Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

DEP ED-DIVISION OF CAGAYAN DE ORO
CAGAYAN DE ORO CITY
RELEASED
DATE: JAN 17 2022
BY:

Office of the Schools Division Superintendent

January 17, 2022

DIVISION MEMORANDUM
No. 18 ,s. 2022

SELF-REPORTING COVID MONITORING APPLICATION GUIDELINES FOR UPDATING AND RESUBMISSION OF VACCINATION STATUS

To:

CID and SGOD Chief Education Supervisors
All Concerned SGOD and CID Personnel
All Public Elementary and Secondary Heads
All Public Elementary and Secondary Teachers

1. In consonance with Regional Memorandum No. 16, s.2022 and OUA Memorandum 00-0122-0029, the field is hereby informed about resending the COVID-19 vaccination statuses through **DepEd Monitoring Application**. Employees' DepEd email accounts are required to ensure complete recording in the vaccination reports. DepEd employees shall **download and install the Department of Education (DepEd) Mobile App** on their mobile device via **Google Play Store for Android devices** and **App Store for iOS.**

2. The regional and national issuances and the detailed guidelines for updating and resubmitting vaccination status through self-reporting COVID monitoring applications are enclosed.

3. For queries, please contact Mr. James Roberto Z. Sijo, Division Information Technology Officer (ITO) through his email: james.sijo@deped.gov.ph

4. For guidance and compliance.

DR. ALICIA E. ANGHAY, CESO VI
Asst. Schools Division Superintendent/
Officer-In-Charge
Office of the Schools Division Superintendent

Enclo.: As stated
Reference: RM 16, s.2022
To be indicated in the Perpetual Index
under the following subjects:
covid-19 vaccination status
self reporting

jzs/ICTS
1-17-22

Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048

Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO

Office of the Regional Director

January 11, 2022

REGIONAL MEMORANDUM
No. 16, s. 2022

SELF-REPORTING COVID MONITORING APPLICATION GUIDELINES FOR UPDATING AND RESUBMISSION OF VACCINATION STATUS

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. About **OUA MEMORANDUM 00-0122-0029** dated January 7, 2022, all concerned COVID-19 focal persons, with the assistance of their Information Technology Officers (ITOs), shall coordinate with all their DepEd personnel to resend their vaccination statuses via the DepEd Monitoring Application. It is important especially for those DepEd employees who used other personnel's mobile gadget and submitted their vaccine statuses using only one DepEd email account to ensure that their responses are recorded in the vaccination reports.

2. Attached is the **OUA MEMORANDUM 00-0122-0029** for reference on all the necessary steps to be accomplished.

3. Those employees in the Regional Office (RO) and Schools Division Offices (SDOs) who have not installed the DepEd Mobile App in their mobile devise, **please download the installer via mobileapp.deped.gov.ph or download the app via Google Play Store for android devices or DepEd Mobile app via App Store for iOS.**

4. For concerns, clarifications, and assistance, please contact the divisional ITOs.

5. Immediate and wide dissemination of this Memorandum is desired.

DR. VICTOR G. DE GRACIA JR., CESO V
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

ESSD/mgy

OUAD00-0122-00 29
To authenticate this document please scan the QR Code

Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0122-0029
MEMORANDUM
07 January 2022

For: **COVID-19 Focal Persons**
Information Technology Officers
All Personnel Concerned

Subject: **GUIDELINES FOR THE UPDATING AND RESUBMISSION OF VACCINATION STATUS THROUGH THE SELF-REPORTING COVID MONITORING APPLICATION**

The Office of the Undersecretary for Administration (OUA), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD) and the Information and Communications Technology Service (ICTS) with its implementing partner Intelimina Systems, Inc., issues the Guidelines on the Updating of Vaccination Status of Department of Education Personnel through the Self-Reporting COVID Monitoring Application.

All concerned COVID-19 Focals, with assistance of their respective Information Technology Officers (ITOs) shall coordinate with DepEd personnel under their jurisdiction to re-send their vaccination status via the DepEd Monitoring Application. This is particularly important for those DepEd employees or personnel who used other people's mobile gadgets/cellphones to submit their data.

