July 22, 2021

DIVISION MEMORANDUM
No. 271, s. 2021

REGISTRATION OF ALL DEPED PERSONNEL TO THE COVID-19 VACCINATION TRACKER

To: Assistant Schools Division Superintendent
        Division Chiefs
        Unit Heads
        All SDO Personnel
        All Public Elementary and Secondary School Heads
        All Public Elementary and Secondary Teachers and Non-teaching personnel
        All Others Concerned

1.   Pursuant to OUA Memo 00-0721-0093 dated July 13, 2021 entitled *Mass Dissemination of Information on Self-reporting for CoVid-19 Vaccination Tracker*, the Schools Division Office through the Youth Formation Coordinator hereby advises everyone to register to the **CoVid-19 Vaccination Tracker**.

2.   This particular tracker aims to accurately gather information directly from DepEd personnel's status of vaccination. Through this, data collected will be automatically consolidated and will be sent regularly to concerned divisions thru emails. The information to be collected shall serve as guide for our Department's leaders across all governance levels in making appropriate decisions and respond to the ongoing pandemic.

3.   The tracker may be accessed through the **DepEd Mobile App** which may be searchable and downloadable at App Store for iOS or Google Play for Android.

4.   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) to ensure accurate monitoring results.

5.   Wide dissemination and compliance of this memorandum is highly desired.

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RECEIVED
JUL 22 2021
by:
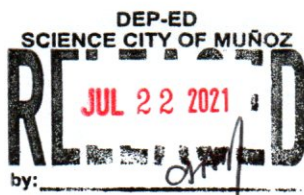
DANTE G. PARUNGAO, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

JSP/SGOD2021

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DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)

Certificate No. 50500731 QM15

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/DMAppDCAuth) 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**.
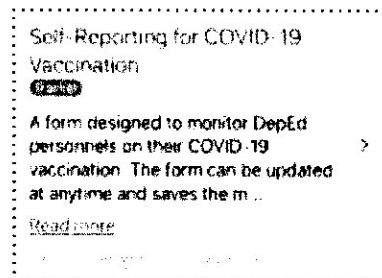
D. Answering the Self-Reporting Tracker

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.
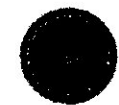
Login to DepEd Mobile App via DepEd Commons
(https://bit.ly/DMAppDCAuth)
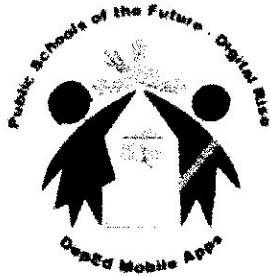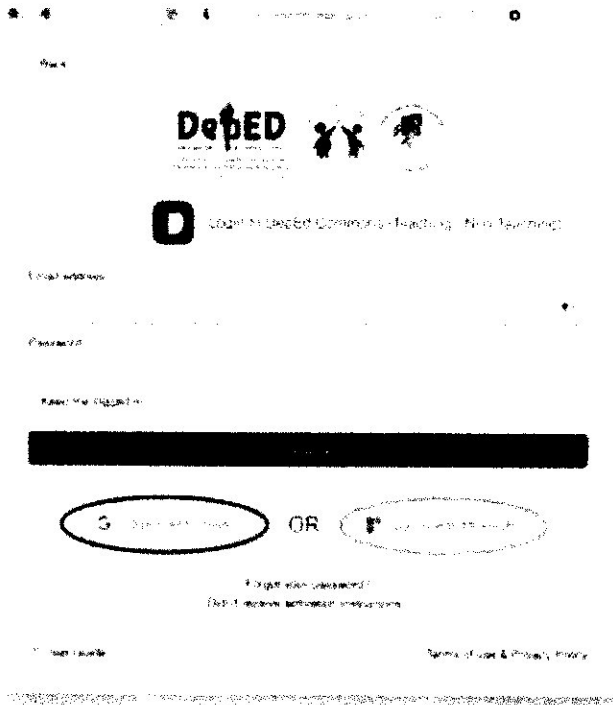
Login to DepEd Mobile App via DepEd Commons

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