



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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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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- 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 the Microsoft Excel interface with the following details:

- Title Bar:** Region - Master Listing for Vaccination of Personnel in F2F Schools - Excel
- File Name:** School 1 Key
- Context Menu:** Open over row 22, with 'Insert' highlighted. A red arrow points to the 'Insert' option in the menu.
- Spreadsheet Content:**
 - Rows 11-14: SDO, Province, Region, School email address.
 - Row 16: Column headers for NAME (Surname, First Name, Middle Name), Age, Sex, Position (Choose from the dropdown list), Home Address (Street, Barangay, Municipality/City), Contact Number, Email Address, Priority Group (Choose from the dropdown list).
 - Row 18: Section header 'Teaching personnel' (highlighted in yellow).
 - Row 31: Section header 'Non-teaching personnel' (highlighted in blue).
 - Row 39: 'Validated by:' field.



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