An audit of the data submitted through the DepEd Monitoring Application has revealed groups of personnel that submitted their vaccine status using only one DepEd email account. In such case, only the last response sent through has been recorded in the vaccination reports.

While the monitoring application allows one gadget to be used by many respondents, it is however required and necessary that each user must first log-out from the application and the device before the next user will use the application, logging in with his/her own username/password or DepEd email address.

In this regard, kindly take note of the following and ensure all necessary steps are accomplished:

I. For COVID-19 Focals: Updating of Vaccinees

1. COVID-19 Focal Persons will be sent a spreadsheet containing responses from the DepEd Monitoring Application from the respective divisions where different names appear under one DepEd Account. If the spreadsheet is not received, data under the division is correct.

2. Each person listed in the spreadsheet must be contacted to accomplish the procedures under Re-submitting Your Vaccination Status. **Only the persons listed in the spreadsheet will be required to re-submit their data.**

II. For Concerned DepEd Personnel: Re-submitting of Vaccination Status

Ensure that the DepEd Mobile App is installed in your device. If the DepEd Mobile App is not installed in your mobile device, find and download the installer at **mobileapp.deped.gov.ph** or **Download app on Google Play Store** for android devices. For iOS, **download DepEd Mobile app on App Store**.

1. On your mobile device, open the DepEd Mobile application.

3. Log-in via DepEd Commons. **Make sure that you are logged in to your account, not another person's account.**

   Note: If you already have an account in DepEd Commons, you may use it to log in to the DepEd Mobile app.

4. On the login page of the DepEd Mobile app, click **"Sign in with DepEd Commons".** You will be redirected to the login page of DepEd Commons for teachers.

5. You have three ways to login. You may choose one preferred method:

   5.1. **Option 1 - Enter DepEd Commons** activated login credentials on the form. (You must have an activated DepEd Commons account after confirming your Office 365 email address).

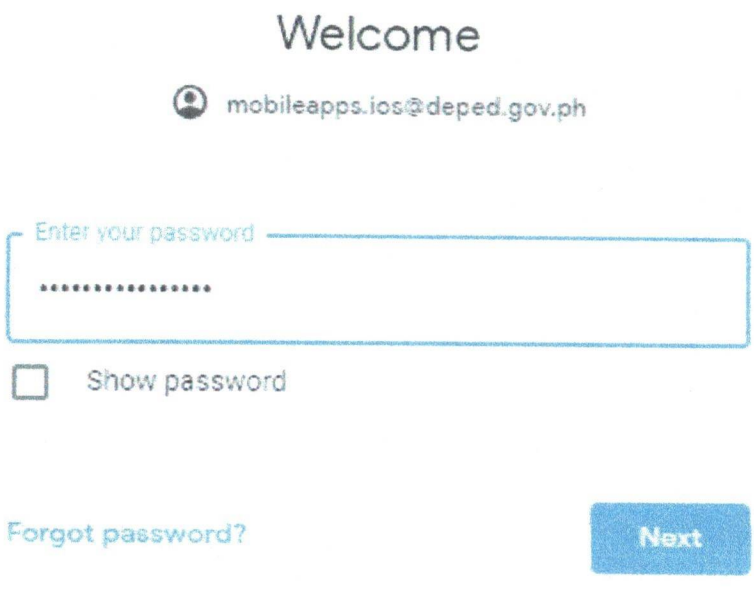
   Coordinate with respective ITO for the creation of Office 365 Account. Refer to DepEd Memorandum No. 227, s. 2012 for the creation of DepEd Accounts.

   5.2. **Option 2 - Sign in with Google (GSuite, DepEd Gmail)**

      5.2.1. Click Continue with Google Account.

5.2.2. Enter your GSuite/DepEd Gmail account and click Next.

5.2.3. Enter your GSuite/DepEd Gmail account password and click Next. You will be redirected to the DepEd Commons homepage.



