



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



January 26, 2026

DIVISION MEMORANDUM
NO. 037, s. 2026

**REITERATION OF DIVISION MEMORANDUM NO. 391, s. 2025 TITLED
“CONDUCT OF THE SCHOOL-BASED PORTFOLIO DAY
IN THE NEGROS ISLAND REGION”**

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Division Education Program Supervisors/Coordinator
Public Elementary and Secondary School Heads
All others concerned

1. As per DepEd Order No. 12, s. 2025 on the Multi-Year Implementing Guidelines on the School Calendar and Regional Memorandum No. 118, s. 2025 titled “Conduct of the School-based Portfolio Day in the Negros Island Region”, the schedule of the 3rd Quarter Portfolio Day shall be on **January 31, 2026**.

2. Since the activity falls on a Saturday, teaching personnel can claim for non-monetary payment of Overtime Services rendered as authorized by the head of agency/office in accordance with DepEd Order No. 13 series of 2024 titled “Revised Guidelines on the Grant of Vacation Service Credits (VSC) for Teachers” while the non-teaching personnel are entitled for non-monetary payment of Overtime Services rendered, through Compensatory Overtime Credits (COC) as stipulated in the guidelines of CSC and DBM Joint Circular (JC) No. 2 series of 2004 titled “Non-Monetary Remuneration for Overtime Services rendered,” as amended by CSC and DBM JC No. 2A series of 2005.

3. The following are the Documentary Requirements for the Availment of Compensatory Overtime Credits (COC) for Non-Teaching personnel and Vacation Service Credits (VSC) for Teaching Personnel, to avail of the non-monetary remuneration such as COC and VSC as payment for the overtime services rendered, the following documentary requirements shall be accomplished and submitted to the Human Resource Management Officer of the Schools Division Office, viz:

- A. Certified True Copy of the daily Time Record (DTR)/ CS Form 48 (the same DTR that supports the monthly salary)
- B. Accomplishment Report approved by the Head of Office/Functional Division Chief;
- C. Certification of Attendance for overtime services rendered outside of the Office/Station (Annex A);
- D. Memorandum or letter of authority from the Schools Division Superintendent and/or Regional Director.

4. The monitors shall submit these documents with the accomplished M and E tool a week after the conduct of the portfolio day at the CID Office. The list of monitors shall be released on a separate advisory.

5. **Only the Third Quarter Learners’ Outputs shall be displayed. These are**



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activity outputs or performance tasks in the learning area, aligned to the competencies taught in the third quarter. Further, the list of suggested learners' outputs to be displayed and M and E tool are in the enclosure of RM 118, s. 2025.

6. Travel expenses of Division Monitors shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this memorandum is desired.

PETER J. GALIMBA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

For the SDS:


MARITES C. CAPILITAN, PhD
OIC-ASDS
In-Charge of the Division ✓

Enclosure: RM 118, s. 2025, DM 391, s. 2025

Allotment: 1-2-3-6-9

Perpetual Index:

TECHNICAL ASSISTANCE SCHOOL HEADS CURRICULUM ASSESSMENT

Torres/CID 1-26-26



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Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



August 7, 2025

DIVISION MEMORANDUM

NO. 391, s. 2025

**CONDUCT OF THE SCHOOL-BASED PORTFOLIO DAY
IN THE NEGROS ISLAND REGION**

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Division Education Program Supervisors/Coordinator
Public Elementary and Secondary School Heads
All others concerned

1. As per DepEd Order No. 12, s. 2025 on the Multi-Year Implementing Guidelines on the School Calendar and Regional Memorandum No. 118, s. 2025 titled "Conduct of the School-based Portfolio Day in the Negros Island Region", the following schedules shall be followed:

Quarter	Schedule
First Quarter	August 30, 2025
Second Quarter	November 8, 2025
Third Quarter	January 31, 2026

2. Since the activity falls on a Saturday, teaching personnel can claim for non-monetary payment of Overtime Services rendered as authorized by the head of agency/office in accordance with DepEd Order No. 13 series of 2024 titled "Revised Guidelines on the Grant of Vacation Service Credits (VSC) for Teachers" while the non-teaching personnel are entitled for non-monetary payment of Overtime Services rendered, through Compensatory Overtime Credits (COC) as stipulated in the guidelines of CSC and DBM Joint Circular (JC) No. 2 series of 2004 titled "Non-Monetary Remuneration for Overtime Services rendered," as amended by CSC and DBM JC No. 2A series of 2005.

3. The following are the Documentary Requirements for the Availment of Compensatory Overtime Credits (COC) for Non-Teaching personnel and Vacation Service Credits (VSC) for Teaching Personnel, to avail of the non-monetary remuneration such as COC and VSC as payment for the overtime services rendered, the following documentary requirements shall be accomplished and submitted to the Human Resource Management Officer of the Schools Division Office, viz:

- A. Certified True Copy of the daily Time Record (DTR)/ CS Form 48 (the same DTR that supports the monthly salary)
- B. Accomplishment Report approved by the Head of Office/Functional Division Chief;
- C. Certification of Attendance for overtime services rendered outside of the Office/Station (Annex A);
- D. Memorandum or letter of authority from the Schools Division Superintendent and/or Regional Director.


