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

CHEDRO 2
RELEASED
Date: 10/06/21
Signature:

REGIONAL MEMORANDUM ORDER
No. 296, series of 2021

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

SUBJECT : **REQUEST FOR DATA ON THE COVID-19 VACCINATION OF TEACHING PERSONNEL, NON-TEACHING PERSONNEL AND STUDENTS OF HIGHER EDUCATION INSTITUTIONS**

DATE : **OCTOBER 5, 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 personnel, non-teaching personnel and students of Higher Education Institutions.

Please accomplish the attached Template of **Annex B - Template for HEIs on the COVID-19 Vaccination** and submit the soft copy (Excel file) through email at chedro2@ched.gov.ph cc: rdanga@ched.gov.ph not later than **October 15, 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/10052021/TR#12197

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

12197
CHED RECEIVED
10-5-21

MEMORANDUM FROM THE OFFICE OF THE EXECUTIVE DIRECTOR
No. 193, series of 2021

TO	:	**CHED REGIONAL OFFICE DIRECTORS AND OFFICERS-IN-CHARGE**
CC	:	**PRESIDENTS AND HEADS OF HIGHER EDUCATION INSTITUTIONS** **CHED REGIONAL OFFICE FOCAL PERSONS FOR COVID-19 VACCINATION PROGRAM**
SUBJECT	:	**REQUEST FOR DATA ON THE COVID-19 VACCINATION OF TEACHING PERSONNEL, NON-TEACHING PERSONNEL, AND STUDENTS OF HIGHER EDUCATION INSTITUTIONS**
DATE	:	**4 OCTOBER 2021**

In line with the implementation of the National COVID-19 Vaccination Program and the directives from the Meeting with CHED Chairman De Vera and Higher Education Institutions (HEIs) on the COVID-19 Vaccination held last 01 October 2021 via Zoom, all CHED Regional Offices (CHEDROs) are requested to do the following:

- Coordinate with all HEIs in their respective regions and collect data on the COVID-19 vaccination of teaching personnel, non-teaching personnel, and students;
- Ensure that the HEIs will submit and report data to the respective CHEDROs (*Refer to Annex A for the CHEDROs Directory*);
- Develop a mechanism of data collection with all the HEIs in their respective regions. You may use *Annex B - Template for HEIs on the COVID-19 Vaccination* as a guide;
- Submit soft copy (Excel file) of the accomplished *Annex C - Version 2 of Report Template on the COVID-19 Vaccination Data of Higher Education Institutions (For CHED Regional Office Use Only)* at executivedirector@ched.gov.ph cc: limitedfacetoface@ched.gov.ph on/before October 18, 2021 (Monday); and
- Assist the HEIs with low vaccination percentage in coordinating with the Regional/Local Vaccination Operations Center (*Refer to Annex D - NVOC Advisory No. 89 - Guidance on the Vaccination of Public and Private School Teaching and Non-Teaching Personnel in Educational Institutions*). Please be informed that the National Vaccine Operations Center (NVOC) targets to finish the vaccination of all personnel of educational institutions by the end of October 2021.

For concerns that need the intervention of the CHED Central Office and the National Vaccination Operations Center, you may email the letter of request at executivedirector@ched.gov.ph cc: limitedfacetoface@ched.gov.ph.

Wide dissemination of this Memorandum to all HEIs is desired.

For your appropriate 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

Annex A - CHED Regional Office Directory

I	**DR. ROGELIO T. GALERA, JR.** Director IV CHED Regional Office I chedro1@ched.gov.ph
II	**DR. JULIETA M. PARAS, CESE** Director IV CHED Regional Office II chedro2@ched.gov.ph
III	**DR. MARIA TERESITA M. SEMANA, CESO IV** Officer-in-Charge, Office of the Director IV CHED Regional Office III chedro3@ched.gov.ph
IV-A	**DR. AMELIA A. BIGLETE, CESO III** Director IV CHED Regional Office IV-A chedro4a@ched.gov.ph
MIMAROPA	**ATTY. JOSELITO C. ALISUAG** Director IV CHED MIMAROPA chedro4b@ched.gov.ph
V	**DR. FREDDIE T. BERNAL, CESO III** Director IV CHED Regional Office V chedro5@ched.gov.ph
VI	**DR. MAURA CONSOLACION D. CRISTOBAL, CESO III** Director IV CHED Regional Office VI chedro6@ched.gov.ph
VII	**DR. MAXIMO C. ALJIBE, CESO III** Director IV CHED Regional Office VII chedro7@ched.gov.ph
VIII	**DR. GEORGE M. COLORADO, CESO III** Director IV CHED Regional Office VIII chedro8@ched.gov.ph
IX	**DR. RODY P. GARCIA** Officer-in-Charge, Office of the Director IV CHED Regional Office IX chedro9@ched.gov.ph

