



Republic of the Philippines
Department of Education
REGION VIII

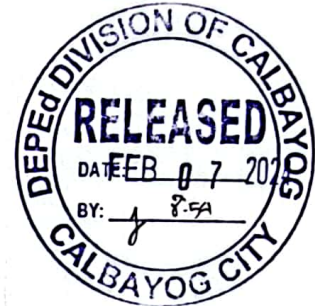
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 005, s. 2024

TO: Education Program Supervisors
Public Schools District Supervisors
Public Elem. & Secondary School Principals/Heads/TICs

FROM: MARGARITO A. CADAYONA JR. Ph.D. CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



**SUBJECT: UTILIZATION OF CUSTOMIZED MONITORING & EVALUATION TOOL OF
QUARTERLY PORTFOLIO DAY SY 2023-2024**

DATE: February 6, 2024

1. Relative to the Division Memorandum No. 444 s. 2023 on the conduct of Quarterly Portfolio Day for School Year 2023-2024, this office through the Curriculum Implementation Division (CID) crafted a customized monitoring and evaluation tool to be used by the schools during Portfolio Day.
2. The crafted M & E tool aims the following:
 - a. Guide the school heads and teachers in the planning and preparation of Portfolio Day;
 - b. Strengthen the main purpose of Quarterly Portfolio Day;
 - c. Discuss issues/concerns and interventions with regards to learners' performance; and
 - d. Increase community awareness through the assistance of the internal & external stakeholders.
3. Attached in the memorandum is a customized Portfolio Day Monitoring & Evaluation Tool.
4. Immediate dissemination of and compliance with this Memorandum of all concerned are desired.



Republic of the Philippines
 Department of Education
 REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

CUSTOMIZED MONITORING & EVALUATION TOOL OF PORTFOLIO DAY

Indicators	Activities	Tick the corresponding responses based on the given indicators.		Remarks
		Evident	Not-evident	
FOCUS AREA 1: General Assembly of PTA Homeroom Parent-Teacher-Adviser Meeting	1. Distribute notice of meeting with acknowledgement receipts -public address system/bandillo			
	- Via digital format (GC, Public Address System)			
	2. 90-100% parents' attendance			
	3. Prepare agenda of the parent, teacher, & adviser meeting.			
	4. Facilitate the parent, teacher & adviser conference in F2F or FGD based from the prepared agenda			
	5. Make resolution to the identified issues and concerns.			

	6. Formulate the Minutes of the Meeting to be prepared by the PTA secretary.			
FOCUS AREA 2: Showcase of Learners' Outputs and Performances	1. Make schedule for the submission of the outputs.			
	2. Display of output is based on the competency/ies within the quarter with feedback/comment from the teacher/s and the corresponding rating/score.			
	3. Display of output is done by department, grade level, or subject area. (film showing/viewing of digital outputs).			
	4. Display of output in spacious or conspicuous place where all parents can see.			
	5. Orderly arrangement of display with label indicating the name of the project or performance task and its competency/ies.			
	6. Use the monitoring tool in gathering the parents feedback (contextualized).			
FOCUS AREA 3: Distribution of Learner's Report Cards	1. Prepare Grade Sheets/ Computation Sheets/ E-class records.			

	2.90-100% of parents signed the Report Card.			
	3.Discuss through FGD on issues and concerns regarding learners' performance.			
	4.F2F discussion with parents on the issues and concerns from card-giving activity.			
	5.List down intervention activities to address raised issues and concerns.			
Focus Area 4: Awarding & Recognition	1.Awarding of certificate of recognition to: ___Learners ___Partners ___Teachers ___Other Stakeholders			
Focus Area 5: Other Activities				
Focus Area 6: Teacher-Parent Feedback Giving on Learners performance and Status	Please write below the teacher-parent feedback. 1. 2. 3. 4.			
Parents/Guardians Remarks/Comments/Observation towards the conduct of Portfolio Day				

Issues/Challenges Encountered	Interventions/Solutions Implemented

Prepared by:

Conforme:

Monitor

School Head

Recommending Approval:

RENATO S. CAGOMOC EdD. DM
CID Chief

Approved:

MARGARITO A. CADAYONA JR. PhD. CESO VI
OIC-Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

Portfolio Day Accomplishment Report
S.Y. 2023-2024, _____ Quarter

Date of Conduct:		
Number of Schools in the Division which conducted the activity:		
Reasons for Rescheduling (if any)		
Focus Areas	Issues and Challenges	Resolution(s)
1. General Assembly of PTA		
2. Homeroom parent-Teacher-Adviser Meeting		
3. Teacher-Parent Feedback Giving on Learners Performance and Status		
4. Showcase of Learners' Outputs and Performances		
5. Distribution of Learner's Progress Report/ Cards		
6. Awarding and Recognition -Learners -Teachers -Parents/Guardians -Partners -Other Stakeholders -Other activities(specify)		

Parents and/Guardians Remarks/Comments/Observations on Portfolio Day

Pictures

Prepared by:

ARNOLD M. JARABA
EPS I

Noted:

RENATO S. CAGOMOC EdD., DM
Chief-CID

Approved by:

MARGARITO A CADAYONA JR. PhD CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent