



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION MEMORANDUM**

No. 348, s. 2024

OCT 04 2024

**CONDUCT OF SCHOOL-BASED IMMUNIZATION (SBI) ROLL-OUT FOR THE  
SY 2024-2025**

To: Assistant School Division Superintendent  
Chief Education Supervisors  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In compliance with the directives of the Department of Health (DOH) and the Department of Education (DepEd), this Division will implement the School-Based Immunization (SBI) Roll-out across all public schools within the Schools Division of Bataan for the SY 2024-2025. This activity is in line with the National Government Immunization Program to ensure health and well-being of all students.
2. An orientation and vaccination to be led by the Rural Health Unit (RHU) will be conducted to provide guidance on the immunization process and this will be on the month of October 2024. (Schedule shall be announced in a separate Memorandum).
3. Attendance of School Heads and concerned personnel is mandatory to ensure smooth implementation of the immunization rollout.
4. Further, on the day of vaccination, school children shall bring their Routine Immunization Cards or Mother and Child booklets on the day of immunization for confirmation of their vaccination history.
5. Parents and guardians are also reminded to **submit the consent forms** issued by the **Rural Health Unit (RHU)** for their children prior to the vaccination date.
6. Attached is a copy of the DOH Memorandum No. 2024-0250 titled "Interim Guidelines on the Resumption of School-Based Immunization (SBI) after the COVID-19 Pandemic" for your reference.



Kabukiran, Calaylayan, Abucay 2114 Bataan

[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)

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2023

1



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

7. Immediate dissemination of and compliance to this Memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

Enc/s.: As stated  
Reference/s: DOH Circular No. 2024-0250  
To be indicated in the Perpetual Index  
Under the following subjects:  
HEALTH EDUCATION  
STUDENTS

SO 15/NRM  
October 03, 2024



Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)  
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Republic of the Philippines  
**Department of Education**  
 REGION III-CENTRAL LUZON

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**MEMORANDUM**

ESSD-2024- 381

**“INTERIM GUIDELINES ON THE RESUMPTION OF SCHOOL-BASED IMMUNIZATION (SBI) AFTER THE COVID-19 PANDEMIC”**

To : Schools Division Superintendents  
 Chiefs, Schools Governance Operations Division (SGOD)  
 All Others Concerned

1. Attached is a Department Memorandum No. 2024-0250, “Interim Guidelines on the Resumption of School-Based Immunization (SBI) after the COVID-19 Pandemic.” from the office of the Department of Health, Director Corazon I. Flores, MD, MPH, CESO III.
2. For information and guidance.

**RONNIE S. MALLARI, PhD, CESO V**  
 OIC-Regional Director

Encl.: As stated:  
 Reference: None  
 To be indicated Perpetual Index  
 under the following subjects:

SCHOOL-BASED IMMUNIZATION (SBI)

health2/essd2  
 September 16, 2024

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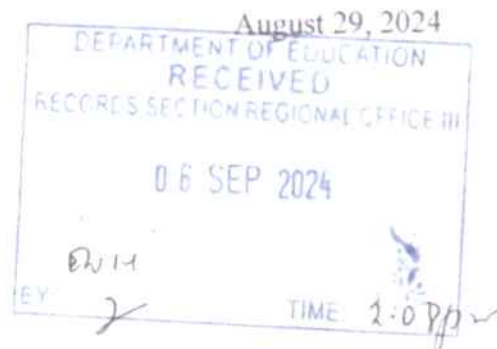




Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
*Central Luzon Center for Health Development*



**Dr. RONNIE S. MALLARI, CESO V**  
OIC - Regional Director  
Department of Education Regional Office III



Dear **Director Mallari**:

This is in reference to the Resumption of School-Based Immunization (SBI) of learners this School Year 2024-2025. With the full resumption of face-to-face classes, school learners are at high risk of contracting Vaccine Preventable Diseases (VPDs) such as Measles and Diphtheria. The continuity of delivering immunization services, including SBI proves to be critical in mitigating outbreaks of the said diseases.

With this, we **respectfully request your assistance in the creation of Regional Memorandum endorsing the Department Memorandum No. 2024-0250 "Interim Guidelines on the Resumption of School-Based Immunization (SBI) after the COVID-19 Pandemic."** Please see attached document for reference. Additionally, in order to facilitate planning and coordination for this endeavor, may we request a focal person with his/her contact details.

For additional inquiries, please contact Ms. Shiela Esteban (Regional Nurse Coordinator) at 0991-531-8265 or email at [nup@centralluzon.doh.gov.ph](mailto:nup@centralluzon.doh.gov.ph).

Thank you for your continued support and commitment to improving public health.

Very truly yours,

  
**CORAZON I. FLORES, MD, MPH, CESO III**  
Director IV



Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
*Office of the Secretary*



June 21, 2024

**DEPARTMENT MEMORANDUM**

No. 2024 - 0250

**FOR:** ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, DIRECTORS OF BUREAUS, SERVICES, AND CENTERS FOR HEALTH DEVELOPMENT (CHD), MINISTER OF HEALTH - BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (MOH-BARMM), ATTACHED AGENCIES, AND OTHERS CONCERNED

**SUBJECT:** Interim Guidelines on the Resumption of School-Based Immunization (SBI) after the COVID-19 Pandemic

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**I. BACKGROUND**

The School-based Immunization (SBI) is a program of the Department of Health (DOH), in coordination with the Department of Education (DepEd), that aims to provide protection against vaccine preventable diseases (VPDs) such as measles, rubella, tetanus, diphtheria and human papillomavirus (HPV). Since 2013, SBI has been conducted every August nationwide in public schools until the COVID-19 pandemic. The SBI shifted from school based to community based setting due to mobility restrictions and suspension of in person classes in schools during the peak of the COVID-19 pandemic.

With the full resumption of face-to-face classes, school learners are at high risk of contracting VPDs. Thus, the continuity of delivering immunization services, including school-based vaccination, proves to be critical in mitigating public health crises, such as the recent outbreaks of measles and pertussis in certain areas of the country.

