Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 29, 2026

REGIONAL MEMORANDUM
No. 1431 , s. 2026

SUBMISSION OF DISAGGREGATED ENROLMENT DATA FOR THE SCHOOL-BASED IMMUNIZATION (SBI) PROGRAM FOR SY 2026-2027

To: Schools Division Superintendents
Medical Officers
All Others Concerned

1. With reference to the attached communication letter from the Department of Health – Eastern Visayas Center for Health Development (DOH-EVCHD), this Office, through the Education Support Services Division – School Health and Nutrition Unit (ESSD-SHNU), urges the Schools Division Offices to submit the disaggregated enrolment data for SY 2026-2027 in support of the upcoming conduct of the School-Based Immunization (SBI).

2. The reporting template and the submission link can be accessed through: **bit.ly/SBI2026_Microplanning**.

3. Deadline for the submission is **on or before November 3, 2026**.

4. Immediate dissemination and compliance with this Memorandum are desired.

SALUSTIANO T. JIMENEZ, JD, EdD, CESO III
Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION
1431
11.3.26

Enclosures: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:
ENROLMENT HEALTH SBI

SHNU-ACR

Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
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Republic of the Philippines
Department of Health
Eastern Visayas Center for Health Development

October 29, 2026

SALUSTIANO T. JIMENEZ, JD, EDD, CESO III
Regional Director
Department of Education
Regional Office VIII
Palo, Leyte

Dear **Director Jimenez**,

Greetings of good health!

This pertains to our joint implementation of the School-Based Immunization (SBI) Program for SY 2026–2027 across participating public schools and interested private schools in Eastern Visayas, aimed at safeguarding our learners against vaccine-preventable diseases.

As outlined in our Regional Guidelines, the SBI coverage includes:

- Measles-Rubella (MR) vaccination for eligible Grade 1 and Grade 7 learners;
- Tetanus-diphtheria (Td) vaccination for eligible Grade 1 and Grade 7 learners; and
- Human Papillomavirus (HPV) vaccination for eligible female Grade 4 learners, as well as unvaccinated eligible female Grade 5 learners (for HPV catch-up during SY 2026–2027).

During the recently concluded SBI Microplanning Workshop, it was agreed upon that Department of Education (DepEd) school health personnel and coordinators will input, validate, and submit consolidated enrolment data disaggregated by school, grade level, and sex using the official template.

In line with this, please be guided by the following instructions for accessing and submitting your data through the portal link below:

👉 Portal Link: bit.ly/SBI2026_Microplanning

1. Download the Template: Download a copy of the official file named (Official) SBI_Microplanning Template (DOWNLOAD A COPY).

2. Reference Sample File: You may refer to the sample file titled SAMAR DepEd-PHOSBI_Microplanning Template in the portal as a guide/reference on how to properly fill out and format the entries.

3. Encode Enrolment Data: Fill in and validate the final enrolment figures for your respective schools/divisions.

4. Upload to Designated Folder. Upload your accomplished microplanning file directly into your respective Province / City folder (*e.g., Leyte, Samar, Eastern Samar, Northern Samar, Southern Leyte, Biliran, Tacloban City, Ormoc City*)

To ensure timely regional logistics planning and vaccine allocation, strict compliance with the **submission is requested on or before November 3, 2026**.

For any queries, coordination, or technical assistance regarding the Microplan tool, your team may reach out to Ms. Chiradee R. Navidad, RN, MAN (NIP Program Manager) or you may send an email directly to doh.nip@ro8.doh.gov.ph.

We deeply appreciate DepEd's administrative support and unwavering partnership in protecting our schoolchildren.

Thank you very much.

Very truly yours,

MA. TERESA N. CAIDIC, MD, MPH
Chief, Local Health Support Division

For the Regional Director:

EXUPERIA B. SABALBERINO, MD, MPH,CESe
Director IV