



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

November 6, 2023

DIVISION MEMORANDUM
 No. **657** S.2023

CONDUCT OF FIRST QUARTER PORTFOLIO DAY FOR SCHOOL YEAR 2023-2024

**TO: Assistant Schools Division Superintendent
 SGOD & CID Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary / Secondary School Heads
 All others concerned**

1. In adherence to Regional Memorandum No. 1047, s. 2023, entitled "Conduct of the Quarterly Portfolio Day for School Year 2023-2024"; this Office through the Curriculum Implementation Division, hereby informs the field the conduct of the First Quarter Portfolio Day for School Year 2023 – 2024 on November 11, 2023.
2. Districts/Schools are empowered to reschedule the activity for a valid reason. However, this shall not be days earlier nor a week later than the recommended schedule.
3. In case of postponement, a written permission shall be addressed to the Schools Division Superintendent, attention to the Chief of the Curriculum Implementation Division, 2 days earlier than the schedule mentioned above.
4. Some activities are suggested for the 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 Performance; and
 - c. Distribution of Learners' Progress Report Cards.
5. The CID and SGOD chiefs shall lead in the monitoring of the said activity. A picto- narrative accomplishment report shall be submitted by the schools to their respective district offices. The District Supervisors shall submit a consolidated picto-narrative accomplishment to the office of the CID a week after the event using the attached ACR template.
6. The Education Program Supervisors, Public Schools District Supervisors and all members of the DFACT shall monitor the conduct of the Portfolio Day based on their DFACT original assignment.
7. 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.
8. All expenses incurred in the conduct of the activity shall be charged to SDO/School MOOE, subject to the usual accounting and auditing rules and regulations.
9. Attendance of all the identified Unit/Section Heads, Education Program Supervisors, and DFACT Core Team is a must, no proxy is allowed.
10. Immediate dissemination of and compliance with this Memorandum are desired.

RELEASED
 Date: 11/7/23
 Time: 3:47 PM
 Signature: [Signature]

JUDELLA BUIZ - LUMPAS EdD, CESO VI
 Schools Division Superintendent