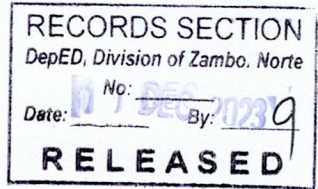




Republic of the Philippines
Department of Education
REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

December 11, 2023

Division Memorandum

No. 549, s. 2023

**ACTION FOR MISSING, CONFLICT, or ERRONEOUS ENTRY OF ASSIGNMENT ORDERS
and APPOINTMENTS OF ALL PERSONNEL IN ZAMBOANGA DEL NORTE DIVISION**

To: Public Schools District Supervisors (PSDSs)
Principals In Charged of the District (PICDs)
Elementary and Secondary School Heads
Division Office Personnel
All Others Concerned

1. Relative to the RECONCILIATION, ALIGNMENT, and CORRECTION of records of all Items and Plantilla of personnel in this Division per the PSIPOP, Appointment Orders, and Personnel Tracking System, **all teaching and non-teaching personnel must check their assignment orders if they have the updated record, or if it reflects the correct place of assignments compared their present assignment.** If you have a correct or updated assignment order per your current place of assignment, no further action is required. Hence, you may ignore this memorandum.
2. If you have transferred assignments without proper documentation, or the assignment order does not match your current place of assignment or have a conflicting place of assignment, promised verbal assignment orders, or does not indicate therein the true place of assignments, missing assignment orders, or no assignment orders, **you may fill out this form: depedzn.net/link/ActionForMCEEntryofAssignmentOrders for updating and/or correction of entries of the official personnel record.** You may also visit the Office of the Schools Division Superintendent for further clarifications.
3. The order specifically aims to (1) ensure all personnel are reporting in their proper place of assignment; (2) ensure proper tracking of all personnel; and (3) update the current records.
4. This memorandum shall take effect immediately after its publication. **Deadline of entry will be thirty (30) days after its publication;** Failure to comply means you don't have a valid assignment order. Hence, it is as if you did not report to your official assignments. Thus, you are considered Absent Without Official Leave (AWOL) for the reason that you failed to report on your first day of service and may be dropped from the Rolls under Rule 20 of CSC RRACCS.
5. For information, guidance, dissemination, and immediate action.

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

LO/RPJr./Memorandum
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