In this regard, this issuance aims to provide technical directions for the re-implementation of School based Immunization services at the school setting.

**II. GENERAL GUIDELINES**

- A. All SBI services, including Measles-Rubella (MR), Tetanus-diphtheria (Td), and Human Papillomavirus (HPV) vaccination, shall resume its implementation in schools. It is recommended to be rolled out in public schools two (2) months from the start of classes or as agreed upon by DOH and DepEd.
- B. Grade 1 and Grade 7 school children shall be vaccinated with MR and Td vaccines while Grade 4 female school children shall be vaccinated with HPV vaccine. These vaccinations shall follow the appropriate dosages, scheduling and intervals.

- C. A template for informed consent (*Annex A*), including information, education, and communication (IEC) materials shall be disseminated to parents or guardians prior to the SBI roll-out.
- D. Proper microplanning, coordination, and demand generation activities shall be undertaken by all local government units (LGUs) and local health workers concerned, in collaboration with other stakeholders such as the Department of Education (DepEd) and other national government agencies (NGAs), to ensure the efficiency in managing health resources and highlight the distinction of the MR-Td and HPV school-based immunization from other ongoing vaccination services.

### III. SPECIFIC GUIDELINES

#### A. Preparatory Activities

##### 1. Coordination and Engagement with School Administration

- a. Local health centers shall coordinate with school principals, teachers and school nurses on the conduct of SBI activities and SBI guidelines orientation.
- b. Teachers-in-charge/school nurses shall issue notification letters and consent forms (*Annex A*) and IEC materials of health services such as immunization to school children upon enrollment. The template for notification letter and informed consent may be accessed through: <https://bit.ly/SBIConsentForm>.
- c. Schools within the LGU catchment area shall endorse the list of Grade 1, Grade 7, and female Grade 4 children enrolled for the current school year to the local health center.
- d. Local health center staff shall record the endorsed list of eligible school children in the *Recording Forms 1, 2, and 3 (Annexes B, C, D)*. The recording forms may be accessed via: <https://tinyurl.com/SBIReporting>.

##### 2. Microplanning

- a. All LGUs, assisted by the DOH Development Management Officers (DMO) with coordination and guidance of NIP Managers, shall develop a detailed microplan of the SBI activities. Micro-plans shall include the following:
  - i. Calculation and identification of the number of children to be vaccinated per immunization session and the vaccination teams needed to prepare immunization schedules for the vaccination team including the schools to be visited;
  - ii. Calculation of the vaccine and other logistics needed including the cold chain equipment;
  - iii. Immunization session plans;
  - iv. Plan for high-risk and hard-to-reach population;
  - v. Crafting of supervisory and monitoring schedule;
  - vi. Follow-up schedule and mop-up plan;
  - vii. Human resource mapping and contingency plan;
  - viii. Demand generation plan;
  - ix. Disease surveillance and reporting;

- x. Adverse Events Following Immunization (AEFI) management plan; and
- xi. Waste management plan
- b. All SBI operational resource requirements shall be consolidated at the city/municipality, provincial and regional levels and included in the costed SBI microplans to be submitted to the higher administrative level.
- c. A standard microplan template which can be accessed through <https://tinyurl.com/SBIMicroplanTemplate> shall be used by all LGUs.

### **3. Demand Generation**

- a. Engagement of parents and caregivers through Parents and Teacher Association (PTA) meetings and similar activities shall be conducted by schools to ensure uptake among students.
- b. Discussions on vaccination among students shall also be conducted through platforms such as flag ceremonies, as part of lectures for relevant classes, and/or through dedicated teach-in sessions to raise awareness and willingness among students.
- c. Conducting social listening and feedbacking among students and parents shall be done through different channels such as meetings and discussions to identify mis/disinformation that need to be addressed.
- d. LGUs and schools shall mobilize stakeholders to support demand generation activities. This can include the provision of giveaways for successfully vaccinated students, as well as incentives for health workers.
- e. Other interactive community engagement activities such as contests and kick-off/launching activities are also encouraged.

### **4. Setting up of Vaccination Posts**

Local health centers shall coordinate with the school administrators for the use of school facilities as temporary vaccination posts. Temporary vaccination posts shall be well-ventilated and spacious to allow compliance with minimum public health standards. Client flow in the vicinity shall be discussed with school administrators, teachers-in-charge, and school nurses.

### **5. Establishment of Vaccination Teams**

- a. A vaccination team shall be composed of at least three (3) trained personnel composed of one (1) vaccinator, one (1) recorder and one (1) health counselor.
- b. Vaccination teams shall be organized based on the target number of schoolchildren to be vaccinated per immunization session and shall apply the following strategies:
  - i. The LGUs shall identify available human resources for deployment based on the calculated number of vaccination teams needed and identify the gap for possible HR augmentation from stakeholders/partners in order to reach the target.
  - ii. Schedule vaccination sessions and deployment of vaccination teams giving priority to schools with a high number of eligible children that are close in their respective area of jurisdiction, and/ or areas with cases of measles-rubella. The number of target eligible

populations shall be automatically populated in the SBI *Recording Forms*.

- c. Provided that remaining funds are still available, hiring additional vaccinators and encoders for this activity may be charged under the Locally Funded Project (LFP) funds. Appropriate remuneration through performance-based incentives, and daily subsistence allowance (DSA), transportation allowance, and other immunization-related activities shall be provided to the vaccination teams and may be chargeable against Public Health Management (PHM) funds under DO 2024-0032-B entitled "*Further Amendment to the Department Order No. 2024-0032-A dated March 13, 2024, and February 7, 2024, entitled, Guidelines on the Sub-Allotment and Utilization of Funds to Centers for Health Development and Ministry of Health-Bangsamoro Autonomous Region in Muslim Mindanao for the Conduct of CY 2024 Bivalent Oral Polio Vaccine Catch-Up and Supplementation Immunization Activities (bOPV SIA).*"

#### **6. Orientation and Training**

Pre-deployment orientation and capacity building activities on SBI guidelines shall be conducted to all primary healthcare workers, vaccination teams, school personnel, and other stakeholders participating in this activity. Orientation shall be provided by the Provincial and City Health Offices with the assistance of the National Immunization Program staff of the CHD.

