



Republic of the Philippines
Department of Environment and Natural Resources
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JUL 17 2021

MEMORANDUM

FOR/TO : **The Administrator**
National Mapping Resource and Information Authority

The Executive Directors
National Water Resources Board
Palawan Council for Sustainable Development

The General Manager
Laguna Lake Development Authority

The Directors
Environmental Management Bureau
Forest Management Bureau
Land Management Bureau
Biodiversity Management Bureau
Mines and Geosciences Bureau
Ecosystems Research and Development Bureau

The Regional Executive Directors
Regions 1-13, CAR, CALABARZON and MIMAROPA

FROM : **The Undersecretary**
Finance, Information Systems and Climate Change/
Coordinator of Crisis Knowledge Management and Data Collection
Coordination Group

SUBJECT : **DESIGNATION OF FOCAL AND ALTERNATE FOCAL
PERSONS FOR DENR COVID-19 VACCINATION
MONITORING**

For efficient and orderly coordination with the Crisis Knowledge Management and Data Collection Coordination Group in the collection of real-time data on cumulative vaccination status in all DENR offices as required by the House of Representatives, Senate and other data stakeholders, all Bureaus, Regional offices and Attached Agencies are directed to designate **one (1) Focal Person** and **one (1) alternate Focal Person** from your office for Vaccination Monitoring. The focal and assistant focal persons should preferably come from Human Resources Development or Personnel Unit of the Offices or their equivalent.

The designated focal and alternate focal persons shall have the following functions and responsibilities:

1. Work closely with the Crisis Knowledge Management and Data Collection Group of the Crisis Management Committee of the Central Office on the activities related to COVID-19 Vaccination Monitoring;
2. Monitor the vaccination rate and vaccination coverage of their respective offices;
3. Ensure the effective and efficient conduct of the COVID-19 Vaccine profiling and completeness of submission of COVID-19 Vaccine Profiling survey of all employees in their respective offices;
4. Maintain and update the database of COVID-19 Vaccination Profiling of their office;
5. Regularly update their respective Management on the vaccination status of their office;
6. Ensure the confidentiality and privacy of information collected from the COVID-19 Vaccine Profiling survey in adherence with the Data Privacy Act, and
7. Attend orientation and meetings on database management of COVID-19 Vaccination Profiling.

Designated focal and alternate focal persons are requested to provide their contact information for ease of communication using this link <https://tinyurl.com/ax97dx92>

For further queries or clarifications, you may contact the Statistic and Data Resource Management Division (SDRMD) through sdrmd@denr.gov.ph.


ATTY. ANALIZA REBUELTA-TEH, CESO I 

