



Republic of the Philippines  
 Department of Education  
 Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**  
 Tacloban City

**DIVISION MEMORANDUM**

No. 307, s. 2022

To: Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Chief, Schools Governance Operation Division  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public Secondary & Elementary School Heads  
 All Concerned

From: **MARIZA S. MAGAN EdD, CESO V**  
 Schools Division Superintendent

Subject: **SCHEDULE OF QUARTERLY PORTFOLIO DAY FOR SCHOOL YEAR 2022-2023**

Date: August 17, 2022

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1. In adherence to Regional Memoranda 913, s. 2022 entitled "Schedule of Quarterly Portfolio Day for School Year 2022-2023", this Office announces the following schedule for the conduct of the Quarterly Portfolio Day for this School Year:

QUARTER 1	-	NOVEMBER 12, 2022
QUARTER 2	-	FEBRUARY 18, 2023
QUARTER 3	-	MAY 6, 2023
QUARTER 4	-	JULY 8, 2023

2. The schools are given the option to conduct the Portfolio Day in the suggested modality feasible in their situation, such as in-person, blended and/or distance modality.
3. Likewise, Districts are empowered to reschedule the activity for a **valid** reason. However, this shall not be a week earlier nor two weeks later than the recommended schedule.
4. In case of postponement, a written permission shall be addressed to the Office of the Schools Division Superintendent, attention to the Chief of the Curriculum Implementation Division, one week earlier than the schedule stated above.
5. Some activities are suggested for inclusion in the conduct of the Portfolio Day, but may not be limited to the following:
  - a. Parent-Teacher-Adviser Conference and Feedback-Giving
  - b. Showcase of Learners' outputs; and
  - c. Distribution of Learner's Progress Report/Cards
6. With the collaboration of the CID and SGOD, the conduct of the Portfolio Day shall be meaningful and engaging, adhering to the health and safety protocols.



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PORTFOLIO DAY MONITORING TOOL  
S.Y. 2023-2023 \_\_\_\_\_ Quarter

School		
Date of Conduct		
Mode of Conduct of the activity		
a. In-Person		
b. Blended Modality (Specify/ Describe)		
c. Distance Modality (Specify/Describe)		
<b>FOCUS AREAS</b>	<b>ISSUES &amp; CHALLENGES</b>	<b>RESOLUTIONN (S)</b>
1. Parent-Teacher-Adviser Conference and Feedback-Giving		
2. Showcase of Learner's Outputs and Performances		
3. Distribution of Learner's Progress Report/Cards		
4. Others (please specify)		
Parent's/Guardian's Remarks/ Comments		
General Observations on the conduct of the Portfolio Day		

Prepared by:

Conforme:

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Monitoring Official

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School Head

