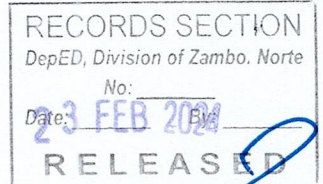




Republic of the Philippines  
**Department of Education**  
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



Division Advisory No. 20 s. 2024  
February 22, 2024

In compliance with DepEd Order (DO) No. 8 s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
But only for the information of DepEd officials,  
personnel/staff, as well as the concerned public.  
(Visit [www.depedzn.net](http://www.depedzn.net))

**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE ONLINE INVENTORY OF  
NONTTEACHING PERSONNEL**

The Human Resource Management will conduct an online inventory of all nonteaching personnel of this Division to ensure an accurate and comprehensive data which shall be the basis for streamlining services, duties and responsibilities, KRA of school/district based nonteaching personnel.

Accordingly, all Administrative Officers are directed to **identify** the following personnel including the assigned tasks and services they are handling:

- a. PSDSs and their AO IIs
- b. AO IIs (both elementary and secondary)
- c. Senior Bookkeepers (both elementary and secondary)
- d. Disbursing Officers (both elementary and secondary)  
Segregate IUs and Non-IUs then for Elementary whether in the District or School
- e. Division nonteaching personnel

The accomplished list shall be uploaded thru this link [depedzn.net/link/NTPI2024](http://depedzn.net/link/NTPI2024).

The deadline for the submission will be on **February 27, 2024**.

For queries, please don't hesitate to contact us through email [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) or phone us at CP No. 09173011643.

For guidance and widest dissemination.

PERSONNEL/sed/Advisory/0002-2024/ 02222024



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