Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02

CHEDRO 2
RELEASED
Date: 09/28/21
Signature:

REGIONAL MEMORANDUM ORDER
No. 285, series of 2021

FOR : **ALL PRESIDENTS/HEADS AND OFFICERS-IN-CHARGE OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS (HEIs) IN REGION 02**

SUBJECT : **URGENT REQUEST FOR DATA ONTHE COVID-19 VACCINATION OF HIGHER EDUCATION INSTITUTIONS**

DATE : **SEPTEMBER 24, 2021**

Attached is a copy of the Memorandum from **Atty. Cinderella Filipina S. Benitez-Jaro,** Executive Director IV, Commission on Higher Education, requesting data on the COVID-19 vaccination of teaching and non-teaching personnel of Higher Education Institutions.

Please accomplish the attached Report Template on the COVID-19 Vaccination Data of Higher Education Institutions and submit the soft copy (Excel file) through email at chedro2@ched.gov.ph cc: rdanga@ched.gov.ph not later than **September 28, 2021**.

For immediate action.

JULIETA M. PARAS, Ed.D., CESE
Director IV

Encl.: as stated

Kindly rate the delivery of our services through the link below:
Link: http://bit.ly/CHEDRO2CSS
Your response shall help us improve our systems
and procedures so we can better serve you.
Thank you.

:rgd/09242021/TR#12065

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Commission on Higher Education
OFFICIAL RELEASE
CHED Central Office
RECORDS SECTION
C.P. Garcia Ave., U.P. Diliman, Q.C.

MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
No. 190, series of 2021

TO	:	**CHED REGIONAL OFFICE DIRECTORS AND OFFICERS-IN-CHARGE**
CC	:	**CHED REGIONAL OFFICE FOCAL PERSONS FOR COVID-19 VACCINATION PROGRAM**
SUBJECT	:	**URGENT REQUEST FOR DATA ON THE COVID-19 VACCINATION OF HIGHER EDUCATION INSTITUTIONS**
DATE	:	**20 SEPTEMBER 2021**

In line with the implementation of the National COVID-19 Vaccination Program, regional offices are requested to coordinate with all HEIs in their respective regions and collect data on the COVID-19 vaccination of teaching and non-teaching personnel.

Attached herewith is a copy of the report template for accomplishment of all CHED Regional Offices. Kindly email soft copy (Excel file) of the accomplished *Report Template on the COVID-19 Vaccination Data of Higher Education Institutions* at limitedfacetoface@ched.gov.ph cc: executivedirector@ched.gov.ph on/before September 30, 2021 (Thursday). Please be informed that there is no need to submit hard copy documents via courier to the Central Office.

Thank you very much.

For your immediate action.

ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO
Executive Director IV
Contact us: executivedirector@ched.gov.ph / (02) 8441-1216
Give us Feedback: http://bit.ly/OEDCCSS

Report Template on the COVID-19 Vaccination Data of Higher Education Institutions

HEI	
Address	
Date of Report Submission	

Summary of Data of HEI				%
Total No. of Teaching Personnel	0	Total No. of Vaccinated Teaching Personnel	0	#DIV/0!
Total No. of Non-Teaching Personnel	0	Total No. of Vaccinated Non-Teaching Personnel	0	#DIV/0!
Total No. of HEI Personnel	0	Total No. of Vaccinated HEI Personnel	0	#DIV/0!

Note to the User of the Form

1. Input data on the green fields only. Do not edit the formula/format/content/design of this form.
2. Indicate **nothing follows** after the last HEI.
3. Send the accomplished report (Excel file) to chedro2@ched.gov.ph cc: rdanga@ched.gov.ph on/before September 28, 2021 (Tuesday).

#	HEI Name (please do not abbreviate, include campus/branch if any)	Municipality of HEI	Category of HEI (SUC, LUC, Private)	Data on the Number of HEI Personnel			Data on the COVID-19 Vaccination of HEI Personnel						Survey on the COVID-19 Vaccination Program of HEIs	
				No. of Teaching Personnel (A)	No. of Non-Teaching Personnel (B)	No. of HEI Personnel (A + B)	No. of Vaccinated Teaching Personnel (C)	No. of Vaccinated Non-Teaching Personnel (D)	No. of Vaccinated HEI Personnel (C + D)	% Vaccinated Teaching Personnel (C/A*100)	% Vaccinated Non-Teaching Personnel (D/B*100)	% Vaccinated HEI Personnel [(C+D)/(A+B)*100]	Did most of the HEI Personnel received their vaccines through the national government? Yes or No	Does your institution plan to procure COVID-19 vaccines for your employees? Yes or No
1						0			0	#DIV/0!	#DIV/0!	#DIV/0!		
2						0			0	#DIV/0!	#DIV/0!	#DIV/0!		
3						0			0	#DIV/0!	#DIV/0!	#DIV/0!		
4						0			0	#DIV/0!	#DIV/0!	#DIV/0!		