### **B. School-Based Immunization (SBI) Roll-Out**

#### **1. Conduct of Immunization Sessions**

- a. Vaccination teams may request support from Barangay Local Government Units (BLGUs) for the mobilization and transportation of vaccination teams to the different school vaccination locations as scheduled.
- b. Only students from the school itself can take part in the immunization sessions held on school premises.
- c. Consenting parents/guardians of Grade 1, Grade 7, and female Grade 4 school children shall complete and submit the consent forms on/or before the scheduled SBI immunization session.
- d. School children shall bring their Routine Immunization Cards or Mother and Child booklets on the day of immunization for confirmation of their vaccination history.
- e. The vaccinator shall conduct a quick health assessment prior to administration of MR, Td, and HPV vaccines using the recommended form (*Annex G*) to ensure that the child is well enough to be vaccinated.
- f. Antigens administered during the SBI shall be reflected as a supplemental dose in the Routine Immunization Card, Mother and Child booklet, or SBI vaccination card.
- g. If the Routine Immunization Card or Mother and Child Booklet is not available, an SBI vaccination card shall be provided by the local health center (*Annex H*).
- h. Parents and guardians must be reminded to keep the child's immunization card as it will be used as a means for verification of the child's vaccination status.



**2. MR-Td and HPV Immunization Target Population, Schedules, and Operations**

- a. Local health center staff shall be in charge of checking the school children's vaccination status and consolidating informed consents for SBI.
- b. Target school children shall receive the following recommended vaccines:

*Table 1. Recommended vaccines for school-based immunization.*

Vaccine	Vaccination History	Vaccine Schedule	Dosage
<b>Grade 1 Students</b>			
MR	Irrespective	One (1) dose	0.5mL SQ, Right upper arm (posterior triceps) each dose
Td	Irrespective	One (1) dose	0.5mL IM, Left deltoid
<b>Grade 7 Students</b>			
MR	Irrespective	One (1) dose	0.5mL SQ, Right upper arm (posterior triceps)
Td	Irrespective	One (1) dose	0.5mL IM, Left deltoid
<b>Grade 4 Female Students in selected HPV implementing areas only (Annex D)</b>			
HPV	Zero (0) dose	HPV1	0.5ml IM, left deltoid
		HPV 2, at least 6 months from 1st dose	0.5ml IM left deltoid
	One (1) or 2 doses from previous year implementation	Vaccination not required	None

- c. Timing and spacing of MR, Td, or HPV vaccines with other vaccines shall follow standard immunization rules:
  - i. Inactivated vaccines such as Td and HPV can be given at any interval even if another vaccine was previously injected to the child (ie. rabies toxoid or MR vaccine).
  - ii. Live, attenuated vaccines such as MR can be administered on the following conditions:
    1. If not given simultaneously/on the same day after another live attenuated vaccine (e.g., varicella), administer following a 28-day interval
    2. If not given simultaneously/on the same day after an inactivated vaccine (ie. Td and HPV), administer any time

- iii. Co-administration of vaccines in one session must be done using separate syringes and different injection sites.
- d. All vaccinated students shall be recorded in *Recording Forms 1, 2 and 3*.
- e. In compliance with Healthy Learning Institutions standards, private schools who wish to participate in school-based immunization shall directly coordinate with their respective local health centers. Eligible private school children shall also be recorded in the *Recording Forms*.
- f. **End-of-cycle mop-up activities.** To achieve maximum immunization coverage, mop-up activities shall be provided to those students who have not completed their recommended immunization schedule. The local health center shall inform the teacher-in-charge or school nurse of available activities. This catch-up may include the scheduling of an additional vaccine day, the option for some students to receive catch-up vaccines with their peers in other classes or accessing the immunization session from the local health center.
  - i. A mop-up activity may be scheduled for all eligible students who were initially deferred for MR, Td, or HPV immunization. Parents or caregivers of eligible students who missed the initial roll-out and catch-up activity and express willingness to get vaccinated shall be referred to the nearest implementing local health center. The student shall be accompanied by their parents and/or caregivers and shall be instructed to bring their duly accomplished consent form, provided that there are still available vaccines.
  - ii. These students shall also be recorded in the *Recording Forms*.

### 3. Supply Chain and Logistics Management

#### a. Vaccine Supply and Inventory Management

- i. All MR, Td, and HPV vaccines and ancillaries shall be provided by the DOH Central Office (CO).
- ii. The quantity of the vaccines and supplies to be allocated and provided to the CHDs shall be based on the consolidated number of enrolled students per region. Requested quantities will be reviewed and adjusted based on inventory reports and vaccine requirements at sub-national levels. Quantification for vaccines and ancillaries shall be done using the microplan template (<https://tinyurl.com/SFDMicroplanTemplate>).
- iii. All provinces/cities are required to update inventories of MR, Td and HPV vaccines received and issued through the electronic logistics management information system (eLMIS). Such shall be reported weekly.

#### b. Vaccine Handling and Storage

- i. MR, Td, and HPV vaccines shall be maintained at +2°C to +8°C at all times during distribution, storage, and immunization sessions.
  - 1. MR vaccines lose their potency by 50% when exposed to over 8°C within one (1) hour
  - 2. Td vaccines must never be frozen
  - 3. HPV vaccines should be protected from light
- ii. Vaccine vials with vaccine vial monitors (VVMs) at discard point shall properly be disposed of.

