



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

JAN 09 2024

Office of the Schools Division Superintendent

January 8, 2024

**DIVISION MEMORANDUM**

No. 0006, s. 2024

**UTILIZATION OF THE PROFICIENSYNC WEBSITE**

To : Assistant Schools Division Superintendent  
Chiefs of Curriculum Implementation Division (CID) and  
School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
All Concerned

1. To facilitate streamlined processes, ensure accurate representation of our learners' proficiencies, and enable targeted interventions, teachers are directed to discontinue the use of last school year's Google Sheets for encoding learners' Quarterly Proficiency Levels. Moving forward, teachers shall utilize the ProficienSYNC platform accessible through the link: <https://proficiensync.weebly.com/>.
2. All school heads are directed to ensure that teachers utilize the ProficienSYNC platform and oversee that learners' Quarterly Proficiency Levels are accurately encoded.
3. Public Schools District Supervisors are instructed to oversee and ensure compliance of schools within their district. Additionally, they are tasked to monitor accuracy of data inputted and the overall proficiency trends within their district.
4. Education Program Supervisors are tasked to validate the data of schools. They shall monitor the least learned competency per learning area and ensure interventions to address such are in place.
5. For immediate dissemination, guidance, and strict compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Officer-In-Charge

Office of the Schools Division Superintendent

**RELEASED**

doc://CID/jey/lybm



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"The Forefront of Eradicating Illiteracy"  
INNOVATION INTEGRATION INDUSTRY-BASED LEARNING INSPIRATION