



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

Aug 27, 2025

**DIVISION MEMORANDUM**

No. 517, s. 2025

**MONITORING AND EVALUATION OF THE SCHOOL-BASED PORTFOLIO DAY IN  
THE NEGROS ISLAND REGION (1st QUARTER) IMPLEMENTATION**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors – CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Secondary School Heads  
All Others Concerned

1. Enclosed is Regional Memorandum No. 304, s. 2025, dated August 26, 2025 titled "Monitoring and Evaluation of the School-Based Portfolio Day in the Negros Island Region (1<sup>st</sup> Quarter) Implementation."
2. Immediate and wide dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Enclosure : As stated  
Reference : RM No.304, s. 2025  
Allotment : N/A  
No. of Pages : 5  
To be indicate in the **Perpetual Index** under the following subjects:

**M & E CURRICULUM SCHOOL-BASED PORTFOLIO DAY**

FN: AMM 8/26/25/CID



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Department of Education  
NEGROS ISLAND REGION

DEPARTMENT OF EDUCATION  
DIVISION OF SAGAY CITY

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REGIONAL MEMORANDUM  
No. 304, s. 2025

**MONITORING AND EVALUATION OF THE SCHOOL-BASED PORTFOLIO DAY  
IN THE NEGROS ISLAND REGION (1<sup>ST</sup> QUARTER) IMPLEMENTATION**

To: Schools Division Superintendents  
All Others Concerned

1. Pursuant to Regional Memorandum No. 118, s. 2025 titled Conduct of the School-Based Portfolio Day in the Negros Island Region, this Office, in close coordination with the Schools Division Office (SDO) – Curriculum and Implementation Division (CID), shall conduct an on-site monitoring and evaluation of the School-Based Portfolio Day Implementation for the First Quarter of School Year 2025-2026 on **August 30, 2025**.
2. The activity aims to monitor, gather best practices, and provide technical assistance relative to the conduct of the above-mentioned activity.
3. The monitoring tool, enclosed in Regional Memorandum No. 118, s. 2025, shall be used by all regional and division monitors in the conduct of the monitoring.
4. Enclosed is the list of regional monitors to be deployed in the different schools division offices. Each regional office monitor shall be accompanied by two (2) division office personnel designated by the Schools Division Superintendent.
5. Likewise, Schools Division Superintendents, Assistant Schools Division Superintendents, Curriculum Implementation Division (CID) Chiefs, and School Governance and Operations Division (SGOD) Chiefs are encouraged to monitor the conduct of the School-Based Portfolio Day.
6. The **SDO Portfolio Day Focal Person** shall consolidate all monitoring reports and submit the Division Consolidated Report to the Regional Office, through the Curriculum and Learning Management Division (CLMD), not later than **September 12, 2025**.
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. 13, s. 2024 entitled "Revised Guidelines on the Grant of Vacation Service Credits for 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



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(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  
MONITORING AND EVALUATION

MMPR/KYS/CLMD-RA- 2025 Institutionalization of the School-Based Portfolio Day  
006/Aug 22, 2025



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Enclosure No. 1 to RM No. \_\_\_\_\_, s. 2025

**MONITORING AND EVALUATION OF THE SCHOOL-BASED PORTFOLIO DAY  
IN THE NEGROS ISLAND REGION (1<sup>ST</sup> QUARTER) IMPLEMENTATION**

**LIST OF REGIONAL OFFICE MONITORS**

<b>Functional Division</b>	<b>SDO</b>	<b>Assigned Monitor</b>	<b>Position/ Designation</b>
<b>CLMD</b>	Canlaon City	Eric S. Bacolado, Jr.	Education Program Supervisor - Designate
	Bacolod City	Jose Ernie M. Buelos	Education Program Supervisor - Designate
	Negros Occidental	Nonito T. Guanzon	Education Program Supervisor - Designate
	Sipalay City	Jose Leonardo L. Degillo	Education Program Supervisor - Designate
	Escalante City	Mary Grace C. Delos Reyes	Education Program Supervisor - Designate
	Tanjay City	Mayleen Joy V. Fariñas	Education Program Supervisor - Designate
	La Carlota City	Roger D. Raymundo	Education Program Supervisor - Designate
	Silay City	Ma. Melanie P. Romero	Education Program Supervisor - Designate
	Bais City	Katherine Y. Sedillo	Education Program Supervisor - Designate
	<b>FTAD</b>	Himamaylan City	Roy D. Villacorte
Victorias City		Nestor A. Amisola	Education Program Supervisor - Designate
<b>HRDD</b>	San Carlos City	Alan D. Bautista	Education Program Supervisor - Designate
	Cadiz City	Raffy L. Berina	Education Program Supervisor - Designate
<b>PPRD</b>	Bago City	Joey Ian C. Singson	Education Program Supervisor - Designate
	Dumaguete City	Karla P. Antonio	Planning Officer III - Designate



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Functional Division	SDO	Assigned Monitor	Position/ Designation
QAD	Kabankalan City	Jose D. S. Albert Recto	Education Program Supervisor - Designate
	Sagay City	Rene M. Encabo	Education Program Supervisor - Designate
	Siquijor	Ednel N. Matula	Education Program Supervisor - Designate
	Negros Oriental	Glenda G. Cadelina	Education Program Supervisor - Designate
	Bayawan City	Cherry Lita D. Bulata	Education Program Supervisor - Designate
	Guihulngan City	Luisito R. Divinagracia	Education Program Supervisor - Designate

The following Regional Office Functional Division OIC Chiefs shall also take part in the monitoring:

- ESSD – Ma. Cynthia Lira Quejada
- CLMD – G.L. John C. Haro
- FTAD – Sol Grace Timola
- HRDD – Noel Santillan
- PPRD – Serafin Fariñas
- QAD – Melvin Niñal
- ADMIN – Romeo Sanchez
- FINANCE – Gauvin Absin



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