



ATENEUM DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT

Memo # U2021-053
27 May 2021

Memo to : The University Community
Subject : **University Vaccination Program**

I am pleased to announce to our community that we are officially launching the University Vaccination Program. Hand in hand with the local government units (LGUs) that have their own vaccination programs, we aim to provide added protection to the members of our community against the severe effects of CoVID-19 through vaccination and help in the attainment of population protection in NCR Plus. So, while we await the delivery of the 18,000 doses of vaccine we ordered, we highly encourage members of the community to avail of the vaccine at the soonest time possible through their LGUs.

Prioritization by Group. Despite our intent to cover all members of the community in this program, the limited supply of CoVID-19 vaccines constrains the University to administer the vaccines to members of the community who are 18 years old and above, and with their corresponding informed consent. We also need to follow policies and guidelines issued by the Department of Health (DOH) and the Inter-Agency Task Force on Emerging Infectious Diseases (IATF) in the rollout of our program. Given this, we shall group the members of our community, in order of priority of access to the vaccine accordingly:

Group I:

- a. Full-time employees
 - Full-time teaching and non-teaching personnel regardless of rank and employee status (probationary or regular)
- b. Part-time employees
 - Faculty on special engagement, including visiting professors
 - Part-time faculty members (Part-time faculty members who are regularly being engaged/hired by the schools for the past two school years are considered on active employment and will be included in the masterlist even if with no active teaching load at the time of the enlistment and/or inoculation).
 - Coaches/trainers
- c. Employees under temporary employment
 - Project employees hired for a specific project, with a pre-determined project completion date
- d. Jesuits in the Jesuit Residence, Loyola House of Studies, East Asian Pastoral Institute, Arrupe International Residence, San Jose Seminary, Jesuit Health and Wellness Center, Sacred Heart Novitiate

Group II:

- a. Independent contractors, e.g., researchers, guest lecturers, etc.
- b. Employees of the Affiliate units¹

Group III:

University students

¹ Please refer to Guidelines on Vaccination Program for the List of Affiliate Units.

Group IV:

Eligible dependents of Group I

- spouse
- children
- parents
- siblings (for single employees only)

This means that once all eligible vaccine recipients in Group I have been vaccinated and there are remaining doses of the vaccine, vaccination will proceed for those in the next group.

Vaccine Administrator and Site. The University has engaged the services of AC Health, an Ayala Company, to manage the vaccine administration process, particularly the following services:

1. masterlisting and schedule of vaccine administration
2. supply of consumables necessary for vaccine administration
3. vaccine administration
4. surveillance for adverse events following immunization
5. science/education communication

The venue for vaccination for eligible vaccine recipients will be at the Loyola Schools Covered Courts where AC Health Group will set up a CoVID-19 vaccination site.

Enlistment and Registration. The Office of Human Resource Management and Organization Development (OHRMOD) shall release an enlistment form and coordinate closely with AC Health for the uploading of the masterlist for vaccination in AC Health's portal HealthNow. You may proceed with the enlistment here: <http://bit.ly/UVPEnlistmentForm>.

The succeeding steps for individual registration shall be done through HealthNow, a mobile platform that will be made accessible by AC Health to all those in the masterlist.

Once the vaccines we ordered arrive, AC Health will contact those who registered to ask them to confirm appointments for vaccination. At this time, it is still uncertain when the vaccines will arrive. OHRMOD will issue updates about the status of vaccine supplies.

Vaccine Subsidy and Payment. In compliance with Department of Labor and Employment (DOLE) Labor Advisory 3 Series of 2021 (Guidelines on the Administration of COVID-19 Vaccines in the Workplaces), the University will subsidize the cost of the vaccine and its administration for its eligible employees under Group I. The other groups shall make their payments for the vaccine and its administration in favor of the University for advancing the payment of the vaccines to the supplier and the vaccine administrator's service fee, except for scholars whose cost of vaccination shall be fully subsidized by the University.

As we move along the process in the University Vaccination Program, announcements will be made by OHRMOD for additional instructions to guide those who have enlisted and registered. For questions and clarifications, you may email OHRMOD through totalrewards@ateneo.edu.

Let us work together to keep our community members healthy and safe from the virus.

(Sgd) Roberto C Yap SJ
President