



**NATIONAL COVID-19 VACCINATION OPERATIONS CENTER**  
*AFP Commissioned Officers Clubhouse, Camp Aguinaldo, Quezon City*

February 27, 2021

**ADVISORY NO. 8**  
**Philippine COVID-19 Vaccine Deployment and Vaccination Campaign**

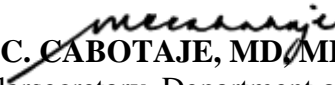
In line with the National Vaccination Operations Center's (NVOC) plan to efficiently allocate COVID-19 vaccines across all regions of the Philippines, all Department of Health Centers for Health Development (CHD) are hereby enjoined to provide the NVOC with a final and validated head count of all employees in all **infirmaries and Level I, II, and III hospitals** no later than **9:00 a.m., February 28, 2021** to be sent in [c19vaccineopcen@gmail.com](mailto:c19vaccineopcen@gmail.com). This head count should include all cadres of human resources for health and outsourced employees.

All CHDs are required to submit the final headcount and Annex A in the specified deadline as above. The supporting documents (Annex B) can be submitted once signed on or before March 1, 2021.

The reporting template and the format for the official correspondence are attached in Annexes A and B, respectively.

Separate advisory will be issued for the submission of the rest of Group A1 Priority Population.

For strict compliance. Thank you.

  
**MYRNA C. CABOTAJE, MD/MPH, CESO III**  
Undersecretary, Department of Health  
Chair, National COVID-19 Vaccination Operations Center





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**ANNEX B**

[Hospital Header]

[Date]

**USEC. MYRNA C. CABOTAJE, MD, MPH, CESO III**  
Undersecretary, Department of Health  
Chair, National Vaccination Operations Center

Dear USec. Cabotaje,

This is to officially report that [Name of Hospital] has a total of [ \_\_\_\_ ] employees as of [Date].  
Attached herewith is the line list of all employees of the hospital.

Respectfully yours,

[Signature over Name of Chief of Hospital/Hospital Director]  
[Position]  
[Name of Hospital]