



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

---

August 4, 2021

**DIVISION MEMORANDUM**  
**No. 273, s. 2021**

**MASS DISSEMINATION OF INFORMATION ON SELF-REPORTING  
FOR COVID-19 VACCINATION TRACKER**

To: **OIC, Office of the Assistant Schools Division Superintendent**  
**Chief Education Supervisors**  
**Education Program Supervisors**  
**Unit Heads**  
**Public Schools District Supervisors**  
**Heads of Public Elementary,**  
**Secondary and Integrated Schools**  
**School/District Health Coordinators**  
**All others concerned**

1. Please find attached ***OUA Memorandum No. 00-0721-0093 dated 13 July, 2021 from the Office of the Undersecretary of Administration (OUA)*** through the Information and Communications Technology Service (ICTS) which enjoins ***all concerned to assist in the mass dissemination of information on Self-Reporting for COVID-19 Vaccination Tracker***, which may be accessed through the ***DepEd Mobile App*** searchable and downloadable at App Store (iOS) or Google Play (Android).

2. Immediate and wide dissemination of this Memorandum is directed.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent



Poblacion, Numancia, Aklan  
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



OUAD00-0721-0127  
To authenticate this document,  
please scan the QR Code



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0721-0127**  
**MEMORANDUM**  
16 July 2021


To: **Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Youth Formation Coordinators**

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

In accordance with the attached OUA Memorandum 00-0721-0093 dated 13 July 2021 titled *Mass Dissemination of Information on Self-Reporting for COVID-19 Vaccination Tracker*, the Office of the Undersecretary for Administration (OUA) through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) requests **all Youth Formation Coordinators (YFCs) to advocate and facilitate the registration of all DepEd personnel** to the said tracking system.

For more information, questions or concerns on the abovementioned subject, please contact Mr. Adolf P. Aguilar, Chief of the BLSS-YFD, through 0932 579 4277 or email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph).

For immediate and appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



Scan this QR Code to view  
Videos and Magazines  
of Major Programs



**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depeditayo



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0721-0093**

**MEMORANDUM**

13 July 2021

**For: DepEd Central Office Officials  
Regional Directors and BARMM Education Minister  
Schools Division Superintendents  
Public Schools District Supervisors (PSDS)  
School Heads**

**Attention: Members of the DepEd Task Force COVID-19 (DTFC)  
Health and Nutrition Coordinators  
Information and Communications Technology Officers  
Youth Formation Coordinators  
Public Information Officers**

**Subject: MASS DISSEMINATION OF INFORMATION ON  
SELF-REPORTING FOR COVID-19 VACCINATION TRACKER**

The Office of the Undersecretary for Administration (OUA) through the Information and Communications Technology Service (ICTS) enjoins **all concerned to assist in the mass dissemination of information on Self-Reporting for COVID-19 Vaccination Tracker**, which may be accessed through the **DepEd Mobile App** searchable and downloadable at App Store (iOS) or Google Play (Android).

This particular tracker aims to accurately gather information directly from DepEd's vaccinees 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



Scan this QR Code to view  
Videos and Magazines  
of Major Programs

**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City  
Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depeditayo



respondents. This also allows DepEd personnel to log back in and provide updated information on their vaccination status.


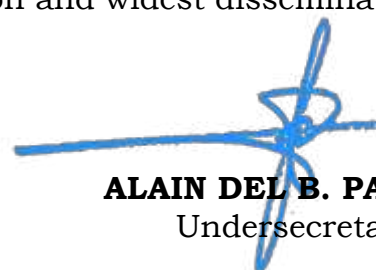
Further, the application can also generate reports per division and region which will regularly receive thru emails consolidated reports. Overall, this technology simplifies and lessens administrative tasks and minimizes inaccuracy and errors in data collection.

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.**

Please consider that the information to be collected shall guide the Department's leaders across all governance levels in making appropriate decisions and respond to the ongoing pandemic. Only with timely and accurate information can we provide appropriate solutions to DepEd's concerns.

For all future correspondence, queries and concerns on this subject, please contact the ICTS through email at [icts@deped.gov.ph](mailto:icts@deped.gov.ph) and/or [mailto:deped-support@intelimina.com](mailto:mailto:deped-support@intelimina.com).

For immediate and appropriate action and widest dissemination.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



QUAD00-0721-0083  
To authenticate this document,  
please scan the QR Code



## 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.

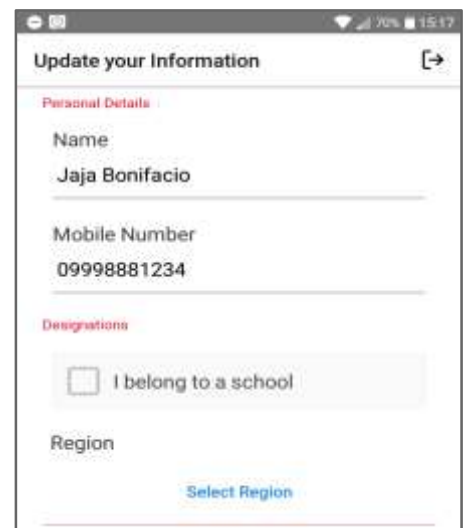
**Note:** If you have previously downloaded the DepEd Mobile App for the last national elections and/or the test period, kindly UNINSTALL it before downloading the updated version.

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

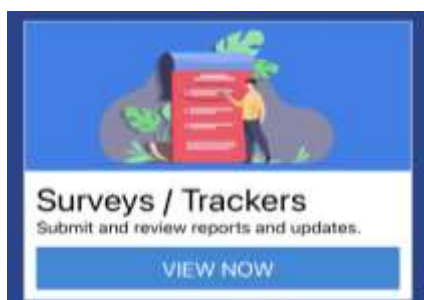
On first-time access, the User must review personal details and follow the instructions below.

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

- 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.
- 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.”**
- 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.



QUADOC 0721-0099  
To authenticate the document,  
please scan the QR Code

## Annex B

### 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](https://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.

