



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 09 2022

MEMORANDUM

**SUBMISSION OF UPDATED VACCINATION STATUS MASTERLIST
OF CITY PAID PERSONNEL**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is a letter from Engr. Allan A. Cachuela, City Administrator, City Government of Muntinlupa, dated February 07, 2022, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Relative to this, all schools are requested to submit their updated vaccination status masterlists (including booster shots) of all city paid non-teaching personnel. Kindly e-mail the report to maripaz.lavin001@deped.gov.ph on February 08, 2022.
3. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Enclosure: As stated

References: None

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

COMMUNICATION

HEALTH

COVID-19

MML / DM – Submission of Updated Vaccination Status Masterlist of City Paid personnel
_____ / Jan 8, 2022



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Republic of the Philippines

Office of the City Administrator

CITY GOVERNMENT OF MUNTINLUPA

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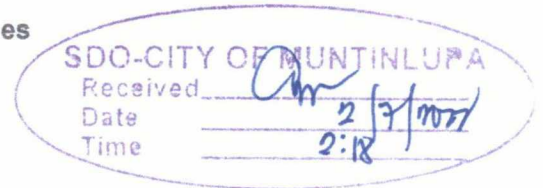
Memo

To : All Heads of the Departments and Offices

From : The City Administrator

Date : 07 February 2022

Subject : Submission of List of Employees Who Have Received Booster Shots



Following the verbal instruction handed down by City Mayor Jaime R. Fresnedi during the Flag Ceremony held this morning, all concerned shall perform the following, namely:

City paid only

- (1) Prepare a list of all employees within their respective departments and offices and indicate the covid-19 vaccination status, including booster shots;
- (2) Preferably indicate the time and date each vaccination injection occurred. This is to facilitate confirmation, should it be necessary;
- (3) Submit the list with details to the City Human Resources and Management Department (CHRMD), copies furnished the Office of the City Mayor (OCM) and the Office of the City Administrator (OCA), not later than 11 February 2022, Friday.

For the information and strict compliance of all concerned.


Engr. ALLAN A. CACHUELA

cf : Jaime R. Fresnedi,
City Mayor

