



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

DIVISION MEMORANDUM

No. 059 s. 2026

JAN 29 2026

**MONITORING AND EVALUATION OF THE 3RD QUARTER SCHOOL-BASED
PORTFOLIO DAY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
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 informs the field the conduct of the on-site monitoring and evaluation of the **School-Based Portfolio Day Implementation** for the Third Quarter of School Year 2025-2026 on **January 31, 2026**.
2. The activity aims to document best practices, monitor the quality of implementation, and provide technical assistance to ensure effective conduct of the program.
3. Enclosed to this Memorandum are the Monitoring Team composition and the Monitoring and Evaluation Tool.
4. Since the School-Based Portfolio Day 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 and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered.
5. It is understood that in the conduct of this activity, there shall be no discrimination of participants on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
6. Immediate and widest dissemination of this Memorandum is desired.

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



Number of pages including this document: 3
Encl: As stated
References: Regional Memorandum No. 118, s. 2025
To be indicated in the perpetual index
Under the following subjects:

MONITORING AND EVALUATION





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Enclosure No. 1 of Division Memorandum No. 0591, s. 2026

**DIVISION FIELD TECHNICAL ASSISTANCE TEAM/ MONITORING AND
EVALUATION TEAM**

District	TEAM LEADERS	SGOD	CID	OSDS
District 1-A	Glendame E. Flores	Princess Harney Basa	Romeo B. Santillan	Stephany G. Abiles
District 1-B	Marilyn B. Gamboa	Araceli A. Craus	Cesar C. Demafiles	Aimee Emnace
District 1-C	Benjie D. Bautista	Decelyn Doletin	Marlon C. Dublin	Ma. Leah Linda Tan
District 1-D	Gina J. Radan	Josette P. Balandra	Marlon L. Solivio	Josie Rebusquillo
District 2-A	Richard T. Rubin	Aroebelle Pearl L. Pasamanero	Feliciano Mercurio	Rhea Baroba
District 2-B	Glenda S. Tan	Junmarl B. Alconga	Elizabeth B. Romo	Rhodora Desamparado
District 3-A	Jonel S. Mañale	Brenda Dina Labangco	Nova B. Zamora	Louiene Grace Macatual
District 3-B	Eleanor Y. Lo	Lisette Grace Cabalang	Jordan T. Beleganio	Jonah Uypico
District 3-C	Benito B. Aquino	Dr. Rizza Faye Barcenilla	Salvacion D. Enso	Romie Osal
District 3-D	Analie V. Buhayan	James Sabio	Cynthia D. Marifosque	Atty. Barbara Ann Tolentino



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Enclosure No. 2 of Division Memorandum No. 029, s. 2026

**SCHOOL-BASED PORTFOLIO DAY IN THE NEGROS ISLAND REGION
 MONITORING AND 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	
<i>The school has...</i>			
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 topic/agenda during the parent-teacher conference			
6. discussed relevant issues and concerns regarding learners' academic and non-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 School-based Portfolio Day			

Top 3 Unique/Best Practices/Mechanisms in the School-Based Portfolio Day

1. _____
2. _____
3. _____

Top 3 Issued and Concerns Captured during the Monitoring and Evaluation:

1. _____
2. _____
3. _____

Prepared by:

 SDO Monitor

Conformed:

 School Head

