



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 147

To : Chief CID
Public Schools District Supervisors
Public School Heads
Concerned Teaching/Non-Teaching Personnel

Subject : **SUBMISSION OF OFFICIAL IN-CHARGE (TEACHING OR NON-TEACHING PERSONNEL) FOR ENCODING OF PROFICIENCY LEVEL DATA**

Date : March 19, 2025

In light of the ongoing efforts to ensure accurate and efficient encoding of the Proficiency Level of schools, all School Heads are hereby requested to designate an official representative for this critical task. The designated personnel will play a vital role in ensuring the completeness and accuracy of school data.

The assigned personnel will be directly responsible for coordinating with **MR. RUBEN EVARRETTA**, PDO II - LRMS, who will facilitate a dedicated group chat for seamless communication regarding any missing or incomplete entries. This proactive approach aims to address data gaps swiftly and ensure all entries are accounted for with precision.

The designated personnel should possess the following qualifications:

- Must have a strong understanding of the school's proficiency level data and all related documentation;
- Must be accessible and responsive to ensure prompt coordination and submission of required information; and
- Must be detail-oriented to guarantee the accuracy and completeness of the provided data.

School Heads are strongly encouraged to carefully select a representative who demonstrates reliability, technical competence, and a commitment to data integrity.

To ensure the smooth and timely encoding of the proficiency level information, School Heads are advised to encode in this link: <https://tinyurl.com/DigosProficiency> the designated in-charge no later than **March 25, 2025**.

For immediate compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

RECEIVED
DATE: MAR 21 2025 TIME: 11:40am
BY: [Signature]

[Signature]
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Enclosed: As stated,
CID/LR/lts



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396