



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

August 18, 2025

DIVISION MEMORANDUM

No. 390 s. 2025

**CONDUCT OF DIVISION QUARTERLY PORTFOLIO DAY FOR
SCHOOL YEAR 2025-2026**

To: CID Chief & SGOD Chief
Public Schools District Supervisors
Public Elem. & Secondary Principals/Head Teachers/TICs
All Other Concerned

1. In reference to the Regional Memorandum No. 652, s. 2025, re "Conduct of the Quarterly Portfolio Day for School Year 2025-2026", this office through the Curriculum Implementation Division, hereby sets the conduct of the Division Quarterly Portfolio Day for School Year 2025-2026 on the following schedule:

1 st Quarter	-	August 30, 2025;
2 nd Quarter	-	November 8, 2025;
3 rd Quarter	-	January 31, 2026; and
4 th Quarter	-	April 1, 2026.

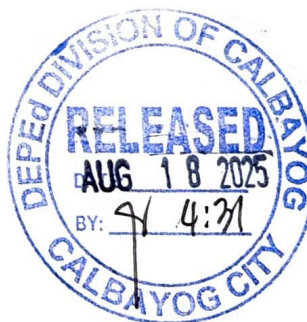
2. The following suggested activities that may be included as part of the school's conduct of the Portfolio Day are as follows:

- a) Parent-Teacher Adviser Conference and Feedback Giving;
- b) Showcase of Learners' Outputs and Performances; and
- c) Distribution of Learners Progress Report Cards.

3. A consolidated district picto-narrative report shall be submitted to the division office c/o Mr. Arnold M. Jaraba after the event using the attached Accomplishment Report template.

4. The division monitors shall be headed by the CID Chief Renato S. Cagomoc, Education Program Supervisors, Public Schools District Supervisors and SGOD personnel.
5. The participants to this activity who travel or render services on days that fall on weekends and holidays can avail of the Service Credits, CTO or COC equivalent to eight (8) hours of service per day whichever is applicable per DepEd Order No. 67, s. 1988 and CSC Memo Circular No. 09, s. 1988.
6. This Memorandum shall serve as **Travel Authority** to the participants and monitors.
7. Expenses relative to the conduct of the above-indicated activity are charged to school MOOE/local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.

for: *Rhea P. Aguirre*
ATTY. RHEA M. PRUDENCIO, SO. AGO
MARGARITO A. CADAYONA JR. PhD, CESO VI
* OIC- Schools Division Superintendent
S.O. # 059 S. 2025 **AUG 18 2025**





Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

Portfolio Day Monitoring and Accomplishment Report
S.Y 2025-2026, ____ Quarter

Division:	
School:	
Date of Conduct:	
Reasons for Rescheduling (if any):	
Activities Conducted (Check all activities conducted in the school)	
<input type="checkbox"/> General Assembly of PTA	
<input type="checkbox"/> Homeroom Parent-Teacher-Adviser Meeting	
<input type="checkbox"/> Showcase of Learners' Outputs and Performances	
<input type="checkbox"/> Distribution of Learners Progress Report/Cards	
<input type="checkbox"/> Awarding and Recognition to	
<input type="checkbox"/> Learners	<input type="checkbox"/> Teachers
<input type="checkbox"/> Partners	<input type="checkbox"/> Other stakeholders (specify: _____)
<input type="checkbox"/> Other activities (specify: _____)	
Parents'/Guardians' Remarks/Comments/Observations	
Issues/Challenges Encountered	Interventions/Solutions Implemented

Prepared by:

Conforme:



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 11, 2025

REGIONAL MEMORANDUM

No. **652** s. 2025

**CONDUCT OF THE QUARTERLY PORTFOLIO DAY FOR
SCHOOL YEAR 2025 – 2026**

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to the DepEd Order No. 12, s. 2025, re: "Multiyear Implementing Guidelines on the School Calendar and Activities", this Office, through the Curriculum and Learning Management Division, sets the conduct of the Quarterly Portfolio Day for S.Y. 2025 – 2026 on the following schedule:

- 1st Quarter - August 30, 2025;
- 2nd Quarter - November 8, 2025;
- 3rd Quarter - January 31, 2026; and
- 4th Quarter - April 1, 2026.

2. The Schools Division Offices are empowered to reschedule the activity if the need arises.

3. The following suggested activities that may be included as part of the school's conduct of the Portfolio Day:

- a) Parent-Teacher-Adviser Conference and Feedback Giving;
- b) Showcase of Learners' Outputs and Performances; and
- c) Distribution of Learners' Progress Report Cards.

4. The Schools Division Superintendent shall engage the Chiefs of the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD) to plan, organize, monitor, and lead in the conceptualization of the conduct of the said activity.

5. The Division shall submit a picto-narrative accomplishment report to clmd.region8@deped.gov.ph a week after the event using the attached Accomplishment Report Template and by accomplishing the online form with link <https://bit.ly/R8PortfolioDay>.

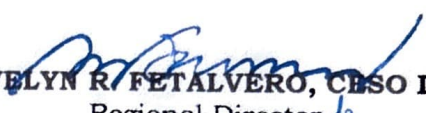


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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

6. The participants to this activity who travel or render services on days that fall on weekends and holidays can avail of the Service Credits, CTO or COC equivalent to eight (8) hours of service per day whichever is applicable per DepEd Order No. 67, s.1988 and CSC Memo Circular No. 09, s. 1988.
7. Expenses relative to the conduct of the above-indicated activity are charged to local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CBSO III
Regional Director

Enclosure: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

CURRICULUM OUTPUTS PERFORMANCE PORTFOLIO DAY

CLMD-RRT



Enclosure No. 1, to the Regional Memorandum No. 652 s. 2025

Portfolio Day Monitoring and Accomplishment Report
S.Y. 2025 – 2026, ____ Quarter

Division:	
School:	
Date of Conduct:	
Reasons for Rescheduling (if any):	
Activities Conducted <i>(Check all activities conducted in the school)</i> <input type="checkbox"/> General Assembly of PTA <input type="checkbox"/> Homeroom Parent-Teacher-Adviser Meeting <input type="checkbox"/> Teacher – Parent Feedback Giving on Learners' Performance and Status <input type="checkbox"/> Showcase of Learners' Outputs and Performances <input type="checkbox"/> Distribution of Learner's Progress Report/Cards <input type="checkbox"/> Awarding and Recognition to <input type="checkbox"/> Learners <input type="checkbox"/> Teachers <input type="checkbox"/> Parents/Guardians <input type="checkbox"/> Partners <input type="checkbox"/> Other stakeholders (specify: _____) <input type="checkbox"/> Other activities (specify: _____)	
Parents'/Guardians' Remarks/Comments/Observations	
Issues/Challenges Encountered	Interventions/Solutions Implemented

Prepared by:

Conforme: