



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

April 4, 2024

REGION MEMORANDUM  
ESSD-2024-039

**INFLUENZA AND PNEUMOCOCCAL VACCINE ADMINISTRATION AT THE  
REGIONAL OFFICE XII**

To: Schools Division Superintendent  
Division of Koronadal City

1. To provide and maintain a workplace that is free of known health hazards and to minimize the risk of infectious diseases such as influenza and pneumonia, the **Education Support Services Division through the School Health Section** will conduct the **Influenza and Pneumococcal Vaccination** for Regional Office Personnel at the regional office Lobby on **April 15-17, 2024**.

2. In view of this, the following division nurses of Koronadal City Division are requested to administer the vaccines in the exigency of service at the Regional Office XII namely:

Name	Designation	Office
1. Dave V. Capitan	Nurse II	Koronadal City Division
2. Jake S. Lecena	Nurse II	Koronadal City Division

3. The vaccination process will be as follows:  
Step 1: Registration, Vaccine Eligibility / Screening Consent  
Step 2: Influenza and Pneumococcal Vaccine Administration  
Step 3: Post-Vaccine Monitoring
4. For the information, guidance and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

Encl.: None

Reference: None

Allotment: None

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

EMPLOYEE HEALTH

MFSR/ESSD-SHS/RM- CONDUCT OF INFLUENZA AND PNEUMOCOCCAL VACCINE ADMINISTRATION  
AT THE REGIONAL OFFICE XII/042/April 4, 2024



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