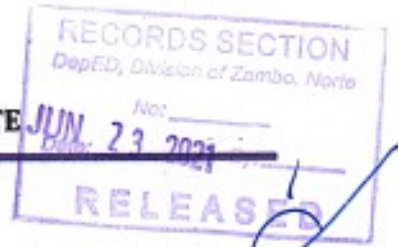




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 226 s. 2021

To: Public Schools Division Superintendents
Principal in-Charge of the Districts (PICDS)
Elementary and Secondary School Heads
All Concerned

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

Subject: Updating of the Personnel Tracking System and Generation of the District Data Bulletin

DATE : JUNE 23, 2021

1. The Schools Division of Zamboanga del Norte in its aim to provide quality service to its stakeholders recognizes the importance and urgency of updating its personnel records with accurate and detailed information. The Division also recognizes the need for accurate and complete district data bulletin for the filling up of positions.
2. In view of this, all personnel of the Schools Division of Zamboanga del Norte are required to update their information and fill out the fields on the Personnel Tracking System with accuracy at depedzn.net/pts not later than **June 30, 2021**.
3. PSDSs, PICDs and School Heads for elementary and secondary are required to submit the scanned copy of the district data bulletin and the list of personnel with updated PTS information affixed with their signatures to certify the veracity and completeness of the documents thru email address: zn.hrmpsb@deped.gov.ph on or before **July 2, 2021**. (Refer to Enclosure 1 for the template for compliance in the PTS)
4. Immediate dissemination and compliance of this memorandum is desired.

Enclosure: as stated

PERSONNEL/awm/dh/memo/ZM001-2021/062121

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



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with a
Sense of Urgency"