- iii. Vaccine vials and diluents must be placed in standard vaccine carriers. Standard vaccine carriers should have four (4) conditioned ice packs. Newer vaccine carriers have seven (7) conditioned ice packs.
- iv. Pre-filling of syringes of vaccines is NOT allowed.
- v. Any remaining reconstituted MR vaccine doses must be discarded after six (6) hours or at the end of the immunization session, whichever comes first. Unused reconstituted vaccine MUST NEVER be returned to the refrigerator.
- vi. Open vials of Td vaccine follow the multi-dose vial policy (MDVP). As such, these may be used in subsequent sessions (up to 28 days from opening) provided the following conditions are met:
  - 1. Expiry date has not passed
  - 2. Vaccines are stored under appropriate cold chain conditions
  - 3. Vaccine vial septum has not been submerged in water
  - 4. Aseptic technique has been used to withdraw all doses
  - 5. Vaccine Vial Monitor (VVM) is intact and has not reached the discard point
  - 6. Date is indicated when the vial was opened.
- vii. Excess, unopened vaccine vials brought during immunization sessions shall be marked with a check (✓) before returning to the refrigerator for storage. The check mark shall indicate that the vaccine vial was out of the refrigerator and shall be prioritized for use in the next immunization sessions.

### **C. Immunization Safety and Adverse Events Following Immunization (AEFI)**

1. Special precautions must be instituted to ensure that blood-borne diseases will not be transmitted during MR, Td, and HPV immunization. This shall include:
  - a. Use of the auto-disabled syringe (ADS) in all immunization sessions
  - b. Proper disposal of used syringes and needles into the safety collector box and the safety collector boxes with used immunization wastes through the recommended appropriate final disposal for hazardous wastes
  - c. Refraining from pre-filling of syringes, re-capping of needles, and use of aspirating needles, as prohibited
2. Fear of injections resulting in fainting has been commonly observed in adolescents during vaccination. Fainting is an immunization anxiety-related reaction. To reduce its occurrence, it is recommended for vaccination sites to be situated in areas not readily visible to the students. Further, the vaccinees shall be:
  - a. Advised to eat before vaccination and be provided with comfortable room temperature during the waiting period
  - b. Seated or lying down while being vaccinated
  - c. Carefully observed for approximately 15 minutes after administration of the vaccine and provided with comfortable room temperature during the observation period
3. The decision to administer or delay vaccination because of a current or recent febrile illness depends largely on the severity of the symptoms and their etiology. Mild upper respiratory infections are not generally contraindications to vaccination.

4. Adverse events following MR-Td and HPV vaccination are generally non-serious and of short duration. However,
  - a. **MR vaccine should NOT be given to a child or adolescent who:**
    - i. Has a history of a severe allergic reaction (e.g., anaphylaxis) after a previous dose of the vaccine or vaccine component (e.g., neomycin)
    - ii. Has a known severe immunodeficiency (e.g., from hematologic and solid tumors, receipt of chemotherapy, congenital immunodeficiency, or long-term immunosuppressive therapy or patients with human immunodeficiency virus (HIV) infection who are severely immunocompromised)
    - iii. Pregnant females
  - b. **Td vaccine should NOT be given to anyone who had a severe allergic reaction (eg, anaphylaxis) after a previous dose.**
  - c. **HPV vaccine should NOT be given to adolescents who:**
    - i. Had a severe allergic reaction after a previous vaccine dose, or to a component of the vaccine.
    - ii. Has a history of immediate hypersensitivity to yeast.
    - iii. Pregnant females. Although the vaccine has not been causally associated with adverse pregnancy outcomes or adverse events to the developing fetus, data on vaccination in pregnancy are limited
5. Vaccine adverse reactions from any of the vaccines can be found in *Annex J* of this document. Reporting of AEFI shall follow the existing DOH Guidelines in Surveillance and Response to Adverse Events Following Immunization using the form in *Department Circular No. 2023-0206* entitled *Advisory on the Implementation and Use of the Revised AEFI Case Investigation Form (CIF) Version 2023*.
6. All vaccination teams and sites shall have at least one (1) complete AEFI kit with first-line treatment drugs such as epinephrine for allergic reactions and other items for managing the clinical presentation of AEFIs. These kits shall be replenished prior to each vaccination run. All vaccination team members shall be trained to detect, monitor, and provide first aid for AEFI (eg, anaphylaxis) and other health emergencies following immunization. Prompt referral to the nearest health facility must be made in such events.

*Table 2. Recommended dosage for epinephrine*

Route of Administration	Frequency of Administration	Dose
Epinephrine 1:1000, IM to the midpoint of the anterolateral aspect of the 3rd of the thigh immediately	Repeat in every 5-15 min as needed until there is a resolution of the anaphylaxis  <b>Note:</b> <i>Persisting or worsening cough associated with pulmonary edema is an important sign of epinephrine overdose and toxicity</i>	According to age: <ul style="list-style-type: none"> <li>● 0.05 mL for less than 1 y.o.</li> <li>● 0.15 mL for 2-6 y.o.</li> <li>● 0.3 mL for 6-12 y.o.</li> <li>● 0.5 mL for older than 12 y.o.</li> </ul>

7. The DOH-retained and other government hospitals shall not charge the patient treated for serious AEFI with any fee. In areas where there are no existing or accessible government hospitals/health facilities, serious AEFI cases shall be managed in private institutions and assistance shall be provided by the LGU with support from the DOH in accordance with *Administrative Order 2023-0007* entitled *Revised Omnibus Guidelines on the Surveillance and Management of Adverse Events Following Immunization (AEFI)*.

#### **D. Data Management and Monitoring**

##### **1. Recording and Reporting**

- a. The vaccination teams shall utilize the *SBI Recording Forms* as masterlists of Grade 1, Grade 7, and female Grade 4 school children.
- b. The total number of children vaccinated per immunization session shall be recorded using the *Summary Reporting Form* (Annex E) and shall be uploaded in the vaccination dashboard developed by KMITS. Submitted reports shall be analyzed by the DPCB National Immunization Program and submitted to the Public Health Services Cluster (PHSC) as regular updates. The summary reporting form may be accessed via the link: <https://inurl.com/SBIReporting>.
- c. The procedure for submission of reports should adhere to the guidelines provided in *Annex F*.

##### **2. Monitoring**

The Disease Prevention and Control Bureau (DPCB) together with the IIPB, EB, KMITS, SCMS and other DOH Bureaus and Offices shall convene weekly meetings with the CHDs and MOH-BARMM every Wednesdays at 10:00 AM until the end of the SBI roll-out period to provide regular updates, review plans and recalibrate strategies, as needed.

