



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

DIVISION MEMORANDUM

No. 579, s. 2022

To: Assistant Schools Division Superintendent
 CID & SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 DFACT Team Members
 School Heads, Public Elementary and Secondary Schools
 All Concerned

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

Subject: **ADDENDUM TO DIVISION MEMORANDUM NO. 397 s. 2022 (CONDUCT OF QUARTERLY PORTFOLIO DAY FOR SCHOOL YEAR 2022-2023)**

Date: November 10, 2022

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1. In support to the learning recovery measures that this Office is implementing, crucial provisions are hereby added to Division Memorandum No. 397, s. 2022 otherwise known as the Conduct of Quarterly Portfolio Day for School Year 2022-2023.
2. All schools are hereby enjoined to include in the display or exhibit the school's initiatives in line with the School Learning Recovery Plan (SLRP) such as but not limited to the following:
 - a. Literacy & Numeracy Intervention Plans
 - b. Materials utilized in the Literacy and Numeracy Interventions
 - c. Assessment Data (Comparative data from the start of the intervention measure up to the Q1 Assessment Period)
 - d. Footages or videos of the learning Intervention activities
 - e. Professional activities of teachers in line with reading and numeracy pedagogies
3. All monitoring officials are directed to utilize the revised Monitoring Tool in Enclosure 1.
4. Inasmuch as the Portfolio Day is conducted on a Saturday, monitoring officials are entitled to a non-monetary remuneration for overtime services rendered in the form of Compensatory Overtime Credit (COC) as per CSC-DBM Joint Circular No. 2, s. 2004, provided the following are duly accomplished:
 - a. Photocopy of the accomplished monitoring tools of at least three (3) schools monitored;
 - b. Daily Time Record signed by the direct head of the Unit;
 - c. ACR with pictures
5. All monitoring officials shall submit the original accomplished monitoring tools to the Public Schools District Supervisor in-charge of the District for consolidation and submission to this email: gretel.cadiong@deped.gov.ph
6. All other provisions in Division Memorandum No. 397, s. 2022 are still fully enforced.
7. For information, guidance and strict compliance.



RELEASED
 Date: 11/11/22
 Time: 9:15 AM



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Enclosure No. 1 to Division Memorandum No. _____, s. 2022

School:						District:	
Date of Conduct							
Mode of Conduct of the activity (Indicate whether it is F2F, Blended Modality or Distance Modality)							
FOCUS AREAS	Indicators				ISSUES & CHALLENGES	RESOLUTION (S)	
		Yes	No	Not at all (Incomplete)			
1. Parent-Teacher-Adviser Conference and Feedback-Giving	All Teacher-Advisers conducted conference with the parents						
	Teachers carried a a one-on-one feedback giving to the parents						
2. Showcase of Learner's Outputs and Performances	Learners' outputs showed recency (according to the competencies of the quarter)						
	Varied outputs are displayed for every learning area						
	Every grade level (for elementary) and department (for secondary) put up an exhibit						
3. Distribution of Learner's Progress Report/Cards	All class advisers distributed the Learner's Progress Report or Cards						
4. Display of initiatives or innovations for the School Learning Recovery Plan	The school had a separate booth or display for the school initiatives and innovations to show the School Learning Recovery Measures						
5. Others	Other activity or activities had been conducted aside from those suggested						



Parent's/Guardian's Remarks/ Comments (Indicate comments from at least two (2) parents)

General Observations on the conduct of the Portfolio Day

Prepared by:

Conforme:

Monitoring Official

School Head