



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

August 5, 2021

Office Memorandum  
No. **636** series of 2021

For: Assistant Schools Division Superintendents  
Chiefs of SGOD and CID  
Education Program Supervisors/Specialists  
Heads of Functional Sections  
SDO Personnel  
All others concerned

Subject: **SPECIAL INSTRUCTIONS ON THE COVID-19 VACCINATION OF SDO PERSONNEL**

- I. As supplementation to the various virtual orientations on COVID-19 Vaccination provided by the Central Office, Regional Office, and other stakeholders, this office issues this memorandum to provide special instructions to SDO personnel who have received or are yet to receive their COVID-19 vaccination.
- II. SDO personnel stationed at the Schools Division Office and/or report to the Schools Division Office **may choose 1 of the following options** in receiving their COVID-19 vaccine:
  - A. At their Local Health Units – SDO personnel, especially those who belong to the Senior Citizens (A2) and Persons with Co-morbidities (A3) groups, may avail of their COVID-19 vaccination at their local health units or City/Municipal Health Offices situated at their town or city of residence.
  - B. Bohol Provincial Health Office – a special arrangement has been made between SDO Bohol and the Bohol Provincial Health Office (BPHO) to cater to the A2, A3, and other frontline workers (A4) groups of the SDO who wish to avail of the COVID-19 Vaccination.
- III. The SDO personnel who:
  - a. Wish to avail of **option A** shall coordinate with their local health units via their Barangay Health Stations (BHS) or with their concerned City/Municipal Health Office.
  - b. Wish to avail of **option B** shall await instructions given to them (*usually via text message*) from the Division COVID-19 Vaccination Monitoring Team.
- IV. Personnel who belong to the **persons with co-morbidities group (A3)** must secure a *Medical Certificate and/or Medical Clearance* from their attending physician certifying that they are fit to receive their COVID-19 vaccination before proceeding to the vaccination center.
- V. All personnel are reminded on the following when going to the vaccination center on their scheduled vaccination date(s):
  - a. Take maintenance medications (if any) and stay hydrated prior to going to the site
  - b. Wear face mask and face shield properly
  - c. Observe proper physical distancing
  - d. Bring own hand sanitizer/alcohol
  - e. Bring valid ID and Philhealth ID



- f. Bring own ballpen
  - g. Bring medical certificate/clearance (for A3)
  - h. Secure and keep the COVID-19 vaccination card and take note of the schedule of the second dose (if applicable)
- VI. **Section Heads** are primarily responsible for facilitating that their subordinates get vaccinated and facilitate the reporting of their vaccination status via the “DepEd Mobile app” and the Division **COVID-19 Vaccination Status Reporting** tool:
- <https://bit.ly/BOHOL-DIVISION-VACC2SCHOOL-STATUS>
- VII. Furthermore, **Section Heads** shall also be responsible for ensuring that their subordinates who are undergoing quarantine and/or have been subjected to COVID-19 testing and contact tracing are reported as soon as possible to the Division COVID-19 Summary:
- <http://bit.ly/DepEdBohol-COVID-Reporting>
- VIII. It is imperative that the vaccination status, COVID-19 status, and contact tracing status of all SDO personnel and all teaching and non-teaching personnel of the Division be reported truthfully, accurately, and timely.
- IX. Inquires and clarifications may be coursed through the following channels:

CONCERN	Focal Person	Contact Number
<b>COVID-19 Cases and Contact-tracing affecting SDO personnel</b>	DepEd Bohol Surveillance Coordinators (DESC) Hotline	(0945) 164 3226
<b>COVID-19 Vaccination Monitoring Team (SDO)</b>	Ma. Pamela M. Bongcayo RN Salve Regina G. Vigonte RN	(0919) 069 6521 (0932) 401 9853

- X. For information, widest dissemination, and compliance.

  
**BIANITO A. DAGATAN EdD, CESO V**  
 Schools Division Superintendent

