



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

---

15 Jul 2021

DIVISION MEMORANDUM  
No. 272, s. 2021

**COVID-19 VACCINATION OF EMPLOYEES WITHIN THE  
CITY OF EL SALVADOR**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. All employees in this Division are encouraged to get vaccinated against COVID-19. Consequently, all employees who will be having their COVID-19 Vaccination within the City of El Salvador shall be considered on Official time. For this purpose, an employee who will go to the vaccination site must secure an approved Locator Slip and present proof to their immediate superior that they have been vaccinated on the schedule allotted immediately upon return to their official station. Teachers who are already on summer vacation need not file for Locator Slip for this purpose.
2. All are reminded that this Office adheres to Equal Opportunity Principle (EEOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. For information, guidance and compliance.

**OLGA C. ALONSABE**  
Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:

WORK HOURS      PROCEDURE

OSDS/*AMA*



---

Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)