#### **IV. ROLES AND RESPONSIBILITIES**

##### **A. The Disease Prevention and Control Bureau (DPCB) shall:**

1. Provide technical assistance and capacity building on the conduct of school-based MR-Td-IPV vaccination, in collaboration with professional and civil societies;
2. Coordinate with the Supply Chain Management Service (SCMS) to ensure the availability of vaccines down to the Local Government Unit (LGU) level throughout the implementation of the conduct of school-based MR-Td-HPV vaccination;
3. Coordinate with the Health Promotion Bureau with regard to increasing the awareness on the conduct of school-based MR-Td-IPV vaccination; and
4. Monitor and evaluate the implementation of school-based MR-Td-HPV vaccination services and outcome indicators.

**B. The Health Promotion Bureau (HPB) shall:**

1. Develop social and behavior change (SBC) strategies for vaccine-preventable diseases and school based immunization (SBI);
2. Cascade SBC plan and Communication Packages to the Centers for Health Development (CHDs) and Ministry of Health - Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), partners, and stakeholders for localization and dissemination;
3. Collect data on behavioral determinants of target parents and guardians for school-based immunization;
4. Support the DepEd in monitoring the accomplishment of indicators and standards related to vaccination in the implementation of the Oplan Kalusugan sa DepEd-Healthy Learning Institutions (OKD-HLI) program, and propose recommendations as appropriate; and
5. Evaluate effectiveness of SBC strategies in promoting the conduct of school-based immunization services to guide evidence-based research and policy making.

**C. The Epidemiology Bureau (EB) shall enforce the implementation of the existing DOH Guidelines:**

1. Administrative Order No. 2016-2006 entitled "Adverse Events Following Immunization (AEFI) surveillance and response;" and
2. Administrative Order No. 2016-0025 entitled, guidelines on the Referral System for Adverse Events.

**D. The Supply Chain Management Service (SCMS) shall be responsible for the distribution and monitoring of vaccines.**

**E. The Communication Office (COM) shall conduct media-facing activities to increase awareness and participation for SBI.**

**F. The Centers for Health Development (CHDs) and Ministry of Health-Bangsamoro Autonomous Region in Muslim Mindanao (MOH-BARMM) shall perform the following:**

**1. The National Immunization Program (NIP) shall:**

- a. Conduct orientation for concerned stakeholders regarding the policy and promote its adoption and implementation;
- b. Provide technical assistance and capacity building to LGUs and other partners on the conduct of MR-Td and HPV school-based immunization;
- c. Conduct planning with the Provincial and HUCs, DepEd, and DILG counterparts in the implementation of the SBI;
- d. Submit and analyze submitted weekly accomplishment reports by the Local Government Units through the reporting tool indicated in Section D.1.b;
- e. Evaluate and monitor the implementation of the policy by both public and private sectors in their respective regions; and
- f. Support the LGUs in the reproduction of recording and reporting forms, notification letter and consent forms, quick health assessment forms, immunization cards, among others, as needed.

**2. The Health Education and Promotion Units (HEPUs) shall:**

- a. Conduct demand generation planning with the LGUs, DepEd, and DILG counterparts in the implementation of the SBI;
  - b. Implement social and behavior change (SBC) strategies for vaccine-preventable diseases and school based immunization (SBI):
    - i. Advocate for school administrators and teachers to become champions of school-based immunization;
    - ii. Assist schools in educating, getting the consent of, and mobilizing parents to participate in school-based immunization;
    - iii. Develop and reproduce communication packages and materials to drive demand and support participation in school-based immunization;
    - iv. Harmonize other stakeholders such as the private sector, non-government or civil society organizations, development partners and religious sector to solicit support for immunization program;
  - c. Ensure intensification of health promotions regarding SBI together with routine immunization services within their area of influence; and
  - d. Support LGUs in the reproduction of materials, as needed.
- 3. The Regional Epidemiology Surveillance Units (RESUs) shall** monitor reports of AEFI and conduct vaccine safety surveillance and conduct investigations to reported cases of serious AEFI.
- 4. The Cold Chain Managers and/or the Supply Chain Units shall** ensure proper cold chain management at all levels and facilitate allocation and distribution of vaccines to LGUs and monitor stock inventory for immediate replenishment, as needed.
- 5. The Communication Management Units (CMUs) shall** develop crisis communication plans for AEFI and issue press releases and engage media to cover the SBI activities.

**G. The Department of Education (DepEd) shall:**

1. Disseminate the policy to all School Division Offices (SDOs) for coordination and planning with their respective counterpart LGUs;
2. Disseminate consent forms upon enrollment or at least two (2) weeks prior to actual implementation;
3. Conduct health education and promotion activities to parents and students to advocate for immunization in collaboration with the local health center,;
4. Provide the needed Master List of Learners (Grade 1, Grade 7, and Female Grade 4) for the year of implementation to their respective counterpart LGUs at least one (1) month prior to the actual SBI rollout; and
5. Inform DepEd personnel in SDOs that they may participate voluntarily in the conduct of fixed-site approach school-based immunization. In this regard, the school nurses may:
  - a. Screen immunization records of students for a missed dose, series of doses, or all vaccines due to the learners;
  - b. Administer vaccines to eligible students within the school premises;
  - c. Provide follow-up care and additional vaccinations if required; and

- d. Perform the recording, data collection and validation of the number of immunized target populations during the implementation period.

**ii. ~~V~~ The Local Government Units (LGUs) shall:**

1. Conduct school-based MR-Td and HPV vaccination within their area of influence in accordance to the guidelines set by DOH;
2. Provide localized support or counterpart (i.e. resources, collaterals, others) for the implementation of the policy;
3. Allot funds for reproduction of SBI IEC materials and all other relevant forms for the activity;
4. Develop strategies for conduct of school-based MR-Td-HPV vaccination specific to their area of jurisdiction;
5. Perform data validation and generate reports regarding accomplishment during the implementation period;
6. Conduct regular consultation and implementation reviews among respective LGU personnel, immunization stakeholders, and other organizational partners to improve service delivery efficiency and address implementation issues/gaps; and
7. Submit timely reports to the DOH and DILG for monitoring and tracking of progress of implementation.

