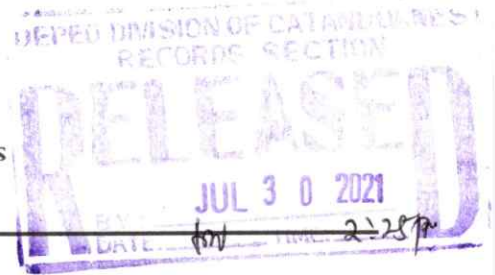




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



July 29, 2021

DIVISION MEMORANDUM
OSDS-SGOD-D.M.37 S. 2021/rbv

TO: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisor/ In- Charge of the Districts
Elementary & Secondary School Heads
All Others Concerned

**REGISTRATION OF ALL DepEd PERSONNEL TO THE SELF REPORTING ON FOR COVID-19
VACCINATION TRACKER**

1. This is in consonance with QUA MEMO 00-0721-0093 dated July 13, 2021 reiterating Mass Dissemination of Information of Self-Reporting for Covid-19 vaccination Tracker, thru the Information and Communications Technology Service (ICTS) enjoys all concerned to assist in the mass dissemination of information on Self-Reporting for Covi-19 Vaccination Tracker, which may be accessed through the DepEd Mobile App searchable and downloadable at App Store(iOS) or Google Play (Android).
2. The particular tracker aims to accurately gather information directly from DepEd's vaccines and personnel. The Department must take full advantage of the prowess and promptness of this tool, because through it, there will be no need for manual data collection and consolidation in all governance levels (i.e., schools, divisions, and regions). The said application automatically consolidates data and presents reports as soon as relevant information is collected from respondents. This also allows DepEd personnel to log in and provide updated information on their vaccination status.
3. Further, the application can also generate reports per division and region which will regularly receive thru emails consolidated reports. Overall, this technology simplifies and lessens administrative tasks and minimizes inaccuracy and errors in data collection.
4. To ensure accurate monitoring results as well as the active participation of all DepEd personnel, kindly refer to the attached User guide on Self-Reporting for Covid-19 Vaccination Tracker (Annex A) and Login to DepEd Mobile App via DepEd Commons(Annex B) and disseminate the same.
5. Please consider that the information to be collected shall guide the Department's leader across all governance levels in making appropriate decisions and respond to the ongoing pandemic. Only with timely and accurate information can we provide solutions to DepEd's concerns.
6. For appropriate action and widest dissemination.

SUSAN S. COLLANO
Assistant School Division Superintendent
Officer-In-Charge
Schools Division Superintendent



Annex A

User Guide on Self-Reporting for COVID-19 Vaccination Tracker
(<https://bit.ly/SRTrackerUG>)

A. Steps and Reminders:

1. The **Self-Reporting for COVID-19 Vaccination Tracker** can only be accessed via the **DepEd Mobile App**.
2. To find and download the **DepEd Mobile App**, key in "DepEd Mobile" on your device's App Store (iOS) or Google Play (Android) search box.

Note: If you have previously downloaded the DepEd Mobile App for the last national elections and/or the test period, kindly UNINSTALL it before downloading the updated version.

3. Install the App and open it.
4. On the App display, click **Sign In with DepEd Commons** (see Annex B: Login to DepEd Mobile App via DepEd Commons or go to <https://bit.ly/DMAAppDCAuth>) for quick access and account confirmation.

B. User Profile Update

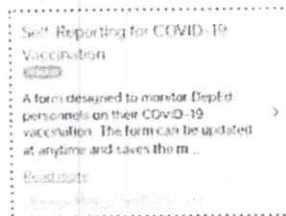
On first-time access, the User must review personal details and follow the instructions below.

1. With school affiliation:
Tick " **I belong to a school**" if the User has school affiliation. Then, continue to **Select School** by entering the six (6)-digit School ID.
2. Without school affiliation:
Tap **Select Region** and choose the appropriate option. If the User is a Division Personnel, continue to **Select Division** assigned in.
3. When done, click **Update**.



C. Accessing the Self-Reporting Tracker

1. Accept the App's Privacy Policy by clicking **I agree**.
2. Go to **Surveys/Trackers** by clicking **VIEW NOW**.
3. Tap or select **Self-Reporting for COVID-19 Vaccination**.



D. Answering the Self-Reporting Tracker

1. Reminders

- i. Your account, once logged in, is tied only to your information. **DO NOT** log in with your email address and input other people's data.
- ii. Questions marked with asterisk (*) are required to be answered.
- iii. Please follow suggested answer format, if indicated.