X	**DR. RAUL C. ALVAREZ, JR., CESO III** Director IV CHED Regional Office X chedro10@ched.gov.ph
XI	**DR. MARICAR R. CASQUEJO, CESO III** Director IV CHED Regional Office XI chedro11@ched.gov.ph
XII	**DR. NELIA A. ALIBIN** Director IV CHED Regional Office XII chedro12@ched.gov.ph
CAR	**DR. DEMETRIO P. ANDUYAN, JR.** Director IV CHED Regional Office CAR chedcar@ched.gov.ph
CARAGA	**DR. LEONIDA S. CALAGUI, CESO III** Director IV CHED Regional Office Caraga chedcaraga@ched.gov.ph
NCR	**DR. VIRGINIA D. AKIATE, CESO III** Director IV CHED Regional Office NCR chedncr@ched.gov.ph

Annex B - Monitoring Form on the COVID-19 Vaccination of Teaching Personnel, Non-Teaching Personnel, and Students of Higher Education Institutions (HEIs)

For the Use of Higher Education Institutions (HEIs)

Note: Submit accomplished form to CHED Regional Offices

Date of Report Submission	
Region	
HEI Name	
Municipality	
Category	
No. of Teaching Personnel (A)	
No. of Non-Teaching Personnel (B)	
No. of HEI Personnel (A + B)	
No. of Students (C)	
No. of Vaccinated Teaching Personnel (D)	
No. of Vaccinated Non-Teaching Personnel (E)	
No. of Vaccinated HEI Personnel (D + E)	
No. of Vaccinated Students (F)	
% Vaccinated Teaching Personnel (D/A*100)	
% Vaccinated Non-Teaching Personnel (E/B*100)	
% Vaccinated HEI Personnel [(D+E)/(A+B)*100]	
% Vaccinated Students (F/C * 100)	

Annex D

NATIONAL COVID-19 VACCINATION OPERATIONS CENTER
Philippine International Convention Center, Vicente St., Pasay City, Metro Manila

22 September 2021

ADVISORY NO. 89
Philippine COVID-19 Vaccine Deployment and Vaccination Campaign

Guidance on the Vaccination of Public and Private School Teaching and Non-Teaching Personnel in Educational Institutions

This Advisory is issued to direct all Regional/Local Vaccination Operation Centers (R/LVOCs), Implementing Units and Vaccination Sites and educational institutions to ensure the vaccination of public and private teaching and non-teaching personnel in educational institutions to support the ongoing preparations for the eventual re-opening of limited face-to-face classes for students, especially in basic education institutions, and to ensure the continuity of students' learning during the pandemic.

All RVOCs, LVOCs and educational institutions are enjoined to undertake necessary actions to fast track the inoculation of all unvaccinated public and private school teaching and non-teaching personnel within their jurisdiction. All RVOCs and LVOCs are directed to:

1. Facilitate the vaccination of public and private teaching and non-teaching personnel in all educational institutions, including child development centers, basic, higher, and technical vocational education institutions, as part of Priority Group A4. The RVOCs and LVOCs may coordinate with their respective counterparts (i.e., COVID-19 Response/Vaccination Focals) at the concerned DepEd Regional and School Division Offices for the basic education institutions, and at the field offices of concerned agencies for other educational institutions (e.g., Local Government Units [LGU] for child development centers, Commission on Higher Education [CHED] for higher education institutions, Technical Education and Skills Development Authority [TESDA] for technical vocational education institutions).

2. Designate vaccination sites, assign dedicated vaccination teams and allocate COVID-19 vaccines. The RVOCs and LVOCs may utilize any of the following modalities in the conduct of vaccination activities:

    a. **Modality 1**: Educational institutions may utilize parallel efforts of the LVOC vaccination and actively schedule personnel in the vaccination registration systems of the LGUs or actively coordinate with the LGUs to bulk schedule all personnel to the vaccination plan of the LGU (ensured vaccination). Existing arrangements with LGUs (e.g., dedicated schedules for teachers and non-teaching personnel) shall be strengthened.

    b. **Modality 2**: In areas where personnel are not provided with vaccination services, educational institutions may conduct the vaccination activities in schools/campuses/learning centers/training centers, utilizing their respective medical/health personnel as vaccination teams.

i. Educational institutions must closely coordinate with respective RVOCs on the conduct of vaccination activities and registration of vaccinees in educational institutions.

ii. The conduct of vaccination in these institutions shall comply with all requirements as stipulated in relevant DOH policies, guidelines and advisories.

iii. Educational institutions may designate and map out schools/campuses/learning centers/training centers that can be utilized for vaccination of personnel per city/municipality. Personnel from other areas or LGUs may have their vaccination in these vaccination sites.

c. **Modality 3:** In resource-limited areas, the Department of Health may provide vaccination sites and facilitate the vaccination of these personnel. The accomplishment shall be credited to the LGU where the vaccination activity was done.

All RVOCs shall submit a status report of public and private teaching and non-teaching personnel in educational institutions to the NVOC with the goal to finish the vaccination roll-out to educational institutions on or before the end of October 2021. The DepEd, CHED and TESDA may provide updates and reports to the NVOC.

All RVOCs, LVOCs and Implementing Units are instructed to ensure the implementation of this Advisory. For any issues and concerns related to this Advisory, you may email to c19vaccineopcen@gmail.com.

This Advisory is effective immediately, and for wide dissemination and compliance.

MYRNA C. CABOTAJE, MD, MPH, CESO III
Chair, National Vaccination Operations Center
Undersecretary of Health, Field Implementation and Coordination Team
Department of the Health