**I. ~~vi~~ The Local Health Centers shall:**

1. Conduct social and behavior change strategies to support school-based immunization;
2. Deploy trained healthcare workers to conduct immunization sessions;
3. Ensure the availability and proper storage and handling of vaccines and related supplies;
4. Screen the immunization records of students for a missed dose, series of doses, or all vaccines due to the learners;
5. Administer vaccines to eligible students within the school premises;
6. Provide follow-up care and additional vaccinations if required; and
7. Perform the recording, data collection and validation of the number of immunized target populations during the implementation period.

**J. ~~vi~~ Professional medical and allied medical associations, academic institutions, non-government organizations, development partners and the private sector shall be enjoined to support the implementation of the catch-up immunization guidelines and disseminate it to the areas of their influence.**

For dissemination and strict compliance.

By Authority of the Secretary of Health.

**GLENN MATHEW G. BAGGAO, MD, MHA, MSN, FPSMS, FPCHA**  
Undersecretary of Health  
Public Health Services Cluster



## Annex A: Notification Letter and Consent Form Template



Republic of the Philippines  
Division: \_\_\_\_\_  
Reference: \_\_\_\_\_



### NOTIFICATION LETTER

DATE: \_\_\_\_\_

DIVISION: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

Dear Parent/Guardian:

This school has a Public Element – Schools, School-wide or the School-Based Immunization (SBI) of Measles, Rubella (MR) and Tetanus-Diphtheria (TD) vaccines to Grade 1 and Grade 7 students in coordination with the Department of Health (DOH) and the Local Government Unit (LGU).

The Department has assessed the available information of the activity that will be conducted for SBI (MR-TD) Schools from the former questionnaires and notices, please do not send the following examples of notices.

I am hereby so much

Very truly yours,

\_\_\_\_\_  
Name of School Head / Principal

### ACKNOWLEDGMENT AND CONSENT

I have read and understood the information regarding the activities and consent to participate in the activity.

Name of the Child			Date of Birth (mm-dd-yyyy)	
Surname	First Name	Middle Name		
<b>Contact Information</b>			<b>Age</b>	<b>Sex</b>
Contact Number		Address		
<b>PRE-VACCINATION CHECKLIST (FOR PARENT GUARDIAN TO COMPLETE)</b>				
<p><small>Check each of the boxes if the child has any of the conditions listed. Please do not check any of the boxes if you are not sure.</small></p> <p><input type="checkbox"/> No chronic illness or other long-term condition of the child.</p> <p><input type="checkbox"/> No child has a fever illness.</p> <p><input type="checkbox"/> No acute infection – Intussusception</p> <p><input type="checkbox"/> Suppressed immune system (due to medications)</p> <p><input type="checkbox"/> Diabetes</p> <p><input type="checkbox"/> Epilepsy</p> <p><input type="checkbox"/> Other generalized neurological</p> <p><input type="checkbox"/> None of the above conditions</p>				
<b>CONSENT FOR IMMUNIZATION</b>				
<i>Please check the box provided.</i>				
<p><input type="checkbox"/> Yes, I will allow my child to participate in the immunization activity.</p> <p><input type="checkbox"/> No, I will not allow my child to participate in the immunization activity.</p> <p><input type="checkbox"/> No, I will not allow my child to participate in the immunization activity.</p>				
<p><small>I understand that the immunization activity is voluntary and that I am responsible for my child's health and safety. I understand that the immunization activity is not a requirement for my child to attend school.</small></p> <p style="text-align: center;">_____ Signature of Parent/Guardian</p>				



Republic of the Philippines  
Department of Education



NOTIFICATION LETTER

DATE: \_\_\_\_\_

DIVISION: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

Dear Parent/Guardian:

This is to inform you that the Department of Health (DOH) is conducting a School Based Immunization (SBI) of Human Papillomavirus (HPV) Vaccine to Grade 4 Female students in \_\_\_\_\_ (School Name) in \_\_\_\_\_ (Division Office).

The HPV Vaccine is being used to prevent the occurrence of the disease that will be conducted for SY 2020-2021. School health staff members will be conducting the activity in your school. For more information, please refer to the attached flyer.

Thank you for your cooperation.

Very truly yours,

Name of the DOH Officer: \_\_\_\_\_

ACKNOWLEDGEMENT AND CONSENT

I have read and understand the information regarding the proposed immunization activity for my child(ren).

Name of the Child		Date of Birth (mm dd/yyyy)	
Surname	First Name	Month	Day
Contact Information		Age	Sex
Contact Number	School		
<b>PRE-VACCINATION CHECKLIST (FOR PARENT/GUARDIAN TO COMPLETE)</b>			
<input type="checkbox"/> My child is allergic to any of the ingredients of the vaccine. <input type="checkbox"/> My child is currently taking any medication. <input type="checkbox"/> Recent illnesses (within 4 weeks): <input type="checkbox"/> Fever, influenza, chickenpox, etc. <input type="checkbox"/> Staphylococcal infection, severe allergic reactions. <input type="checkbox"/> Tonsillitis <input type="checkbox"/> Lymphadenitis <input type="checkbox"/> Other genital tract infections. <input type="checkbox"/> None of the above (related to health)			
<b>CONSENT FOR IMMUNIZATION</b>			
<input type="checkbox"/> I consent to my child(ren) to receive the HPV vaccine as part of the SBI program. <input type="checkbox"/> I do not consent. <input type="checkbox"/> I do not know.			
I hereby declare that I am the parent/guardian of the child(ren) mentioned above and I am giving my consent for my child(ren) to receive the HPV vaccine as part of the SBI program. I understand that the HPV vaccine is a preventive measure against the disease.			
Name of the parent/guardian: _____			