2. Question Types

- i. **Text field.** This accepts alphanumeric answers. Examples of this are the fields for **Name** and **Designation**.
- ii. **Number field.** In the tracker, the **Age** question is a number field.
- iii. **Yes/No.** This field requires either a **Yes** or **No** selection.
- iv. **Single selection.** This question type asks the User to select one answer from the given choices. To begin selection, click **Select Option** and a pop-up shows where the User may choose an appropriate answer.
- v. **Multiple choice.** This question type allows the User to select one or more answers from the given choices. To select, simply click on the appropriate option/s.
- vi. **Date picker.** If the User has not received the first and/or the second dose yet, he or she **MUST NOT** select any date and leave it as it is. Otherwise, to begin selection, click **Show Date Picker** and select the appropriate date when the User received the dose/s.

3. Question Set

Question	Question Type
Name (First Name, Last Name, Middle Initial, Suffix) * Example: Jaime. Bonifacio. Z. Sr	Text field
Age (Example: 34) *	Number field
Designation (Example: Head Teacher III) *	Text field
Teaching or Non-Teaching Personnel? *	Single selection
1. Have you registered for COVID-19 vaccination? (If NO, please proceed to Question 8) *	Yes/No
2. What priority group did you register under?	Single selection
3. What brand of vaccine did you receive?	Single selection
4. When did you receive your first dose?	Date picker
5. When did you receive your second dose?	Date picker
6. What adverse reaction/s, if any, did you experience?	Multiple choice



Question	Question Type
Specify other adverse reactions experienced here.	Text field
7. Do you have any allergies?	Yes / No
8. Have all the people in your household been vaccinated? *	Yes / No
9. If you did not register for vaccination, what is your primary reason?	Single selection
Specify other reasons for not registering for vaccination here.	Text field

4. Review and Submission

- i. When done answering, click **Submit**. The **Review Answers** pop-up screen appears if no required field is missed. Scroll down and click **Proceed** to completely submit the form.
- ii. The **Unable to Submit Form** message shows if the User fails to answer one or more required questions. If this alert shows, click **BACK TO SURVEY** and answer the questions marked with **"This field is required."**
- iii. Log back in to the app and update the **Self-Reporting for COVID-19 Vaccination Tracker** if there are changes on the User's COVID-19 vaccination status such as indication of registration, schedule of doses, adverse reactions experienced, and/or any other related updates.



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 DEPARTMENT OF HEALTH



Login to DepEd Mobile App via DepEd Commons (<https://bit.ly/DMAAppDCAuth>)

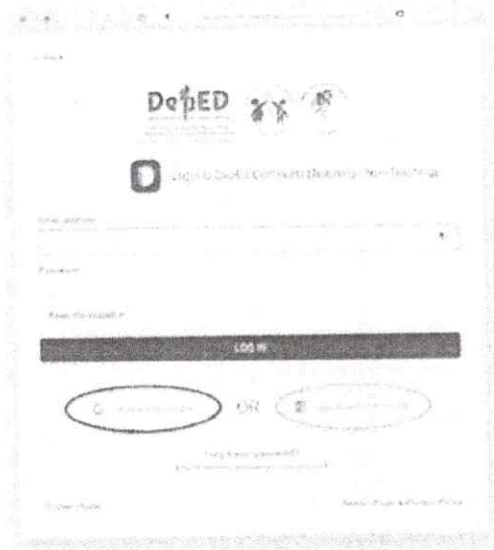


Login to DepEd Mobile App via DepEd Commons

DepEd Mobile App

1. Download & install DepEd Mobile App
2. Select "Sign in with DepEd Commons"
3. If the option to "Sign in with DepEd Commons" does not show, update the app.

Users are redirected to the teachers sign-in in DepEd Commons.



DepEd Commons Sign-In

commons.deped.gov.ph/accounts/sign_in

Users are prompted to either --

- (a) Enter DepEd Commons activated login credentials
- (b) Login via Google or Microsoft account

For option (a), users enter valid and active DepEd Commons credentials or accounts.

For option (b), users sign in using Google (aka GSuite, DepEd Gmail) or Microsoft (aka O365, Office 365) official deped.gov.ph email.

Follow the prompts to authenticate and authorize DepEd Commons to use Google or Microsoft sign-in to login.



OUA Memo 00-0721-0127 re: Registration of All DepEd Personnel to the Covid-19 Vaccination Tracker

Mon, Jul 19, 2021 at 8:54 AM

Undersecretary for Administration <usec.admin@depd.gov.ph>
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meliton.zu:bano@deped.gov.ph, allan.farnazo@deped.gov.ph
Cc: Youth Formation Division <blss.yfd@deped.gov.ph>

Dear RDs and SDSes,

The Office of the Undersecretary for Administration respectfully transmits the herein OUA Memo 00-0721-0127 re: **Registration of All DepEd Personnel to the Covid-19 Vaccination Tracker** for information and reference.

Kindly acknowledge receipt of this email.

Thank you and keep safe!

Respectfully yours,

OUA


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Office of the Undersecretary for Administration

*(Administrative Services, Information and Communications Technology,
Disaster Risk Reduction and Management, Youth Formation,
Baguio Teachers' Camp, Education Facilities/School Buildings)*

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