



Republic of the Philippines  
**Department of Education**

REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No.:	
Date: JUN 04	By: [Signature]
RELEASED	

**For the Schools Division Superintendent**

June 4, 2024

**Division Memorandum**

No. 303, s. 2024

**SUBMISSION OF PERSONNEL INVENTORY AND LEARNER ENROLMENT DATA**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Principals In-Charge of the District  
Elementary and Secondary School Heads  
*All Others Concerned*

1. Consistent with the teacher and field-centric service culture of this Division and to ensure equitable deployment and immediate filling-up of newly created teaching positions, especially in schools perennially lacking in teachers or newly integrated, all school heads are directed to provide the latest and accurate data on learner enrollment and personnel inventory – both teaching and non-teaching to be used in the computation of the teacher requirement in schools using the 2024 MATATAG-based parameters on class organization and teacher requirement analysis.
2. In view of this, all school heads in coordination with their respective Administrative Officer II are directed to prepare and submit the following reports (please see Annex A for the template):
  - a. Latest enrollment data by gender and by grade level
  - b. Latest inventory of teachers (by learning area for secondary based on CSC-approved appointment) assigned and actually reporting in the school
3. In addition, for ease in cross-checking and analysis, the same data sets and other required information are to be provided online through these links:
  - a. <https://tinyurl.com/ZN-School-Personnel-Data>
  - b. <https://tinyurl.com/Enrolment-Teacher-Shortage>
4. The deadline for the submission of data is on June 10, 2024. For inquiries please contact: Mr. Giparel B. Elumba, Planning Officer III or Ms. Ma. Kristine Z. Ragay, Administrative Aide of this Division.
5. Immediate dissemination of and compliance with this Memorandum is desired.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent

CID/ yad/ Corrigendum to DM No. 116, s. 2024/05162024



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Annex A. Learner Enrollment Data and Teacher Inventory

School Official Letter Head

Latest School Enrollment

No.	Grade Level	Enrollment		Total
		Male	Female	
	K			
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
Total				

Teacher Inventory

(Actually Teaching and Reporting in School and based on CSC-Approved Appointment)

Number of Teachers (Elem)			Total
Kinder	Elem	SPET	
Shortage			

Shortage

Number of Teachers (JHS)								Total
Eng	Math	Sci	Fil	AralPan	TLE	Values Ed.	MAPEH	
Shortage								

Shortage

Number of Teachers (SHS)															Total	
Fil	Eng	HumSS	Math	Science	DRRR	Philo	PE&Health	Arts&Design	ABM	Sports	AFA	HE	IA	ICT		Others
Shortage																

Shortage

Prepared by:

Name of Personnel and Signature  
 Position/Designation  
 Date: \_\_\_\_\_

Reviewed by:

Name Public Schools District Supervisor and Signature  
 Position  
 Date: \_\_\_\_\_