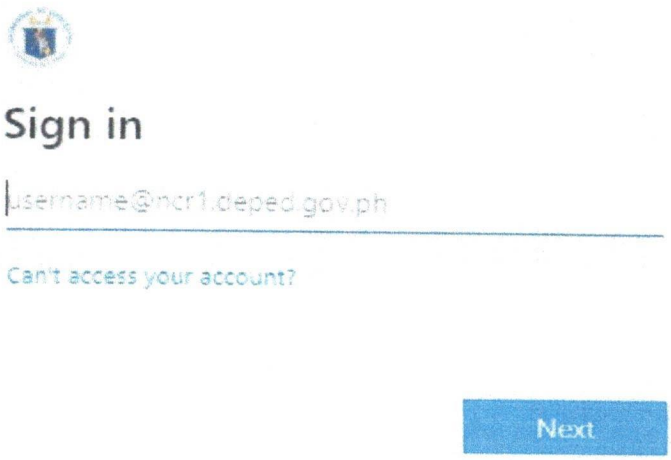
5.3. **Option 3 - Sign in with Microsoft** (Office 365, deped.gov.ph email)

KAGAWARAN NG EDUKASYON

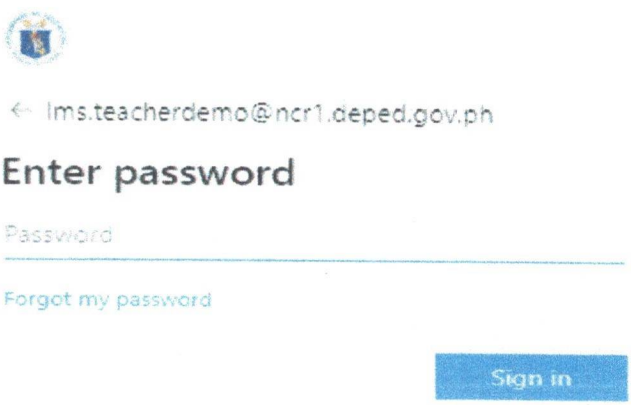
5.3.1. Click Continue with Microsoft Account

5.3.2. Select Tenant and click the Sign In button.

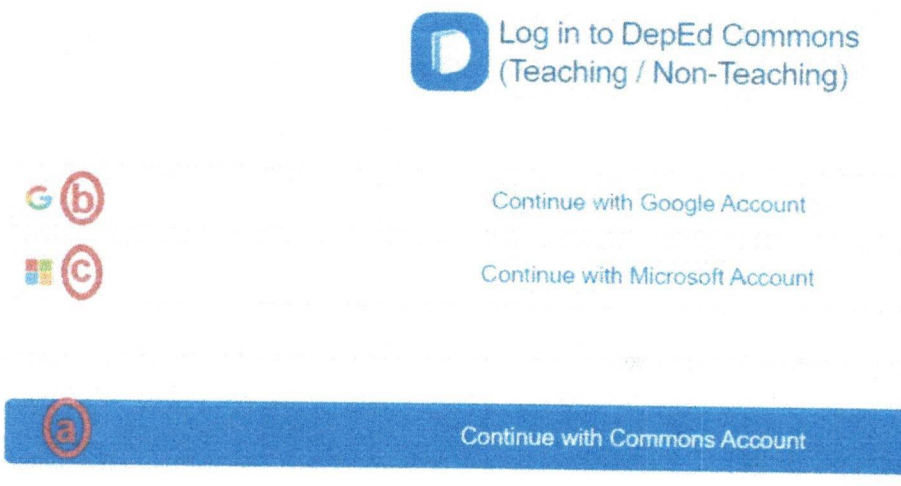
5.3.3. Enter your O365 email. Click Next.



5.3.4. Enter the password to your O365 account. Click Sign In.



6. Follow the prompts to authenticate and authorize DepEd Commons to use Google or Microsoft sign-in to login. After a successful login, you will now be redirected to the DepEd Monitoring Mobile app homepage.



7. Click on **Surveys/Trackers** and select **Self-Reporting for COVID-19 Vaccination**. Answer the questionnaire and review your responses before submitting.

Kindly note that each response **must be submitted using the user's own DepEd Account** so that they can be properly consolidated. To enforce this, the DepEd Monitoring Application **automatically logs out a user immediately after a response is submitted**. This feature ensures that users will log in to their accounts before answering a survey even if they are sharing a single device.

For any future correspondence, queries, and concerns on this subject, please contact the ICTS through email at icts@deped.gov.ph and/or deped@intelimina.com.

