



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



Division Memorandum

No. 3 | s, 2021

To : Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
Division Unit Heads
All Others Concerned
This Division

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

Subject : **Submission of Human Resource Development Online Activity Completion Report (ACR)**

Date : February 2, 2021

1. The Schools Division of Zamboanga del Norte, in tracking the implementation of HRD activities has established the Online Activity Completion Report.
2. It is imperative that the ACR should be submitted three (3) days after the conduct of the activity. Attached is the list of designated links per school district, which requires the use of a DepEd email to open the template.
3. The report requires the response to each of the following:
 - a. Title of the Program/ Activity
 - b. Level (District/ School)- *applicable only to the field*
 - c. Duration of Activity
 - d. Inclusive Date
 - e. Venue
 - f. Expected Number of Participants
 - g. Actual Number of Participants
 - h. Facilitators
 - i. Key Results
 - j. Recommendation/s





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4. The following attachments, in PDF format, are needed to be uploaded to accomplish said report, to wit:
- Activity Attendance Sheets
 - Photo Documentation
 - Approved Proposal, Program Matrix and Memorandum
 - QATAME Result

Files should be in this format

Title of the Activity_District/Office_School (if applicable)

Ex. Capacity Building on GAD Program_SDOZN

5. Moreover, the Public Schools District Supervisor shall assign a Human Resource Development Focal Person for the district to facilitate HRD activities and follow-up the submission of the ACR. Kindly submit the name of the focal person, school assignment, contact number and email address to depedzn.hrd@deped.gov.ph.
6. Further, it is also advised to coordinate with the Designated District M&E Coordinator for the QATAME for each activity.
7. For any assistance, kindly contact the Human Resource Development Unit at 09998842496 or 09176335061.
8. Widest dissemination of this memorandum is desired.

Encl.: As stated

Classification: Reports Accomplishment

HRD/rret/RIP/III/Submission of Online Activity Completion Report/DM03-2021/02022021

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



Capitol Drive, Estaka, Dipolog City, 7100
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Sense of Urgency"



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Annex 1

LINKS FOR THE SUBMISSION OF THE ONLINE ACTIVITY COMPLETION REPORT

CD	District/ Office	Assigned Link
SDO	SDO	bit.ly/depedznACR
1st CD	Rizal	bit.ly/ACRRizal
	La Libertad	bit.ly/ACRLaLibertad
	Sibutad	bit.ly/ACRSibutad
	Polanco I	bit.ly/ACRPolanco1
	Polanco II	bit.ly/ACRPolanco2
	Pinan	bit.ly/ACRPinan
	Mutia	bit.ly/ACRMutia
	Sergio Osmena I	bit.ly/ACRSOsmena1
	Sergio Osmena II	bit.ly/ACRSOsmena2
	2nd CD	Katipunan I
Katipunan II		bit.ly/ACRKatipunan2
Roxas I		bit.ly/ACRRoxas1
Roxas II		bit.ly/ACRRoxas2
Manukan I		bit.ly/ACRManukan1
Manukan II		bit.ly/ACRManukan2
Ponot		bit.ly/ACRPonot
Sindangan North		bit.ly/ACRSindanganNorth
Sindangan Central		bit.ly/ACRSindanganCentral
Sindangan South		bit.ly/ACRSindanganSouth
3rd CD	Siayan	bit.ly/ACRSiayan
	Bacungan	bit.ly/ACRBacungan
	Salug I	bit.ly/ACRSalug1
	Salug II	bit.ly/ACRSalug2
	Liloy I	bit.ly/ACR_Liloy1
	Liloy II	bit.ly/ACRLiloy2
	Kalawit	bit.ly/ACRKalawit
	Tampilisan	bit.ly/ACRTampilisan
	Labason	bit.ly/ACRLabason
	Gutalac I	bit.ly/ACRGutalac1
	Gutalac II	bit.ly/ACRGutalac2
	Baliguian	bit.ly/ACRBaliguian
	Siocon	bit.ly/ACRSiocon
	Sirawai	bit.ly/ACRSirawai
Sibuco	bit.ly/ACRSibuco	

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