



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2025- 065

To : Assistant Schools Division Superintendent
 CID Chief Education Supervisor
 Public Schools District Supervisors
 Education Program Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

Subject : **VIRTUAL ORIENTATION ON THE ENCODING OF QUARTERLY TEST PROFICIENCY LEVEL**

Date : February 20, 2025

As part of our ongoing commitment to improving the assessment and monitoring of students' academic performance, this Office will conduct a **Virtual Orientation on the Encoding Link of Quarterly Test Proficiency Level on February 24, 2025, via MS Teams (<https://tinyurl.com/VirtOrient-Proficiency>)**, from **3:00PM to 5:00PM**. This initiative aims to streamline the encoding process and ensure the accuracy and reliability of recorded test proficiency levels.

The objectives of this activity are as follows:

1. To help school heads, district supervisors, and teachers familiarize the standardized encoding link on submission of the quarterly test proficiency level results.
2. To ensure accurate, timely, and efficient data encoding of students' quarterly test proficiency results for monitoring and analysis.
3. To enhance the capacity of concerned personnel in utilizing the encoding system to support data-driven decision-making and instructional improvements.

The participants of this virtual orientation are the following:

1. Elementary and Secondary Schools (except DICNHS): School Heads and one (1) assigned encoder (teacher) per school
2. Digos City National High School: Department Heads and one (1) assigned encoder (teacher) per department

For immediate dissemination and compliance.

For and in the absence of the
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED

DATE: FEB 20 2025 TIME: 7:04

BY: _____

BEVERLY S. DAUGDAUG, Ed.D

Chief, Curriculum Implementation Division
 Officer-In-Charge

Enclosed: As stated.
 CID/PSDS/EDM