



**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  
BY: *[Signature]*