



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

Office of the Schools Division Superintendent

16 July 2021

DIVISION MEMORANDUM
NO. 277, s. 2021

SELF-REPORTING FOR COVID-19 VACCINATION TRACKER

To: **Asst. Schools Division Superintendent**
Chief, Schools Governance and Operations Division
Chief, Curriculum Implementation Division
All Division Section Heads
All Public Elementary School Heads
All Public Secondary School Heads
Members of the DepEd Task Force COVID-19
Health and Nutrition Coordinators
School DRRM Coordinators
All Others Concerned
This Division

1. Pursuant to OUA Memorandum 00-0721-0093 *Re: Mass Dissemination of Information on Self-Reporting for COVID-19 Vaccination Tracker*, this Office hereby informs all DepEd employee to access the **DepEd Mobile App** searchable and downloadable at App Store (iOS) or Google Play (Android) for the monitoring of vaccination status on each employee.
2. 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 the governance levels. The said application automatically consolidates data and presents report as soon as relevant information is collected from respondents.
3. Further, this also allows DepEd personnel to log back in and provide updated information on their vaccination status. It can also generate reports per division and region. Overall, this technology simplifies and lessen administrative tasks and minimizes inaccuracy and errors in data collection.





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4. Moreover, 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. This Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and guidelines. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. Immediate and wide dissemination of this Memorandum is enjoined.

OLGA C. ALONSABE, Ph.D., CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

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Encls:
As stated

Reference:
OUA Memorandum 00-0721-0093

To be indicated in the Perpetual Index
under the following subject:

SGOD/SHS/jee TRACKER
 VACCINATION
 COVID-19



Annex A: Self-Reporting Tracker for Covid-19 Vaccination

User Guide (<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. Find and download the **DepEd Mobile App** installer [here](#) or search for "DepEd Mobile" on your phone's Google Play (Android) or App Store (iOS).¹
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, User is asked to re-check user information and required to update currently designated affiliation.

With school affiliation:

Tick " **I belong to a school**" if User has school affiliation. Then, continue to **Select School** by inputting the 6-digit School ID.

Without school affiliation:

Tap **Select Region** and choose Region assigned in. If User is a Division Personnel, continue to **Select Division** assigned in.

When done, click **Update**.

Update your Information [→]

Personal Details

Name
Jaja Bonifacio

Mobile Number
09998881234

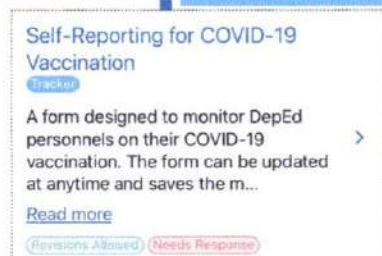
Designations

I belong to a school

Region
[Select Region](#)

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**.



¹ Ensure that the app downloaded and installed is the latest stable version 2.1.2. Otherwise, uninstall and reinstall it.

D. Answering the Self-Reporting Tracker



- 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.
- Questions marked with asterisk (*) are required to be answered.
- Please follow suggested answer format, if indicated.
- Log back in to the app and update the “*Self-Reporting for Covid-19 Vaccination*” tracker if there’s any change on User’s Covid-19 vaccination status such as indication of registration, schedule of doses, adverse reactions experienced, or any other related updates.

I. Question Types

1. **Text field.** This accepts alphanumeric answer. Example of this are the fields for **Name** and **Designation**.
2. **Number field.** In the tracker, the **Age** question is a number field.
3. **Yes / No.** This field requires either a **Yes** or **No** selection.
4. **Single selection.** This question type asks User to select one answer from the given choices. To begin selection, click **Select Option** and a pop-up shows where user can click on the appropriate answer.
5. **Multiple choice.** This question type allows User to select one or more answers from the given choices. To select, simply click on the appropriate answer.
6. **Date picker.** In the tracker, if User has not received the 1st and/or 2nd dose yet, **DO NOT SELECT** any date and leave it as it is. Otherwise, to begin selection, click **Show Date Picker** and navigate to the appropriate date User received the dose/s.

II. Question Options

- **Select Option.** This shows on single choice items. When selected, a pop-up screen shows and User then tap an appropriate choice.
- **Clear.** This allows User to clear or remove already selected answer.
- **Deselect.** For multiple choice question type, User can re-tap a selected answer to deselect.

Self-Reporting for C...

