




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
7100, Dipolog City
<http://www.depedzn.net>

RELEASED

24 AUG 2016

DIVISION MEMORANDUM
NO. 334 s. 2016

TO : District ICT Coordinators
Secondary School ICT Coordinators

FROM :  NATIVIDAD P. BAYUBAY, CESO VI
OIC, Schools Division Superintendent

SUBJECT : **LAUNCHING AND ORIENTATION OF THE PERSONNEL TRACKING SYSTEM**

DATE : August 24, 2016

1. The Schools Division of Zamboanga del Norte is one of the largest schools division of Zamboanga Peninsula. As such, the volume of data that the Planning and Research Section of the Schools Division Office relative to its personnel is very large. The processing, consolidation and generation of the data when needed is very cumbersome and time consuming. To address this problem, the Planning and Research (P&R) Section in collaboration with the Information and Communication Technology (ICT) Section of the SDO conceptualized and developed the PERSONNEL TRACKING SYSTEM (PTS).
2. As the PTS is now ready, the office of P&R and ICT will now formally introduce, launch the system and orient the field personnel on the use of this system on September 2, 2016 at Top Plaza Hotel, Dipolog City.
3. The participants of this activity are all 35 District ICT Coordinators for elementary and all 108 secondary School ICT Coordinators of this Division.
4. Participants are encouraged to bring their own laptop and internet connection like Pocket wifi or modem during this activity.
5. Expenses incurred such as materials, lunch, and two (2) snack shall be chargeable against division office funds while travel and other incidental expenses of the participants shall be charged against School MOOE/Local School Board Funds subject to usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this memorandum is desired.