# Annex B: Recording Form 1 – Masterlist of Grade 1 Students

## SCHOOL-BASED IMMUNIZATION Recording Form 1: Masterlist of Grade 1 Students

Region: \_\_\_\_\_ Name of School: \_\_\_\_\_ Section: \_\_\_\_\_ To: \_\_\_\_\_  
 Date: \_\_\_\_\_ District/County: \_\_\_\_\_ Number of Vaccines Received in 2020: \_\_\_\_\_  
 City/Town: \_\_\_\_\_ Date: \_\_\_\_\_ Number of Vaccines Used in 2020: \_\_\_\_\_  
 Number of Vaccines to be Administered: \_\_\_\_\_ Number of Vaccines to be Administered in 2021: \_\_\_\_\_

Grade	Name (Surname, First Name, MI)	Complete Address	Date of Birth MM/DD/YYYY	Age	Sex	To be Administered by Vaccinator 1		History of Allergies	Sick today? (Fever, etc)	Vaccines Given			Deferral	Reasons
						Consent Slip				MR1 Date	MR2 Date	TD Date		
						Y	H							
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

Name & Signature of Supervisor: \_\_\_\_\_ Name & Signature of Vaccinator 1: \_\_\_\_\_ Name & Signature of Vaccinator 2: \_\_\_\_\_  
 Home & Six Signature of Recorder: \_\_\_\_\_

- REASONS FOR BEING UNVACCINATED**  
(Select all that apply for the HHS Code)
- Parent was absent/away from home
  - Fear of vaccine side effect
  - Vaccine safety issues following vaccine experience, past adverse experience, etc.)
  - Child already has complete routine vaccination, extra vaccine dose not necessary
  - Parents refused
  - Fear of COVID transmission
  - Vaccine price was too high or not effective, or on major expiry
  - Client is a newborn and parents believed that her/his child is too young to be given vaccination
  - Child was already vaccinated by private MD, against advice by private MD, thus parent/caregiver refused
  - Peculiar personal beliefs or misconceptions of the parents or caregiver on vaccination, Against religious beliefs

- Code**
- 10 Lack of trust in the vaccinator
  - 11 Child just discharged from hospital, the parent/caregiver refused
  - 12 Unaware of the campaign
  - 13 Vaccine team did not wait
  - 14 Child was a from a different area
  - 15 Child was acutely sick or not feeling well
  - 16 Do not know/declined to respond
  - 17 Outright refusal
  - 18 Other (specify) \_\_\_\_\_





## Annex H: School-Based Immunization Card Template



Child's name:

Date of birth:

Vaccine Type	(Vaccination given)		
	Date	Date	Date
MR (Measles-Rubella)			
TD (Tetanus Diphtheria)			
HPV* (Human Papilloma Virus)			
Others			

## Annex I: List of Provinces/Cities Implementing HPV Vaccination

### CAR

1. Apayao
2. Ifugao
3. Abra
4. Baguio City
5. Benguet
6. Kalinga
7. Mt. Province

### Region I

1. Pangasinan
2. Ilocos Norte
3. Ilocos Sur
4. La Union
5. Abanginay City
6. Candon City
7. Dagupan City
8. Laoag City
9. San Carlos City
10. San Fernando City
11. Urdaneta City
12. Vigan City

### Region II

1. Batanes
2. Cagayan
3. Isabela
4. Nueva Vizcaya
5. Quirino
6. Santiago City
7. Ilagan City
8. Cauayan City
9. Tuguegarao City

### Region III

1. Pampanga
2. Zambales
3. Angeles City
4. Cabanatuan City
5. Gapan City
6. Mahalacat City
7. Palayan City
8. Muñoz City
9. Nueva Ecija
10. Olongapo City
11. San Jose City
12. San Fernando City

### Region IV-A

1. Quezon
2. Batangas
3. Cavite
4. Laguna
5. Rizal
6. Antipolo City
7. Lucena City

### Region IV-B

1. Puerto Princesa City
2. Marinduque
3. Occidental Mindoro
4. Oriental Mindoro
5. Palawan
6. Romblon

### Region V

1. Masbate
2. Camarines Sur
3. Legazpi City
4. Ligao City
5. Tabaco City

### Region VI

1. Iloilo
2. Iloilo City
3. Negros Occidental
4. Bacolod City
5. Antique
6. Aklan
7. Capiz
8. Guimaras

### Region VII

1. Cebu
2. Cebu City
3. Bohol
4. Dumaguete City
5. Negros Oriental
6. Lapu-Lapu City
7. Mandape City
8. Siquijor
9. Tagbilaran City

### Region VIII

1. Eastern Samar
2. Northern Leyte
3. Northern Samar
4. Ormoc City
5. Tacloban City
6. Borongan City

### Region IX

1. Zamboanga del Sur
2. Pagadian City
3. Zamboanga City

### Region X

1. Comiguan
2. Bukidnon
3. Cagayan de Oro
4. Iligan City
5. Lanao del Norte
6. Misamis Occidental
7. Misamis Oriental

### Region XI

1. Davao Oriental
2. Davao City
3. Davao del Norte
4. Davao Occidental
5. Davao del Sur
6. Davao De Oro

### Region XII

1. North Cotabato
2. Sarangani
3. General Santos City
4. South Cotabato
5. Sultan Kudarat

### Region XIII

1. Agusan del Norte
2. Agusan Del Sur
3. Surigao Del Sur
4. Surigao Del Norte
5. Butuan City

### BARM

1. Lanao del Sur
2. Maguindanao Del Sur
3. Maguindanao Del Norte
4. Sulu
5. Tawi-Tawi

### NCR

1. Calocan City
2. Mandaluyong
3. Marikina City
4. Pasay City
5. Quezon City
6. Taguig City
7. Valenzuela City
8. Las Piñas City
9. Makati City
10. Malabon City
11. Manila City
12. Muntinlupa City
13. Navotas City
14. Paranaque City
15. Pasig City
16. Patros
17. San Juan City

**Annex J: List of Immediately Notifiable AEFIs**  
**(AO 2023-0007: Revised Omnibus Guidelines on the Surveillance and Management of Adverse Events Following Immunization)**

