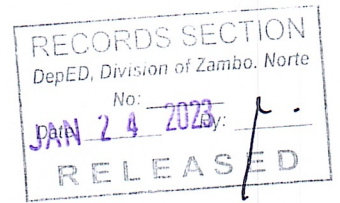




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



January 24, 2023

Division Memorandum

No. 24, s. 2023

**SUBMISSION OF OPCR/ IPCRF OF NON-TEACHING PERSONNEL
FOR CY 2022**

**TO: Public Schools District Supervisors and PICDs
School Heads of Public Elementary and Secondary Schools
Non- Teaching Personnel, SDO and Field Personnel
All Others Concerned
This Division**

1. In reference to DepEd Order No. 2, s. 2015, the Schools Division of Zamboanga del Norte enjoins all non-teaching personnel for the submission of the accomplished OPCR/ IPCRF as required every end of each cycle for performance management purposes.
2. Deadline of the submission of the accomplished OPCR/ IPCRF for the Non- Teaching Personnel in the SDO and Field is **on or before February 10, 2023** through the Personnel Tracking System (PTS) by accessing www.depedzn.net/pts. The required documents to be uploaded are the parts 1-4 of the OPCR/ IPCRF excluding the MOVs.
3. The PSDSs/ PICDs and the School Heads are requested to facilitate the completion of the required documents. The District/ School ICT Coordinators are requested to assist in the uploading and accessing the PTS.
4. The non- submission of the accomplished OPCR/ IPCRF to the PTS within the specified dates shall be ground for employee's disqualification for performance-based personnel actions if the failure of the submission of the said forms is due to the fault of the employee.
5. For any clarifications, kindly contact the HRD thru 09998842496 or 09685211332.
6. Widest dissemination and strict compliance of this memorandum is desired.

VIRGILIO P. BATAN JR. CESO VI
Schools Division Superintendent

HRD/nret/ RIP/ Submission of OPCR/ IPCRF of NTP for CY 2022 / DM 24-2023/1242023



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: zn.division@deped.gov.ph

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: www.depedzn.net