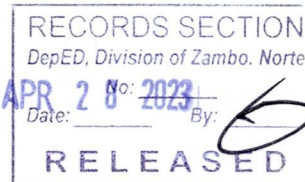




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

April 28, 2023

Division Memorandum
No. 132, s. 2023

QUARTERLY UPDATING OF RECORDS IN THE PERSONNEL TRACKING SYSTEM

TO: Division Chiefs
PSDS's
School Heads
Teachers
Non-teaching Personnel

1. The Human Resource Development Office has observed that teaching, teaching-related, and non-teaching personnel are sparingly updating their data in the Online Personnel Tracking System (PTS), which is its Human Resource Information System (HRIS).
2. Hence, this Division mandates that all its personnel should update their records online – SeDD, Education, Eligibility, L & D, Employment Record, and the like – on a quarterly basis to facilitate accurate analysis and submission of data to higher offices on Learning and Development, Gender and Development, and Performance Management thru depedzn.net/pts.
3. For any clarification, please contact HRDS through 09998842496 or 09685211332.
4. Immediate widest dissemination of this memorandum is desired with the deadline of the compliance set every first Friday of the first month of every quarter.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

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