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Republic of the Philippines
Department of Education
Region V– Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY

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Office of the Schools Division Superintendent

October 19, 2026

DIVISION MEMORANDUM
No. 0501 s. 2026 101926580

ROLES, GUIDELINES, AND MONITORING PROCEDURES FOR THE 2026 SCHOOL-BASED IMMUNIZATION (SBI) PROGRAM

To: Asst. Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Public Elementary and Secondary School Heads
Health and Nutrition Unit Personnels
All Others Concerned

1. Pursuant to Regional Memorandum No. 01346, s. 2026 titled "**2026 School-Based Immunization (SBI) Implementation**", this Office, through the **Health and Nutrition Unit (HNU)**, issues localized directives clarification regarding inter-agency field deployment, medical tasks, and clinical oversight of division-wide immunization operations.

2. All school heads and health coordinators are hereby informed that the **official start of the field implementation of vaccines will be on October 19, 2026**.

3. **DISTINCTION OF OPERATIONAL ROLES:** To ensure safe, smooth, and accountable operations at the school sites, the roles of the participating units are defined as follows:

- **City/Municipal Health Office (CHO/MHO) Personnel:** Act as the primary implementers and clinical providers. Their medical teams **shall be solely responsible for injecting the vaccines** and handling cold-chain management at the school immunization stations.
- **Barangay Health Workers (BHWs):** Local BHWs will be present to provide essential field assistance. They will help manage crowd control, assist teachers with student lining and orderly movement, comfort anxious learners, and help maintain clean, structured waiting areas.
- **Division Health and Nutrition Unit (HNU) Personnel:** Act as the monitoring body. Their personnel **shall be deployed to evaluate the activity**, audit master lists, verify procedural safety compliance, and provide administrative support without performing direct clinical injections.

4. To maintain dynamic operational flexibility and prevent scheduling conflicts, the master deployment schedules for all participating schools are posted directly on the official Oplan Kalusugan sa DepEd group chat. All school heads must check this thread regularly for real-time changes, cluster adjustments, and assigned medical teams.

5. **STRICT MANDATE ON PARENTAL CONSENT:** Under no circumstances shall a vaccine be administered to any learner without a signed parental consent form. **No Consent, No Vaccination.** Verbal assurances or secondary agreements are strictly prohibited.

6. **MANAGEMENT OF POST-VACCINATION SIDE EFFECTS:** School health personnel, CHO vaccinators, and educators must remain vigilant for common side effects following vaccine administration. Below are the authorized response protocols for the school level:

- **Mild Pain, Swelling, or Redness at the Injection Site:** Apply a clean, cool, damp cloth over the area to relieve local discomfort. Encourage the learner to rest the arm.

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- **Low-Grade Fever, Chills, Headaches, or Mild Body Aches:** Ensure the learner hydrates well and rests in a cool environment. Coordinate immediately with the visiting CHO medical team or school nurse for the supervised administration of paracetamol as per standard standing orders.
- **Dizziness or Fainting (Syncope):** Ensure all learners remain seated or lying down for at least 15 to 20 minutes post-vaccination for observation. If a learner feels lightheaded, place them in a supine position with their legs elevated.
- **Severe Allergic Reactions (Anaphylaxis):** While extremely rare, any signs of breathing difficulty, widespread hives, swelling of the face or throat, or rapid heartbeat must be treated as an immediate emergency. The onsite CHO medical team and SDO HNU personnel will co-manage the patient using the emergency kit and coordinate instant transport to the nearest medical facility.

7. To streamline reporting and compliance parameters, mandatory uploading of field documentations, photos, and daily localized accomplishment data is required. All school health coordinators shall upload their files to the provided link below: https://drive.google.com/drive/folders/1xB5vH7vUYoIHniMHmCrjhPrzoLP1J_Ln?usp=sharing

8. The **Division HNU Monitoring Teams** are directed to perform the following core verification parameters at the school level:

- **Consent Verification:** Check that signed parental consent forms are secured and master-listed at least **seven (7) days prior** to the scheduled vaccination date.
- **Schedule & Setup Coordination:** Ensure schools employ zero-disruption class strategies (e.g., optimized window times, structured pull-out systems) and establish designated safe, sanitary vaccination areas.

9. For reference, the targeted vaccine distributions to be monitored per grade level are:

- **Grade 1 and Grade 7 (All Learners):** Measles-Rubella (MR) and Tetanus-Diphtheria (Td) vaccines.
- **Grade 4 and Grade 5 (Female Learners):** Human Papillomavirus (HPV) vaccine (including catch-up validations for learners missed during the 2025 cycle).

10. School Heads and school-based health coordinators are directed to extend full cooperation, provide accurate master lists, and grant unrestricted entry to the traveling Division HNU Monitoring Teams on their designated visiting schedules.

11. For immediate implementation and strict compliance.

NYMPHA D. GUEMO
Schools Division Superintendent