



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

December 6, 2024

DIVISION MEMORANDUM

No. 784, s. 2024

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 December 14, 2024.
2. This activity aims to check 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. Attached is the monitoring tool for information and guidance.
5. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated
To be included in the Perpetual Index
Under the following subjects:

LEARNERS PORTFOLIO



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



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**MONITORING TOOL FOR THE CONDUCT OF THE
SCHOOL-BASED PORTFOLIO DAY**

School: _____ School ID: _____

School Head: _____ Date of Monitoring: _____

Activities Conducted: (Please check)

- showcase of learners' written works/performance tasks outputs
- conduct of parents/guardians' conferences
- distribution of learners' report cards to parents/guardians
- conduct of learning-focused dialogues with parents/guardians

Indicators	Evident	Not evident	Remarks
1. Portfolio entries are congruent with content standards/performance standards/ learning competencies/ instructional objectives.			
2. All learning areas are incorporated in learners' portfolios.			
3. Learners' outputs were checked by teachers.			
4. Teacher's feedback is evident in the learner's portfolio.			
5. Innovative portfolio entries other than what are suggested are observed.			
6. Portfolios are accessible to parents/guardians, learners, and other stakeholders.			
7. Portfolio is assessed thru rubrics or set of criteria.			
6. Display area is systematically planned.			

Other Comments: _____

Monitoring Official/s:

Designation

Conforme:

School Head



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