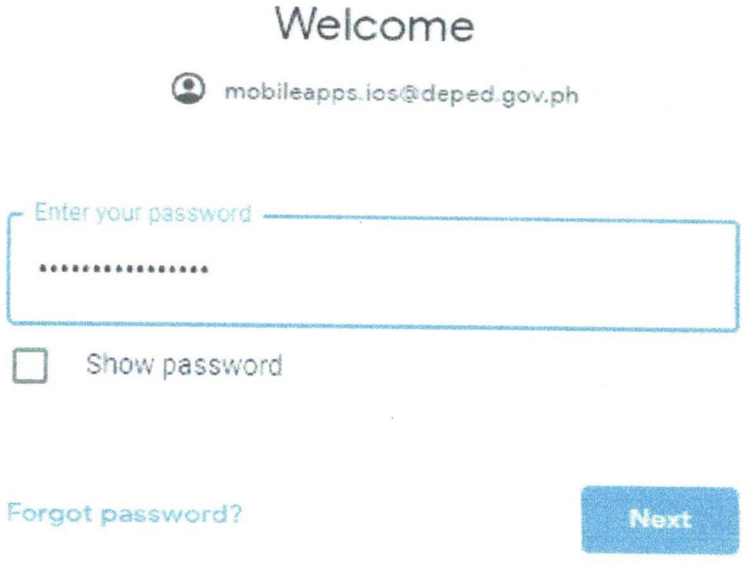
For immediate and appropriate action.

ALAIN DEL B. PASCUA
Undersecretary

OUAD00-0122-00 29
To authenticate this document please scan the QR Code

5.2.2. Enter your GSuite/DepEd Gmail account and click Next.

5.2.3. Enter your GSuite/DepEd Gmail account password and click Next. You will be redirected to the DepEd Commons homepage.

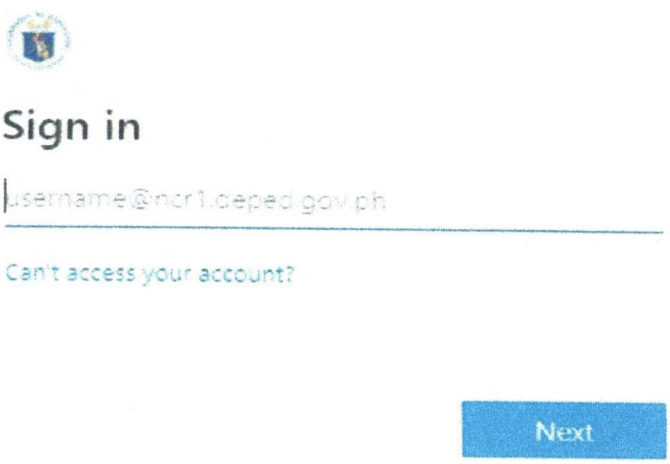


5.3. **Option 3 - Sign in with Microsoft** (Office 365, deped.gov.ph email)

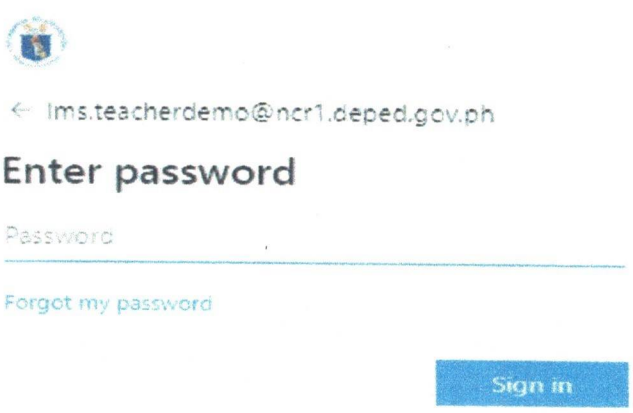
5.3.1. Click Continue with Microsoft Account

5.3.2. Select Tenant and click the Sign In button.

5.3.3. Enter your O365 email. Click Next.



5.3.4. Enter the password to your O365 account. Click Sign In.



6. Follow the prompts to authenticate and authorize DepEd Commons to use Google or Microsoft sign-in to login. After a successful login, you will now be redirected to the DepEd Monitoring Mobile app homepage.