



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OF CAPIZ

February 18, 2025

**DIVISION MEMORANDUM**

No. 090, s. 2025

**MONITORING OF SCHOOL- BASED PORTFOLIO DAY**

**TO:** OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Relative to Regional Memorandum No. 1023, s. 2024 titled **Conduct of the School- Based Portfolio Day Across the Region** and Division Memorandum No. 673, s. 2024 with the same title, this office will conduct the monitoring of the implementation of the activity on **February 22, 2025**.
2. This activity aims to monitor and evaluate the compliance to and implementation of schools of said activity based on the aims and guidelines stipulated in the above- mentioned Regional and Division Memoranda.
3. Education Program Supervisors, as adoptive supervisors of the districts, and Public Schools District Supervisors will form the District Monitoring Teams for this activity.
4. Enclosed are the composition of the monitoring teams and the monitoring tool for information and guidance.
5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: Enclosures 1 & 2  
Reference: As stated  
To be included in the Perpetual Index  
Under the following subjects:

LEARNERS

PORTFOLIO



Address: Banica, Roxas City  
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Enclosure 1

**Team A**

*(Ivisan, Sapián, Dao,  
Dumalag, Dumarao)*

**Mr. Andres D. Quiachon**  
*Team Leader*

*Members:*

Dr. Edwin Jason D. Duenas

Mr. Ronie C. Reteracion

Mr. Glenn P. Dollete

**Team B**

*(Sigma, Jamindan,  
Mambusao East & West  
Tapaz East & West)*

**Dr. Merlie J. Rubio**  
*Team Leader*

Dr. Ruth C. Gervero

Dr. Rolando B. Jamora

Mr. Francis B. Librando

Dr. Angel F. Payo

**Team C**

*(Panitan, Panay,  
President Roxas  
Pontevedra, Maayon,  
Pilar)*

**Dr. Sephora M. Roldan**  
*Team Leader*

Mrs. Elenia P. Baranda

Mr. Salvador Dale B. Artates

Mr. Alan Vincent B. Altamia

Mr. Kenneth D. Anoché





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Enclosure 2



Republic of the Philippines  
Department of Education  
REGION VI-WESTERN VISAYAS

Enclosure No. 1 to RM No. \_\_\_\_\_, s. 2024

**SCHOOL-BASED PORTFOLIO DAY ACROSS THE REGION**  
Monitoring & Evaluation Tool

Schools Division: \_\_\_\_\_

School: \_\_\_\_\_ School Head: \_\_\_\_\_

School Year: \_\_\_\_\_ Quarter: \_\_\_\_\_ Date: \_\_\_\_\_

Basic Information	Numerical Data	Remarks
Number of Participating Teachers		
Number of Participating Parents		
Number of Participating Learners		
Number of Participating Stakeholders		

Qualitative Indicator	Findings		Remarks
	Evident	Not Evident	
<i>The SDO monitors schools on the following:</i>			
1. has showcased the different written works and performance task outputs of learners			
2. checked the alignment of portfolio contents to the 2 <sup>nd</sup> quarter learning competencies of each learning area			
3. contents of the portfolio were assessed by the teacher using the rubrics			
4. has conducted a conference/dialogue with parents/guardians			
5. learning-focused topics/agenda were discussed during the parent-teacher conference			
6. discussed relevant issues and concerns regarding learners' academic and non-academic performances during parent-teacher conference			
7. distributed learners' report card to parents/guardians			



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8. has possessed a vibrant atmosphere to encourage parents' attendance and participation during the School-Based Portfolio Day			
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Top 3 Unique Practices/Mechanisms in the Monitoring of the School-Based Portfolio Day:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Top 3 Issues and Concerns Captured during the Monitoring and Evaluation:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Prepared:

Conformed:

RO Monitor/s

SDO Monitor/s

EDWIN JASON D. DUENAS, PhD  
Education Program Supervisor - LRMDS  
DepEd SDO Capiz



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