Adverse event	Case definition	Vaccine
<b>Acute flaccid paralysis (Vaccine associated paralytic poliomyelitis)</b>	Acute onset of flaccid paralysis within 4 to 30 days of receipt of oral poliovirus vaccine (OPV), or within 4 to 75 days after contact with a vaccine recipient and neurological deficits remaining 60 days after onset, or death.  Notifiable if the onset is within 3 months after immunization	OPV
<b>Anaphylactoid reaction (acute hypersensitivity reaction)</b>	Exaggerated acute allergic reaction, occurring within 2 hours after immunization, characterized by one or more of the following: <ul style="list-style-type: none"> <li>• Wheezing and shortness of breath due to bronchospasm</li> <li>• One or more skin manifestations, e.g. hives, facial oedema, or generalized oedema. Less severe allergic reactions do not need to be reported.</li> <li>• Laryngospasm/laryngeal oedema</li> </ul> Notifiable if the onset is within 24 to 48 hours after immunization	All
<b>Anaphylaxis</b>	Severe immediate (within 1 hour) allergic reaction leading to circulatory failure with or without bronchospasm and/or laryngospasm/laryngeal oedema.  Notifiable if the onset is within 24 to 48 hours after immunization	All
<b>Arthralgia</b>	Joint pain usually including the small peripheral joints. <b>Persistent</b> if lasting longer than 10 days, <b>transient</b> : if lasting up to 10 days  Notifiable if the onset is within 1 month after immunization	Rubella, MMR
<b>Brachial neuritis</b>	Dysfunction of nerves supplying the arm/shoulder without other involvement of the nervous system. A deep steady, often severe aching pain in the shoulder and upper arm followed in days or weeks by weakness and wasting in arm/shoulder muscles. Sensory loss may be present, but is less prominent. May present on the same or the opposite side to the injection and sometimes affects both arms.  Notifiable if the onset is within 3 months after immunization	Tetanus
<b>Disseminated BCG infections</b>	Widespread infection occurring within 1 to 12 months after BCG vaccination and confirmed by isolation of <i>Mycobacterium bovis</i> BCG strain. Usually in immunocompromised individuals.	BCG
<b>Encephalopathy</b>	Acute onset of major illness characterized by any two of the following three conditions: seizures, severe alteration in level of consciousness lasting for	Measles- containing, Pertussis- containing



**Annex G: Quick Health Assessment Form**

**QUICK HEALTH ASSESSMENT FOR SCHOOL-BASED IMMUNIZATION  
(MR, Td, and HPV Vaccination)**

<b>Name of the Child</b>			<b>Date of Birth (mm/dd/yyyy)</b>	
Surname:	First Name:	Middle Name:		
<b>Contact Information</b>			<b>Age</b>	<b>Sex</b>
Contact Number:	Name of Barangay (School):			
School:				
<b>QUICK HEALTH ASSESSMENT</b> <i>Mark all appropriate spaces/boxes with a check (✓)</i>				
<b>Questions</b>	<b>Yes</b>	<b>No</b>	<b>Decision</b>	<b>Remarks</b>
1. Does the child have fever ( $\geq 37.6^{\circ}\text{C}$ )?			If Yes: <b>DEFER</b> vaccination; refer for medical management, and set a define date for the vaccination.	Temp: _____
2. Date of last menstruation, <i>if applicable</i> _____			If pregnant or suspected to be, <b>DO NOT GIVE MR/HPV Vaccine</b>	
<b>Note:</b> • Malnutrition, low-grade fever, mild respiratory infections, diarrhea and other minor illnesses should not be considered as contraindications.				
Immunization Card/Mother/Baby Book available? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Assessed by:  _____				
<i>Signature over printed name of the health worker/screener.</i>				
Date (mm/dd/yyyy):				

### Annex F: Flow and Submission of Reports

Levels of Implementation	Type of report	Responsible Person	To be Submitted to	Schedule of Report
School	Recording Form 1: Masterlist of Grade 1 Students	Local Health Center/Vaccination Team	RHU	Daily
	Recording Form 2: Masterlist of Grade 4 Students			
	Recording Form 3: Masterlist of Grade 4 Students			
RHU	Consolidated accomplishment report by Schools per Municipalities	RHU Midwife	PHO/CHO	Weekly
PHO/CHO	Analysis report of municipalities	Provincial/City NIP Coordinator	RHO	Weekly
RHO	Bulletin report of provicity	Regional NIP Coordinator	CO-NIP	Weekly
CO	Bulletin report of CHDs	DPCB NIP	PHSC U	Weekly

## Annex E: Summary Reporting Form

School-Based Immunization  
**DAILY SUMMARY REPORTING Form: RHU Consolidated Accomplishment Form Report**

Name of School	School's enrollment by gender		Total at Report		Total at Report	No. of Immunizations Administered	Date of Immunization	No. of immunizations administered	Total at Report	Total at Report	State's enrollment by gender		Total at Report		Total at Report
	Female	Male	Female	Male							Female	Male	Female	Male	
<b>Total</b>															

<b>Grade 1:</b>	<b>Grade 2:</b>	<b>Grade 3:</b>
MR: Number of Vaccine Received (in vials): _____ Number of Vaccine Unused (in vials): _____ Number of Vaccine Unusable (in vials): _____	MR: Number of Vaccine Received (in vials): _____ Number of Vaccine Unused (in vials): _____ Number of Vaccine Unusable (in vials): _____	MR: Number of Vaccine Received (in vials): _____ Number of Vaccine Unused (in vials): _____ Number of Vaccine Unusable (in vials): _____
TD: Number of Vaccine Received (in vials): _____ Number of Vaccine Unused (in vials): _____ Number of Vaccine Unusable (in vials): _____	TD: Number of Vaccine Received (in vials): _____ Number of Vaccine Unused (in vials): _____ Number of Vaccine Unusable (in vials): _____	TD: Number of Vaccine Received (in vials): _____ Number of Vaccine Unused (in vials): _____ Number of Vaccine Unusable (in vials): _____