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4. The monitors shall submit these documents with the accomplished M and E tool a week after the conduct of the portfolio day at the CID Office. The list of monitors shall be released on a separate advisory.
5. **Only the First Quarter Learners' Outputs shall be displayed. These are activity outputs or performance tasks in the learning area, aligned to the competencies taught in the first quarter.** Further, the list of suggested learners' outputs to be displayed and M and E tool are in the enclosure.
6. Travel expenses of Division Monitors shall be charged to the Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.


PETER J. GALIMBA
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent


Enclosure: RM 118, s. 2025

Allotment: 1-2-3-6-9

Perpetual Index:

TECHNICAL ASSISTANCE SCHOOL HEADS CURRICULUM ASSESSMENT

Torres/CID 8-7-25



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 18, s. 2025

**CONDUCT OF THE SCHOOL-BASED PORTFOLIO DAY
IN THE NEGROS ISLAND REGION**

To: Schools Division Superintendents
All Others Concerned

1. To ensure the meaningful realization of the DepEd Negros Island Region's (NIR) mantra "For Every Learner, We Rise," this Office, through the Curriculum and Learning Management Division (CLMD), announces the Conduct of the School-Based Portfolio Day in the Negros Island Region for School Year 2025–2026.
2. The activity aligns with the Parent-Teacher Conference and Report Card Distribution as provided in DepEd Order No. 12, s. 2025 on the Multi-Year Implementing Guidelines on the School Calendar and Activities.
3. The School-Based Portfolio Day in the Negros Island Region aims to:
 - a. provide learners with the opportunities to take pride in their learning by presenting meaningful outputs, such as written works, projects, and reflections that show their growth beyond grades;
 - b. help parents and guardians gain a deeper understanding of what and how their children are learning, allowing them to become active partners in their children's education;
 - c. transform the usual distribution of report cards into a more engaging, learner-centered experience that highlights not only academic performance but the stories behind the scores;
 - d. create a safe and welcoming space for open and learning-focused conversations among teachers and parents; and
 - e. encourage collaboration in addressing learners' needs in academic or personal aspects through honest dialogue and joint planning between home and school.
4. The following schedule shall be followed:

Quarter	Schedule
First Quarter	August 30, 2025
Second Quarter	November 8, 2025
Third Quarter	January 31, 2026



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Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>


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5. Enclosed are the list of suggested learners' outputs to be displayed (Enclosure No. 1) and the Monitoring and Evaluation Tool (Enclosure No. 2).
6. The Schools Division Superintendents shall ensure compliance with the conduct of the activities by assigning division or district monitors. Quarterly report with pictures shall be submitted to this Office a week after the conduct of the said activity.
7. Since the activity falls on a weekend, teachers are entitled to Service Credits for their services but not to exceed 15 days in accordance with DepEd Order No. 53, s. 2003 entitled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers." On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
8. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
CURRICULUM
CONFERENCES

NMPD-REGS. CAMP-PM: Conduct of the School-based Post-Examination in the Negros Island Region
062-JUN-03-2018



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



Republic of the Philippines
Department of Education
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Enclosure No. 1 to RM No. _____, s. 2025

LIST OF SUGGESTED LEARNERS' OUTPUTS TO BE DISPLAYED

The following are the suggested outputs per learning area to be presented during the School-Based Portfolio Day in the Negros Island Region:

English & Filipino	Science	Mathematics
<ul style="list-style-type: none"> Creative Writing Samples: Short stories, poems, essays, and other written outputs Reading Logs: Summaries and reflections on books read Book Reviews: Written or video reviews of favorite books Presentations: Slideshows or posters on a literary topic Debate Reflections: Notes or reflections from debates or discussions 	<ul style="list-style-type: none"> Lab Reports: Detailed reports on experiments conducted Projects: Science fair projects or research papers Posters: Informational posters on scientific concepts Data Analysis: Graphs and charts from experiments or surveys Other written outputs 	<ul style="list-style-type: none"> Problem Sets: Examples of solved problems or challenges Projects: Real-world applications of math concepts, like budgeting or architecture Math Journals: Reflections on learning progress or strategies Presentations: Demonstrations of math concepts or group projects Games: Descriptions or creations of math-related games
Araling-Panlipunan	TLE/TVL	MAPEH
<ul style="list-style-type: none"> Research Projects: Papers or presentations on historical figures or events Diaries or Letters: Creative writing pieces from different historical perspectives Maps: Drawn or digital maps highlighting significant historical locations Cultural Studies: Projects on different cultures or traditions 	<ul style="list-style-type: none"> Project Portfolios: Samples of work or completed projects (e.g., woodworking, culinary) Skill Assessments: Certificates or evaluations of skills learned Reflective Journals: Entries documenting the learning process and challenges faced Videos: Demonstrations of skills or processes 	<ul style="list-style-type: none"> Performance Recordings: Videos or audio of performances Compositions: Original music pieces or arrangements Artwork Samples: Drawings, paintings, or digital art Art Projects: Documentation of larger projects, including sketches and final pieces



