



November 11, 2021

**MEMORANDUM CIRCULAR NO. 09**

Series of 2021

**T O: ALL CENTERS/INSTITUTES/COLLEGES/DEPARTMENTS/OFFICE/UNITS**  
**R E: COVID-19 Vaccination Tracking of the Management Information System**

The University has completed the Development of the COVID-19 Vaccination Monitoring Application accessible through the VSU HRIS portal ([hris.vsu.edu.ph](http://hris.vsu.edu.ph)). This is to facilitate the USHER's monitoring of the VSU personnel's vaccination status.

In this regard, all personnel are mandated to answer the survey by using the application. The Department/Office/Unit clerks are authorized to assist in answering the survey on behalf of personnel (laborers, job order, or contractual) who do not have internet access or, for those who have difficulty in using the platform.

Attached is the video tutorial on How-to-use the Vaccination Tracking System.

For queries, you can contact the Management Information System (MIS) Office using VOIP number: 1096 or send an email at [hris.admin@vsu.edu.ph](mailto:hris.admin@vsu.edu.ph).

For your information and guidance.

**DANIEL LESLIE S. TAN**

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