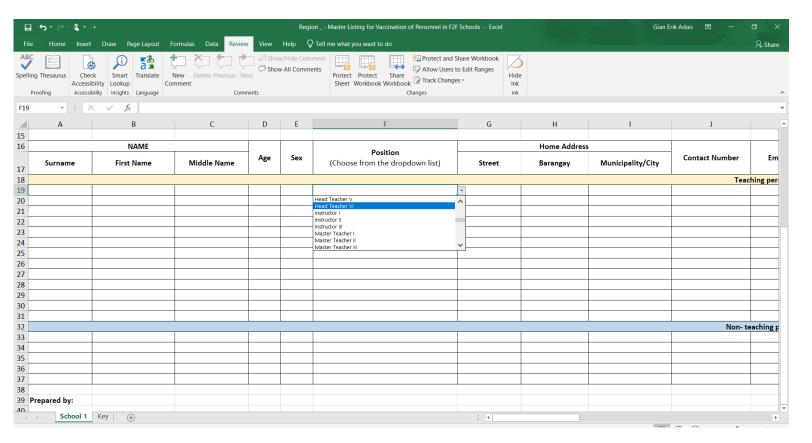




cc: Usec. Nepomuceno A. Malaluan
Chief of Staff
Office of the Secretary

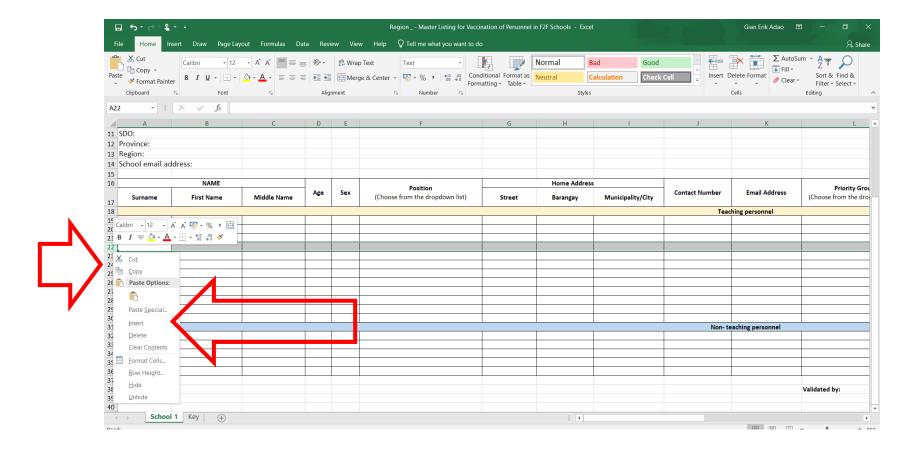
Annex B – Guide on Accomplishing the Master List Template

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





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.





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

