



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

February 7, 2024

DIVISION MEMORANDUM

No. 037, s. 2024

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals in-Charge
Public Elementary and Secondary School Heads
LUCs/SUCs/Private School Heads
All Others Concerned

1. In reference to DepEd Order 22, s. 2023 titled, **Implementing Guidelines on the School Calendar and Activities for School Year 2023 - 2024**, this Office, through the Curriculum Implementation Division, sets the **Conduct of the 1st Quarter Portfolio Day for School Year 2023 - 2024 on February 17, 2024** considering the long weekend.
2. The following suggested activities shall be observed as part of the school's conduct of Portfolio Day:
 - a. Parent-Teacher-Adviser Conference and Feedback Giving
 - b. Showcase/Display of Learners' Outputs and Performance, and
 - c. Distribution of Learners' Progress Report Cards
3. Private schools and state/local universities and colleges (SUCs/LUCs) offering basic education are encouraged to conduct the Portfolio Day following their school calendar of activities.
4. All districts shall submit a consolidated picto-narrative accomplishment report to cid.northersamar@deped.gov.ph a week after the conduct using the attached Accomplishment Report Template.
5. Participants to this activity can avail of the Service Credits or Compensatory Time Off or Compensatory Overtime Credits 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.



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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. This Memorandum shall serve as Travel Order of the monitors and participants.
8. Immediate dissemination of and compliance with this Memorandum are desired.



GAUDENCIO C. ALJIBE JR., PhD, CESO VI
OIC-Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

CURRICULUM

PORTFOLIO DAY

OUTPUTS/PERFORMANCE

CID-FJL

DepEd Northern Samar
RELEASED

By: Af

Date: 2-8-24 11:15

Enclosure No. _____, to the Division Memorandum No. 037, 2024

Portfolio Day Monitoring Tool
Quarter _____, School Year 2023-2024

District:	
Division:	
Date of Conduct:	
Reason(s) for Rescheduling (if any):	
Activities Conducted (Check all activities conducted in the school)	
<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 Performance <input type="checkbox"/> Distribution of Learner's Progress Report Card <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: _____)	
Parents'/Guardians' Remarks/Comments/Observations	
Issues/Challenges Encountered	Interventions/Solutions Implemented

Prepared by:

Conforme:

 Monitor

 School Head