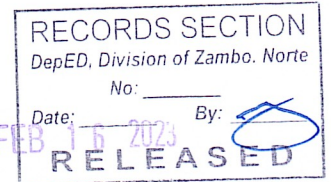




Republic of the Philippines  
**Department of Education**

REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



February 14, 2023


Division Memorandum

No. 01 s. 2023

**REITERATION ON THE STRICT IMPOSITION OF ENCODING IN THE DATA TRACKING SYSTEM**

**To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
EPSs/ SEPs/ PSDSs  
School Heads (Secondary and Elementary)  
Teaching and Non- Teaching Personnel  
All Others Concerned  
This Division**

1. As a measure to eliminate possible loss of submitted documents and to determine whether the required processing time is consistent with what is indicated in the Citizen's Charter, this office reiterates the use of Electronic Document Tracking System (eDTS).
2. All documents that will be submitted to the SDO whether from field offices and at the SDO level, shall be encoded in the eDTS which can be accessed through this link: <https://depedzn.net/dts> .
3. To underscore, all submitted documents without Tracking Code Slip attached may not be accepted or processed.
4. Immediate dissemination of this memorandum is mandated.

  
**VIRGILIO P. BATAN, JR. CESO VI**  
Schools Division Superintendent

OSDSmdc/Reiteration on the Use of eDTS/DM-05/02142023



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