



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum

No. 05, s. 2021

TO: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEF EDUCATION SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS(PSDSs)/PRINCIPALS-
IN-CHARGE OF THE DISTRICTS (PICDS)
ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED**

FROM: **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

SUBJECT: **UPDATING OF PERSONNEL TRACKING SYSTEM**

DATE: **FEBRUARY 19, 2021**

1. The Schools Division of Zamboanga del Norte recognizes the importance of updated records of its teaching, teaching-related and non-teaching personnel.
2. In view of this, all personnel of the Schools Division of Zamboanga del Norte are required to update their personal information/data through the Personnel Tracking System (PTS) at depedzn.net/pts not later than March 1, 2021.
3. Heads of Offices, Public Schools District Supervisors/Principals-in-charge of the District and Secondary School Heads are to submit a scanned copy of the list of personnel who are compliant to this memorandum thru this email address: zn.division@deped.gov.ph on or before March 5, 2021 (refer to Enclosure 1 for the template).
4. For information, guidance and compliance.

OASDSmjr/DM001updatingPTS/02.19.2021

N-avigating
O-pportunities to
R-engineer for
T-ransformation &
E-mpowerment



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with a
Sense of Urgency"



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Enclosure No. 1 to DM No. 65, s. 2021

**LIST OF TEACHING, TEACHING-RELATED AND NON-TEACHING
PERSONNEL WITH UPDATED PERSONNEL TRACKING SYSTEM**

Name of District/School: _____

No.	Name of Personnel	Position/Designation	Signature

Prepared by:

(Signature Over Printed Name)

Submitted by:

PSDS/PICD/School Head
(Signature Over Printed Name)

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