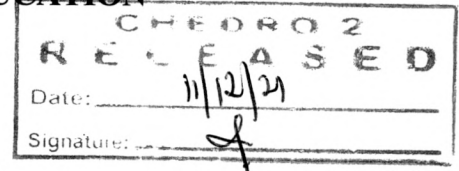




Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**  
Region 02



**REGIONAL MEMORANDUM ORDER**  
**No. 347, series of 2021**

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

**SUBJECT :** WEEKLY STATUS UPDATE ON THE COVID-19 VACCINATION OF TEACHING PERSONNEL, NON-TEACHING PERSONNEL AND STUDENTS OF HIGHER EDUCATION INSTITUTIONS (HEIs) TO THE CHED REGIONAL OFFICES

**DATE :** NOVEMBER 12, 2021

Attached is a copy of the Memorandum from **Chairperson J. Prospero E. De Vera III**, Commission on Higher Education, requesting for weekly status update on the COVID-19 Vaccination of Teaching Personnel, Non-Teaching Personnel, and Students of all Higher Education Institutions (HEIs) to be submitted to CHED Regional Offices. All HEIs in Region 2 are reminded of the following responsibilities:

1. Submit a weekly status report and/or as may be applicable to CHED Regional Office 2 (CHEDRO2) the number of vaccinated teaching personnel, non-teaching personnel, and students (*Refer to Annex B - Template for HEIs on the COVID-19 Vaccination as a guide*);
2. In case that the Regional/Local Vaccination Operations Center does not prioritize the vaccination of education personnel, you may request assistance from the concerned CHED Regional Office for prioritization. (*Refer to Annex C - NVOC Advisory No. 89 - Guidance on the Vaccination of Public and Private School Teaching and Non-Teaching Personnel in Educational Institutions*); and
3. Partner with Local Government Units (LGUs) for possible school-based vaccination and inform the concerned CHED Regional Office on the details of the event.

Please submit the weekly status report on HEIs COVID-19 vaccination data **every Thursday until 3:00pm** using **Annex B - Template for HEIs on the COVID-19 Vaccination in Excel File** at [chedro2@ched.gov.ph](mailto:chedro2@ched.gov.ph) for consolidation.

For further inquiries, you may contact Engr. Rose G. Danga through email [rdanga@ched.gov.ph](mailto:rdanga@ched.gov.ph) or mobile number 09753441219.

For your compliance.

**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>

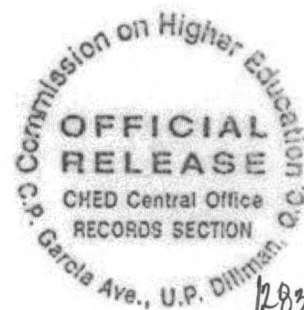
Your response shall help us improve our systems and procedures so we can better serve you.

Thank you.

:rgd/11112021/TR#12833



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



**MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON**

**TO :** PRESIDENTS AND HEADS OF HIGHER EDUCATION INSTITUTIONS

**THROUGH :** CHED REGIONAL OFFICE DIRECTORS AND OFFICERS-IN-CHARGE

**SUBJECT :** WEEKLY STATUS UPDATE ON THE COVID-19 VACCINATION OF TEACHING PERSONNEL, NON-TEACHING PERSONNEL, AND STUDENTS OF HIGHER EDUCATION INSTITUTIONS (HEIs) TO THE CHED REGIONAL OFFICES

**DATE :** 3 NOVEMBER 2021

In line with the implementation of the National COVID-19 Vaccination Program and its opening to the general population, through the directives from the Commission En Banc (CEB) during the 3rd Quarter CY 2021 National Directorate and CEB Meeting held last 26 October 2021, and CHED Memorandum from the Office of the Executive Director (MOED) No. 193, series of 2021 on the Request for Data on the COVID-19 Vaccination of Teaching Personnel, Non-Teaching Personnel, and Students, all Higher Education Institutions (HEIs) are reminded of the following responsibilities:

1. Submit a weekly status report and/or as may be applicable to the concerned CHED Regional Office the number of vaccinated teaching personnel, non-teaching personnel, and students (*Refer to Annex A for the CHEDROs Directory and Annex B - Template for HEIs on the COVID-19 Vaccination as a guide*);
2. In case that the Regional/Local Vaccination Operations Center does not prioritize the vaccination of education personnel, you may request assistance from the concerned CHED Regional Office for prioritization. (*Refer to Annex C - NVOC Advisory No. 89 - Guidance on the Vaccination of Public and Private School Teaching and Non-Teaching Personnel in Educational Institutions*); and
3. Partner with Local Government Units (LGUs) for possible school-based vaccination and inform the concerned CHED Regional Office on the details of the event.

The CHED Regional Office will be in-charge to collate and consolidate the data of all HEIs in their respective region. This data-gathering initiative shall help the Commission identify areas with low vaccination rates to carry out necessary interventions. This will not only add a layer of protection from the coronavirus for our HEI personnel and students, but also increase awareness and public confidence in the effectiveness and safety of COVID-19 vaccines. The Commission believes that the COVID-19 vaccination of our higher education personnel and students play an integral role in the gradual reopening of campuses for face-to-face classes and in ensuring a safe and healthy school community.

Dissemination of this Memorandum by the CHED Regional Offices to all HEIs is requested.

For your immediate action.



**J. PROSPERO E. DE VERA III, DPA**  
Chairman



### Annex A - CHED Regional Office Directory

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



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



**Annex B - Report Template 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 the accomplished form to CHED Regional Offices*

<b>Date of Report Submission</b>	
<b>Region</b>	
<b>HEI Name</b>	
<b>Street / Barangay</b>	
<b>Town / City</b>	
<b>Province</b>	
<b>Institutional Type (Private, SUC Main, SUC Satellite, LUC)</b>	
<b>No. of Teaching Personnel (A)</b>	
<b>No. of Non-Teaching Personnel (B)</b>	
<b>No. of HEI Personnel (C = A + B)</b>	
<b>No. of Students (D)</b>	
<b>No. of Partially Vaccinated Teaching Personnel (E)</b>	
<b>No. of Fully Vaccinated Teaching Personnel (F)</b>	
<b>Total No. of Vaccinated Teaching Personnel (G = E + F)</b>	
<b>No. of Partially Vaccinated Non-Teaching Personnel (H)</b>	
<b>No. of Fully Vaccinated Non-Teaching Personnel (I)</b>	
<b>Total No. of Vaccinated Non-Teaching Personnel (J = H + I)</b>	
<b>No. of Partially Vaccinated HEI Personnel (K = E + H)</b>	
<b>No. of Fully Vaccinated HEI Personnel (L = F + I)</b>	
<b>Total No. of Vaccinated HEI Personnel (M = G + J)</b>	
<b>No. of Partially Vaccinated Students (N)</b>	
<b>No. of Fully Vaccinated Students (O)</b>	
<b>Total No. of Vaccinated Students (P = N + O)</b>	





**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:

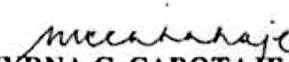
1. Facilitate the vaccination of public and private teaching and non-teaching personnel in all educational institutions, including child development centers, basic, higher, and technical vocational education institutions, as part of Priority Group A4. The RVOCs and LVOCs may coordinate with their respective 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](mailto: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*