



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

June 11, 2025

**REGIONAL MEMORANDUM**

No. **652** s. 2025

**CONDUCT OF THE QUARTERLY PORTFOLIO DAY FOR  
SCHOOL YEAR 2025 – 2026**

To: Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to the DepEd Order No. 12, s. 2025, re: "Multiyear Implementing Guidelines on the School Calendar and Activities", this Office, through the Curriculum and Learning Management Division, sets the conduct of the Quarterly Portfolio Day for S.Y. 2025 – 2026 on the following schedule:

1<sup>st</sup> Quarter - August 30, 2025;  
2<sup>nd</sup> Quarter - November 8, 2025;  
3<sup>rd</sup> Quarter - January 31, 2026; and  
4<sup>th</sup> Quarter - April 1, 2026.

2. The Schools Division Offices are empowered to reschedule the activity if the need arises.

3. The following suggested activities that may be included as part of the school's conduct of the Portfolio Day:

- a) Parent-Teacher-Adviser Conference and Feedback Giving;
- b) Showcase of Learners' Outputs and Performances; and
- c) Distribution of Learners' Progress Report Cards.

4. The Schools Division Superintendent shall engage the Chiefs of the Curriculum Implementation Division (CID) and the School Governance and Operations Division (SGOD) to plan, organize, monitor, and lead in the conceptualization of the conduct of the said activity.

5. The Division shall submit a picto-narrative accomplishment report to [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph) a week after the event using the attached Accomplishment Report Template and by accomplishing the online form with link <https://bit.ly/R8PortfolioDay>.

6. 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.
7. 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.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosure: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:

CURRICULUM      OUTPUTS      PERFORMANCE      PORTFOLIO DAY  
CLMD-RRT



Enclosure No. 1, to the Regional Memorandum No. 652 s. 2025

**Portfolio Day Monitoring and Accomplishment Report**  
**S.Y. 2025 – 2026, \_\_\_\_ Quarter**

<b>Division:</b>	
<b>School:</b>	
<b>Date of Conduct:</b>	
<b>Reasons for Rescheduling (if any):</b>	
<b>Activities Conducted</b> ( <i>Check all activities conducted in the school</i> ) ____ General Assembly of PTA ____ Homeroom Parent-Teacher-Adviser Meeting ____ Teacher – Parent Feedback Giving on Learners' Performance and Status ____ Showcase of Learners' Outputs and Performances ____ Distribution of Learner's Progress Report/Cards ____ Awarding and Recognition to ____ Learners      ____ Teachers      ____ Parents/Guardians ____ Partners      ____ Other stakeholders (specify: _____) ____ Other activities (specify: _____)	
<b>Parents'/Guardians' Remarks/Comments/Observations</b>	
<b>Issues/Challenges Encountered</b>	<b>Interventions/Solutions Implemented</b>

Prepared by:

\_\_\_\_\_

Conforme:

\_\_\_\_\_