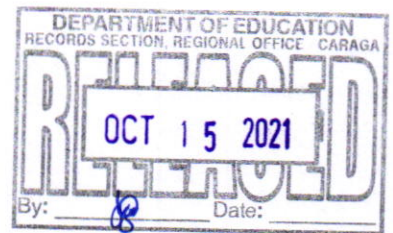




Republic of the Philippines
Department of Education
CARAGA REGION



October 15, 2021

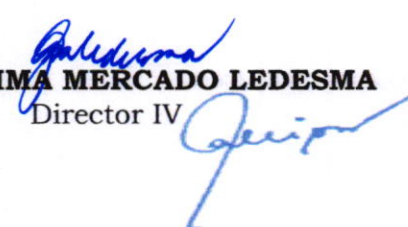
REGIONAL MEMORANDUM

No. 816, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

MASTERLISTING FOR COVID-19 VACCINATION OF
SCHOOL PERSONNEL WHO WILL PILOT
FACE-TO-FACE CLASSES

1. Pursuant to DepEd Task Force COVID-19 (DTFC) Memorandum No. 533, master listing shall be done in all public schools participating in the pilot implementation of face-to-face classes.
2. In view of the foregoing, all Division COVID-19 Vaccination Focal shall submit the master list of concerned school personnel using the attached template via email at caragaessd.hnu@deped.gov.ph on or before October 18, 2021, at 12:00 noon.
3. For information and immediate dissemination.


MA. GEMMA MERCADO LEDESMA
Director IV

Encls.: Annex A
Reference: DTFC Memorandum No. 533.
To be indicated in the Perpetual Index
under the following subjects:

MASTER LISTING PILOT FACE-TO FACE SCHOOL PERSONNEL

ESS/jcc
10/15/2021



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2021-10-12941

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DepEdRO13-F-REC-013/R3/02-18-2020



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

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Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



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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 S. 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.

Region - Master Listing for Vaccination of Personnel in FZF Schools - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Tell me what you want to do

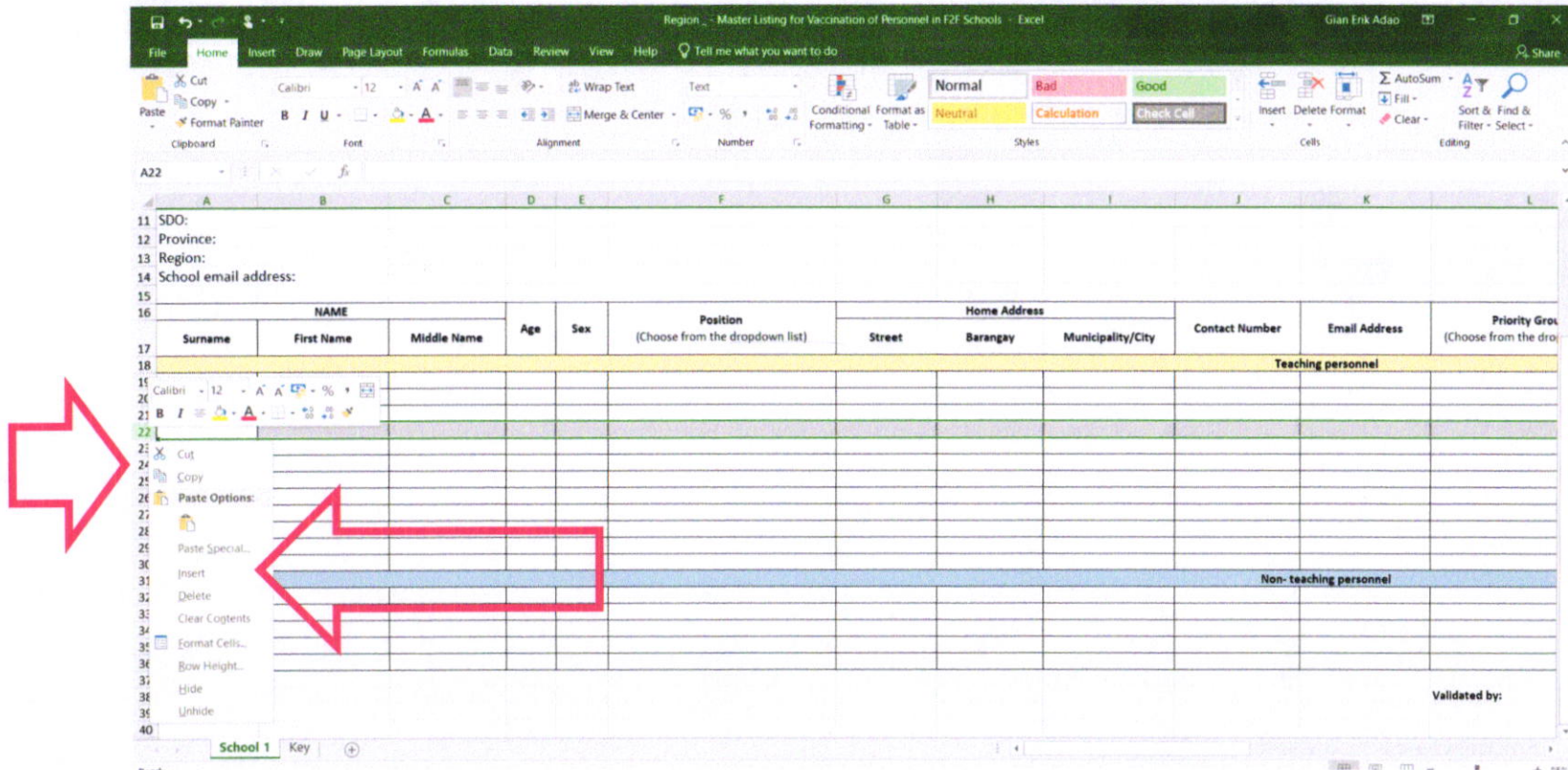
Spelling Thesaurus Check Accessibility Smart Lookup Translate New Comment Show/Hide Comments Show All Comments Protect Sheet Protect Workbook Share Workbook Protect and Share Workbook Allow Users to Edit Ranges Track Changes Hide Link