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<ul style="list-style-type: none">• Debate Summaries: Reflections on class debates about historical or current events• Other written outputs	<ul style="list-style-type: none">• Business Plans: Written proposals for entrepreneurial projects• Other Learning Proofs: Entrepreneurial/IGP records, community involvement outputs, immersion journals	<ul style="list-style-type: none">• Fitness Assessments: Records of personal fitness goals and achievements• Skill Demonstrations: Videos or presentations of sports skills or techniques• Stage Presentations
ESP	Other Possible Outputs/Activities	
<ul style="list-style-type: none">• Reflection Essays: Written pieces on values learned throughout the year• Community Service Projects: Documentation of volunteer work and its impact• Group Discussions: Summaries of discussions on values and ethics• Personal Goals: Statements outlining personal values and goals• Artistic Expressions: Creative works that represent personal values (e.g., poems, drawings)	<ul style="list-style-type: none">• Outputs showing financial literacy, campus journalism, or peace education integration• Cross Wire of Outputs• Curating other school spaces to displace learners' outputs or achievements• Conduct of simple classroom-based programs to showcase learners' stage performances• Business simulation for ABM learners	

The outputs to be presented during the Portfolio Day should be closely aligned with the competencies covered within the quarter. The suggested list of outputs serves only as a guide and may be modified as needed. Teachers are encouraged to ensure that all showcased work reflects the learners' progress in relation to the targeted learning competencies and may also explore other relevant outputs that demonstrate growth. All exhibits must be arranged within the learners' respective homerooms and organized under the supervision and guidance of the class adviser.



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Enclosure No. 2 to RM No. _____, s. 2025

SCHOOL-BASED PORTFOLIO DAY IN THE NEGROS ISLAND 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	
<u>The school has...</u>			
1. showcased the different written works and performance task outputs of learners			
2. checked the alignment of portfolio contents to the _____ quarter learning competencies of each learning area			
3. presented portfolio contents of that were assessed by the teacher using appropriate rubrics			
4. conducted a conference/dialogue with parents/guardians			
5. included learning-focused topics/agenda during the parent-teacher conference			
6. discussed relevant issues and concerns regarding learners' academic and non-			



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academic performances during parent-teacher conference

7. distributed learners' report card to parents/guardians

8. possessed a vibrant atmosphere to encourage parents' attendance and participation during the School-Based Portfolio Day

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:

RO Monitor

Conformed:

SDO Monitor/s

DepED



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Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

JUL 03 2025

REGIONAL MEMORANDUM
No. 118, s. 2025

**CONDUCT OF THE SCHOOL-BASED PORTFOLIO DAY
IN THE NEGROS ISLAND REGION**

To: Schools Division Superintendents
All Others Concerned

1. To ensure the meaningful realization of the DepEd Negros Island Region's (NIR) mantra "For Every Learner, We Rise," this Office, through the Curriculum and Learning Management Division (CLMD), announces the Conduct of the School-Based Portfolio Day in the Negros Island Region for School Year 2025–2026.

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4. The following schedule shall be followed:

Quarter	Schedule
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5. Enclosed are the list of suggested learners' outputs to be displayed (Enclosure No. 1) and the Monitoring and Evaluation Tool (Enclosure No. 2).

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RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: As stated

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

ASSESSMENT
CURRICULUM
CONFERENCES

MMPR/KYS/CLMD-RM- Conduct of the School-Based Portfolio Day in the Negros Island Region
002/July 03, 2025



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Enclosure No. 1 to RM No. _____, s. 2025

LIST OF SUGGESTED LEARNERS' OUTPUTS TO BE DISPLAYED

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Araling-Panlipunan	TLE/TVL	MAPEH
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Republic of the Philippines
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Enclosure No. 2 to RM No. _____, s. 2025

SCHOOL-BASED PORTFOLIO DAY IN THE NEGROS ISLAND REGION
Monitoring & Evaluation Tool

Schools Division: _____

School: _____ School Head: _____

School Year: _____ Quarter: _____ Date: _____

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

Qualitative Indicator	Findings		Remarks
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<i>The school has...</i>			
1. showcased the different written works and performance task outputs of learners			
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3. presented portfolio contents of that were assessed by the teacher using appropriate rubrics			
4. conducted a conference/dialogue with parents/guardians			
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academic performances during parent-teacher conference			
7. distributed learners' report card to parents/guardians			
8. possessed a vibrant atmosphere to encourage parents' attendance and participation during the School-Based Portfolio Day			

Top 3 Unique Practices/Mechanisms in the Monitoring of the School-Based Portfolio Day:

1. _____
2. _____
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Top 3 Issues and Concerns Captured during the Monitoring and Evaluation:

1. _____
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RO Monitor

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SDO Monitor/s