



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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02 March 2022

MEMORANDUM NO. NGY 22 – 40

TO : Chancellors
Director, UP-PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
Vice Chancellors for Community Affairs
HRDO Directors/Heads
Health Service Unit Directors/Heads

SUBJECT : **Updated Guidelines on the Submission of Data on
Personnel COVID-19 Vaccination and Infection**

The University has been continuously monitoring data regarding COVID-19 that directly impact our personnel and students and has implications on both our short-term and long-term directions on work arrangements and the reopening of campuses, which include the progress of vaccination and cases of COVID-19 infection.

Through the weekly reports on personnel vaccination prepared and forwarded by the Constituent Universities (CUs), in particular, the UP System Administration has been able to promptly provide the systemwide aggregate data to the various requests we have been receiving constantly in the past months from external organizations such as the Commission on Higher Education (CHED) and Philippine Association of State Universities and Colleges (PASUC). The vaccination data/updates have been vital in informing the plans of the University, as well as those of CHED and PASUC for the safe reopening of face-to-face classes and other relevant policies for Higher Education Institutions (HEIs).

In the recent months, there have also been developments in the directives regarding vaccination from the national government, notably the mandatory vaccination for eligible employees in the public and private sectors who are working on-site¹ and the administration of booster shots.

In light of these developments and in anticipation of further requests for data/updates from UP and/or planning and formulation of relevant guidelines, please be informed of the updated guidelines² on the following:

1. Submission of the Personnel Vaccination Data using the attached [revised template](#) on a bi-weekly basis (every 2nd and 4th Wednesday of the Month). The

¹ Pursuant to IATF Resolution Nos. [148](#) and [149](#);

Awaiting the issuance of official guidelines for the public sector/ government employees from the Civil Service Commission (CSC)

² Original guidelines issued per Memo No. NGY 21-109 and Memo No. NGY 21-154



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revised template has additional columns which shall allow us to monitor the headcount of personnel who have also received the booster shot.

The revised template shall be used for the updates/ data forwarded to UP System starting March 2022.

2. Submission of Personnel Infection Data using the [existing template](#) on a bi-weekly basis (every 2nd and 4th Wednesday of the Month).

Kindly disseminate the templates (For Offices/Units Sheets) to your offices/units, so the data/updates may be collected from the staff by their respective Administrative Officers (AOs). The Vice Chancellors/Deputy Director for Administration and/or Community Affairs are requested to refer the instructions to the office/s in-charge of data collection and monitoring in their respective CUs (e.g. HRDO, health service unit), which shall be in-charge of consolidating the submissions from the offices/units.

Only the summary/ consolidated data shall be reported and forwarded by the CU/UP-PGH to the System level through OVPA. The records of individual names and details shall be maintained at the unit/office and/or CU/UP-PGH-level only.

For implementation.

NESTOR G. YUNQUE
Vice-President for Administration

cc: Office of the President
Offices of the Vice Presidents and Secretary of the University