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

Office of the Schools Division Superintendent

October 28, 2025

Division Memorandum
No. 0251, s. 2025

**ENFORCING THE USE OF THE DIGITAL PORTFOLIO (DigiPort) FOR
SUSTAINABLE DOCUMENTATION AND IN SUPPORT OF A PAPERLESS AND
GREENER EDUCATION SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/ Principals
Education Program Supervisors
Public Schools District Supervisors
All Concerned

1. To sustain one of the Division's best practices and innovations, and in line with this Office's advocacy for greening education and maintaining a paperless policy, the utilization of the DIGIPORT is hereby enforced.
2. In line with this, all School Heads are directed to present their school year-end accomplishments via Online Digital Portfolio (DigiPort) Presentation. OPCR and IPCR Means of Verification for both School Heads and SDO Personnel shall be supported through the DigiPort. A separate issuance will be released to provide the schedule and further details regarding the presentation of the accomplished DigiPort for all teaching-related and concerned non-teaching personnel.
3. School Heads are also encouraged to utilize the DigiPort at their school level.
4. For immediate dissemination and strict compliance.


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

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RECORDS SECTION-SDO PANABO CITY
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