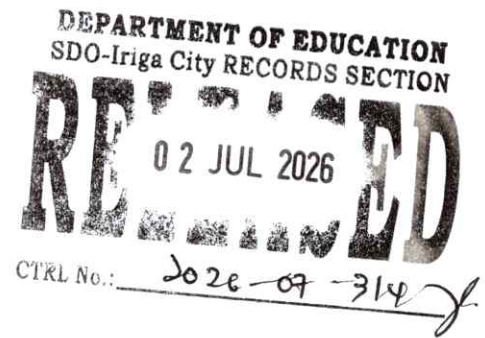




Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)



TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

2 July 2026

DIVISION MEMORANDUM

No. 34, s. 2026

UTILIZATION OF THE PROJECT I-PORTAL (INNOVATIVE PIRPA ONLINE REPOSITORY, TRACKING, AND ASSESSMENT LINK) FOR THE SCHOOL/DIVISION PROGRAM IMPLEMENTATION REVIEW AND PERFORMANCE ASSESSMENT (PIRPA)

To: Assistant Schools Division Superintendent
Chiefs ES, CID & SGOD
Education Program Supervisors
Section and Unit Heads
Schools Heads (Elementary and Secondary)
School based AO-II and PDO-I
All Others Concerned

1. In alignment with the Schools Division Office mantra, "*Sa Serbisyong Tapat at Maagap, Edukasyon ay Dekalidad*," and in continuous pursuit of data-driven governance and operational excellence, the School Governance and Operations Division (SGOD) – School Management Monitoring and Evaluation (SMME) Section introduces Project I-PORTAL (Innovative PIRPA Online Repository, Tracking, and Assessment Link).
2. This digital initiative is designed to streamline, automate, and centralize the submission, tracking, and evaluation of the School and Division Program Implementation Review and Performance Assessment (PIRPA) reports. By transitioning to a digital repository, the Division aims to eliminate bureaucratic delays, enhance data accuracy, and provide real-time analytics to improve policy formulation and learning outcome interventions.
3. The implementation and utilization of Project I-PORTAL aim to achieve the following institutional objectives:
 - a. Establish a secure and accessible cloud-based repository for all School and Division PIRPA documents.
 - b. Accelerate the tracking, verification, and assessment processes of program implementations across all governance levels.
 - c. Foster a culture of honest and prompt public service (*Serbisyong Tapat at Maagap*) through visible performance tracking.
 - d. Substantially reduce operational costs by eliminating physical paper dependencies in reporting.
4. For the specific mechanics, utilization guidelines, and the strict mandate for paperless operations, please see **Enclosure No. 1**.



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SPRINGS**

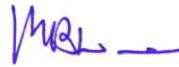
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5. Likewise, the detailed matrix of roles and responsibilities across Functional Divisions, Sections, Units, Districts, and Schools is provided in **Enclosure No. 2**.

6. Widest dissemination and strict compliance with this Memorandum is directed.



MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent



Encl. as stated
sdo.sgod.jir



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I-PROJECT Mechanics and Utilization Guidelines

1. STRICT POLICY DIRECTIVE: 100% PAPERLESS PIRPA
2. Effective immediately upon the rollout of Project I-PORTAL, no physical copies, binders, or hard copies of reports and supporting artifacts shall be accepted or required by the Division Office, Functional Divisions, or District Offices.
3. All School Heads, District Supervisors, Section/Unit Heads, and Functional Division Chiefs shall be provided with official login credentials. The portal can be accessed via the official link: <https://tinyurl.com/iPortalPIRPA>
4. All Quarterly PIRPA accomplishments, Key Performance Indicators (KPIs), Means of Verification (MOVs), and specialized templates must be encoded and uploaded directly into the Project I-PORTAL 1 day before the culminating activity of each quarter.
5. During actual PIRPA presentation sessions, interfaces, dashboards, and analytics pulled directly from the Project I-PORTAL shall be utilized. Presenters are strictly prohibited from printing handouts. Instead, dashboards will be projected live, and panelists/assessors shall access the submitted digital artifacts in real-time through their respective laptops or tablets via the portal's link: <https://tinyurl.com/iPortalPIRPA>.



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I-PROJECT Detailed Matrix of Roles and Responsibilities

To ensure a seamless, synchronized, and holistic rollout of Project I-PORTAL, the specific responsibilities of the SDO organizational structure are defined as follows:

SDO Top Management	Responsibility
Schools Division Superintendent Assistant Schools Division Superintendent	-Provide overarching strategic direction, approve policy adjustments based on portal-generated data analytics, and oversee overall division compliance and performance.
Functional Divisions	
Office of the SDS Curriculum Implementation Division (CID) School Governance and Operations Division (SGOD)	-Serves as the proponent division. Oversees the systemic implementation of the portal, ensures data alignment with the Division Education Development Plan (DEDP), and leads the digital evaluation of operational performance. -Monitors and evaluates the implementation of instructional programs, learning delivery modifications, and learning outcomes uploaded by schools and learning centers to ensure quality education.
Section/Units	
School Management Monitoring & Evaluation (SMME)	-Serves as the Lead System Administrator; monitors submission timelines, quality-assures digital evaluations, and generates quarterly consolidated PIRPA analytical reports for Top Management.
Information Technology (IT) Officer	-Manages system infrastructure, ensures cloud data security, troubleshoots technical glitches, and manages user accounts/access credentials.
Planning and Research Section	-Cross-matches portal-submitted data against official baseline statistics (LIS, EBEIS) to ensure data integrity and alignment with division targets.
Human Resource Development (HRD)	-Utilizes assessment data from the portal to identify performance gaps and design targeted professional development interventions for personnel.



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Administrative and Finance Sections (Budget, Accounting, Cash, Supply, Records, HRMO)	-Upload financial accomplishment reports to track the utilization of downloads and local funds against program, projects and activities.
Social Mobilization & Networking (SocMob) / Youth Formation	-Tracks stakeholder partnerships, resource mobilization, and co-curricular programs uploaded by schools.
Health and Nutrition Unit	-Monitors and evaluates the status of school health programs, medical/dental milestones, and school-based feeding program metrics via the portal.
Facilities and Engineering Unit	-Tracks the progress of infrastructure projects, school repairs, and safety compliance reports lodged in the tracking system.
OIC-Public Schools District Supervisors (PSDS)/Lead Principal	-Validate and clear district-wide school entries for technical completeness prior to Division-level assessment.
School Head	-Lead accurate and timely local data entry, ensuring all evidentiary requirements and targets are correctly captured within the system.



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