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**REPUBLIC OF THE PHILIPPINES**

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
(DILG)  
DEPARTMENT OF INFORMATION AND COMMUNICATIONS  
TECHNOLOGY (DICT)**

**JOINT MEMORANDUM CIRCULAR (JMC) NO. 2021-01  
SERIES OF 2021  
23 JUL 2021**

**TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS,  
MUNICIPAL MAYORS, BARMM CHIEF MINISTER, DILG  
REGIONAL DIRECTORS, AND ALL CONCERNED.**

**RE : IMPLEMENTATION OF THE LINE LIST SYSTEM IN  
LOCAL GOVERNMENT UNITS THROUGH THE USE OF  
THE DICT VACCINE ADMINISTRATION SYSTEM.**

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**1. BACKGROUND**

- 1.1. The Department of Information and Communications Technology (DICT)-Department of Health (DOH)-Department of Interior and Local Government (DILG)-Food and Drug Administration (FDA) have issued their Joint Administrative Order (JAO) re: Guidelines on the Implementation of the Philippine COVID-19 Vaccine Information Management System (VIMS) outlining their respective responsibilities.
- 1.2. Under the subject JAO, the DILG shall assist the DICT in the latter's policy-development and planning for the deployment, monitoring, evaluation, and capacity-building of the Philippine COVID-19 VIMS, among others.

**2. PURPOSE**

- 2.1. As an integral part of the national vaccination program, the **Line List** shall be the official and primary record of the vaccination events (1st dose, 2nd



dose, deferral) of citizens and residents of the Philippines. The use cases of the Line List shall include the following:

2.1.1. The Line List shall be the single source of accurate and up-to-date information and data for the vaccination events. As such, it shall be used to measure the performance-based allocation of the COVID-19 vaccines.

2.1.2. The Line List shall provide data to answer questions in connection with the tracing of adverse events, such as but not limited to, how many Filipinos have used particular vaccine brands, the batch and lot number, and how to reach out to them.

2.1.3. The Line List shall be used as the primary and authoritative source of information for the national vaccine passport/certificate, and other related documents.

### 3. COVERAGE

3.1. This JMC shall apply to all Provincial Governors, City Mayors, Municipal Mayors, Sanggunian Members of the Provincial, City, Municipal, Barangay LGUs, Punong Barangays, the DILG Regional Directors, the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Minister for Local Government, and all other concerned LGU officials, personnel, and workers.

### 4. POLICY CONTENT AND GUIDELINES

4.1. **Strict compliance with the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) Resolution No. 117, Series of 2021<sup>1</sup>** - There shall be strict compliance with IATF-MEID Resolution No. 117, particularly Section C. Item 3, *to wit*:

*“To be included in the Vaccine Information Management System and ease of generating vaccine cards, local government units are mandated to adopt and utilize the Department of Information and Communications Technology Vaccine Administration System (D-VAS), to be done in phases as may be determined by the DICT. The adoption and use of D-VAS is without prejudice to the use of the LGU’s own local database system as a supplementary system.”*  
(Emphasis supplied)

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<sup>1</sup> Dated 27 May 2021.



**4.2. Baselineing** - To initiate the roll-out of the DICT Vaccine Administration System (D-VAS), the monitoring form accessible through this link: <http://tinyurl.com/VASBASELINE> shall be filled out and submitted by the LGUs. When necessary, the DICT may, from time to time, update the monitoring form and the access link, and inform the DILG thereof for proper dissemination to all concerned.

**4.3. Data Governance** - Each LGU shall be the sole submitter of the Line Lists for their respective jurisdictions to the Vaccine Administration System (VAS) Uploader operated by DICT, which submissions shall be made within the day of the vaccination in order to ensure that the Line List is up-to-date.

**4.3.1.** Any vaccination event in the geographic jurisdiction of the LGU shall be captured by the LGU, and promptly reported to National Vaccination Operations Center (NVOC) thru the VAS Uploader. *Bakuna Centers* shall not, on their own, be allowed to submit directly to the VAS Uploader.

**4.3.2.** All LGUs shall perform their respective data quality review before their submission of the data to the VAS uploader.

**4.4. Designation of Data Officer/s** – Each LGU shall designate their respective senior data officer who shall be responsible for the effective performance of the functions in Item 4.3 above.

**4.4.1.** The senior data officer shall have the necessary competence and qualification to perform data collection, review, and reporting of the LGU's data for the Line List. The senior data officer should have the following skills:

- a. Ability to analyze and interpret data. Data refers to data in the line list and other data requirements of the NVOC/RVOC.
- b. Problem solving skills.
- c. Accuracy and attention to detail.
- d. Ability to work in a team.
- e. Other skills required to achieve the timely, complete and accurate Line List records.

**4.4.2.** In addition, the senior data officer shall closely coordinate with the City Health Officer and/or the official assigned to lead the LGU's Vaccination Program.

**4.5. Attestation to the Completeness of Data** – The City/Municipal Health Officer or the highest ranking officer of the LGU Health Unit shall have overall responsibility for the data reported, and the implied attestation to completeness, accuracy and timeliness thereof.





**4.6. Uploading through the use of VAS Line List Template** - The LGU shall regularly report and submit its Line List using the VAS Line List template and the Vaccine Administration System (VAS) Uploader operated by DICT.

**4.6.1. Access** – The VAS uploader and the VAS Line List template can be accessed through following link: <http://vaslinelist.dict.gov.ph/auth>. When necessary, the DICT may, from time to time, update the form for the Line List and the access link, and inform the DILG thereof for proper dissemination to, and compliance by, all concerned.

**4.7. List of Data Requirements per Vaccination Event** – In compliance with the requirements of the LGUs, DOH, and IATF-MEID, the number of data requirements for the VAS Line List template is hereby reduced to at most 27 per vaccination event (1st Dose/2nd Dose/Deferral), inclusive of the data fields referred to in the attached list, marked as **Annex A**.

## 5. MONITORING

The DILG and the DICT as members of the NVOC shall monitor the LGUs' prompt, timely, and continued sharing, submission, and uploading of the Line List in accordance with the requirements of this JMC.

## 6. EFFECTIVITY

In light of the declared state of public health emergency and the imposition of Community Quarantine affecting Luzon and other areas in the Philippines, this Circular shall be effective immediately upon its filing/publication in accordance with Section 4, Chapter 2, Book VII of the 1987 Revised Administrative Code.

## 7. APPROVING AUTHORITIES

  
**EDUARDO M. AÑO**

Secretary, Department of the Interior and Local Government  
(DILG)

  
**GREGORIO B. HONASAN II**

Secretary, Department of Information and Communications  
Technology (DICT)



  
Digitally signed by Dela Rosa  
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