F19

NAME		Age	Sex	Position	Home Address			Contact Number	Em
Surname	First Name	Middle Name		(Choose from the dropdown list)	Street	Barangay	Municipality/City		
									Teaching per
				Head Teacher V					
				Head Teacher VI					
				Instructor I					
				Instructor II					
				Instructor III					
				Master Teacher I					
				Master Teacher II					
				Master Teacher III					
									Non-teaching p
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 displays the Microsoft Excel interface with the 'Home' tab selected. The worksheet is titled 'Region - Master Listing for Vaccination of Personnel in F2F Schools'. The data is organized into a table with the following columns: Surname, First Name, Middle Name, Age, Sex, Position (Choose from the dropdown list), Home Address (Street, Barangay, Municipality/City), Contact Number, Email Address, and Priority Group (Choose from the dropdown list). The table is divided into sections for 'Teaching personnel' (rows 17-21) and 'Non-teaching personnel' (rows 22-26). A right-click context menu is open on row 22, with the 'Insert' option highlighted. A red arrow points to the right-click action on the row number, and another red arrow points to the 'Insert' option in the menu.

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

Validated by:



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

The screenshot shows the Excel interface with the 'Home' tab selected. The worksheet is titled 'Region - Master Listing for Vaccination of Personnel in F2F Schools - Excel'. The 'School' tab is selected, and a right-click context menu is open over the tab name. The 'Move or Copy...' option is highlighted. A red arrow points to the 'Move or Copy...' option, and another red arrow points to the 'School' tab name.

MASTER LISTING OF TEACHING AND NON-TEACHING PERSONNEL For Pilot Face-to-Face Classes										
SCHOOL PROFILE										
Name of school:										
School ID:										
School Principal:										
Street:										
Barangay:										
Municipality/City:										
SDO:										
Province:										
Region:										
School email address:										
NAME		Age	Sex	Position	Home Address			Contact Number	Email Address	Priority Group
Surname	Middle Name			(Choose from the dropdown list)	Street	Barangay	Municipality/City			(Choose from the dropdown list)
Teaching personnel										



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