2. What priority group did you register under?
[Select Option](#)

3. What brand of vaccine did you receive?
[A. Sinovac CoronaVac](#) [Clear](#)

4. When did you receive your first dose?
[Fri, Jul/02/2021](#) [Clear](#)

5. When did you receive your second dose?
[Show Date Picker](#)

6. What adverse reaction/s, if any, did you experience?
 [A. None](#)

III. Question Set

Question	Question Type
Name (FIRST Name, LAST Name, Middle Initial, Suffix)* Ex. Jaime, Bonifacio, Z, Sr	Text field
Age (ex. 34)*	Number field
Designation (ex. 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
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

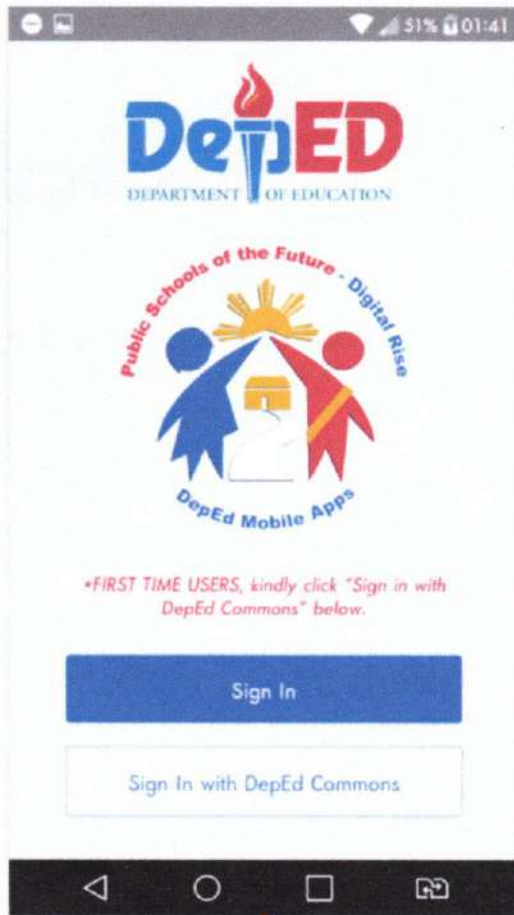
IV. Review and Submission

- 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.
- Unable to submit form** shows if 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 anytime and update the **"Self-Reporting for Covid-19 Vaccination"** tracker if there's any change on User's Covid-19 vaccination status such as indication of registration, schedule of doses, adverse reactions experienced, or any other related updates.



Annex B: Login to DepEd Mobile App via DepEd Commons

<https://bit.ly/DMAAppDCAuth>

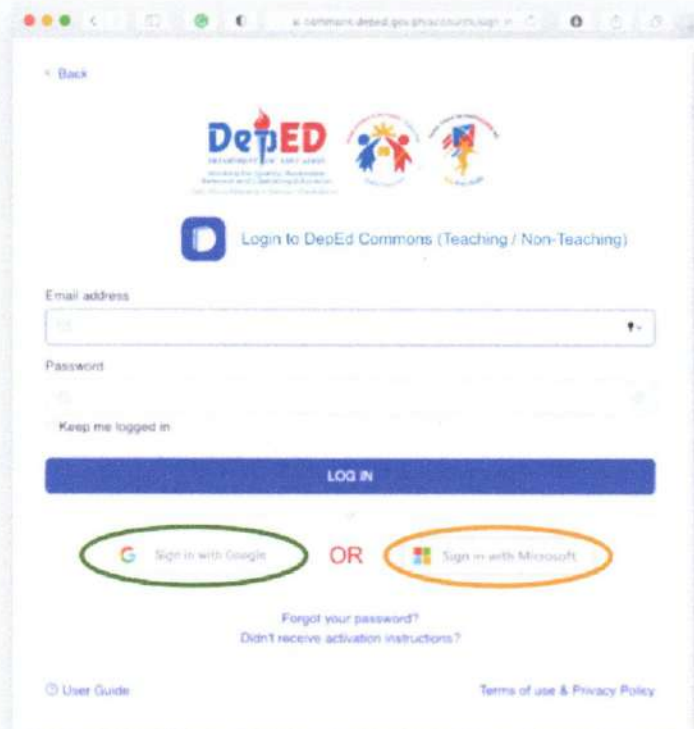


Login to DepEd Mobile App via DepEd Commons

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

Users are prompted to either --

- (a) Enter DepEd Commons activated login credentials
- (b) **Sign in with 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.