



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City



RELEASED

DIVISION MEMORANDUM

NO. 324 s. 2016

BY: _____ DATE: **07 SEP 2016**
 NAME/SIGNATURE

To: **PUBLIC SCHOOLS DISTRICT SUPERVISOR
 SCHOOL HEADS
 DISTRICT AND MAIN HIGH SCHOOL ICT COORDINATORS
 ALL PERSONNEL CONCERNED**

From: **NATIVIDAD P. BAYUBAY, CESO VI**
 Officer-in-Charge
 Office of the Schools Division Superintendent

Subject: **PERSONNEL TRACKING SYSTEM (PTS) TIMELINE**

Date: **September 7, 2016**

1. This is to inform all concerned field personnel of this division on the timeline of the **PERSONNEL TRACKING SYSTEM (PTS)** updating and initialization.
2. To ensure the timely and accurate storage and retrieval of the Division Personnel Data through the PTS, the following timeline is observed:

ACTIVITY	DATE	CONCERNED PERSONNEL
District Orientation	September 9, 2016	<ul style="list-style-type: none"> • Public Schools District Supervisor • District ICT Coordinators • Main High School ICT Coordinators
Encoding and Updating	September 10 – 23, 2016	School ICT Coordinators and School Heads
PTS Finalizing	September 24, 2016	School ICT Coordinators and School Heads

3. For Saturday and Sunday activities, service credits are earned subject to usual DEPED regulation and processes.
4. For information, compliance, guidance and wide dissemination.