



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

August 13, 2024

**REGIONAL MEMORANDUM**

No. **923** s. 2024

**CONDUCT OF THE QUARTERLY PORTFOLIO DAY FOR  
SCHOOL YEAR 2024 – 2025**

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

1. In reference to the DepEd Order No. 9, s. 2024, re: “Implementing Guidelines on the School Calendar and Activities for School Year 2024 – 2025”, this Office, through the Curriculum and Learning Management Division, hereby sets the conduct of the Quarterly Portfolio Day for S.Y. 2024 – 2025 on the following schedule:

- 1<sup>st</sup> Quarter - October 12, 2024;
- 2<sup>nd</sup> Quarter - December 14, 2024;
- 3<sup>rd</sup> Quarter - February 22, 2025; and
- 4<sup>th</sup> Quarter - April 12, 2025.

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. Moreover, the SDO shall submit a picto-narrative accomplishment report to [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph) a week after the event using the attached Accomplishment Report Template.

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. 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.

7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

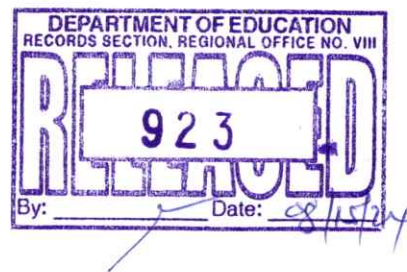
Enclosure: As stated

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. **923** s. 2024

**Portfolio Day Monitoring and Accomplishment Report  
S.Y. 2024 – 2025, \_\_\_ Quarter**

<b>Division:</b>	
<b>School:</b>	
<b>Date of Conduct:</b>	
<b>Reasons for Rescheduling (if any):</b>	
<b>Activities Conducted</b> <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: _____)	
<b>Parents’/Guardians’ Remarks/Comments/Observations</b>	
<b>Issues/Challenges Encountered</b>	<b>Interventions/Solutions Implemented</b>

Prepared by: \_\_\_\_\_

Conforme: \_\_\_\_\_