



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 MAY 2023

DIVISION MEMORANDUM
No. 24 s. 2023

**SECOND DIVISION READING, WRITING AND NUMERACY ASSESSMENT
VALIDATION**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to DepEd Order No. 70, s. 2011 (Every Child a Reader Program or ECARP) and DepEd Memo 173, s. 2019 *Hamon: Bawat Bata Bumabasa* (3 B's Initiative), this office through the Curriculum Implementation Division (CID) shall conduct the **Second Division Reading, Writing and Numeracy Assessment Validation** (DReWNAV) on May to June 2023.
2. The activity aims to:
 - a. validate the school reading, writing and numeracy assessment of learners
 - b. continuously promote reading, writing and numeracy advocacies
3. All schools are requested to ensure health protocols for the learners, school and division personnel before, during and after the assessment validation.
4. The Education Program Supervisors, select CID Personnel, School Heads and select department heads shall serve as Validators in Grades 1 – 7 (Filipino), Grades 2 - 7 (English) and Grades 1-7 (Numeracy). All learners shall participate except those who do not have Parental Consent.
5. The School Heads in cooperation with the Reading and Numeracy Coordinators and Advisers shall prepare a List of Learners per Grade Level in soft and hard copies following the validation template.
6. It is also expected that all schools have already conducted the post reading and numeracy evaluation/test.
7. Relative to this, a Virtual Orientation shall be conducted on May 22, 2022, Monday at 2:00 PM with the CID Personnel, School Heads, Reading and Numeracy Coordinators, select Department Heads and other members of the Validating Team via Google Meet: <https://meet.google.com/oqe-srub-huc>



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8. Enclosed are the Validation Templates, Terms of Reference, Timeline of Activities, and Technical Working Group.
9. For clarification and queries, please contact Richelle F. Quintero, EPS – English, Dr. Christian J. Bables, EPS – Filipino, Dr. Jerome A. Chavez, EPS – Mathematics or Dr. Edwin R. Rodriguez, CID Chief.
10. Immediate and widest dissemination of this memorandum is desired.

For:

CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ, Ed.D.
Chief Education Supervisor
Officer-In-Charge

Enc. As stated.

Enclosure 1:

**SECOND DIVISION READING, WRITING AND NUMERACY ASSESSMENT
VALIDATION
SY. 2022 – 2023**

SCHOOL		DATE	
SCHOOL HEAD		VALIDATOR	
GRADE LEVEL		POSTTEST	SY. 2022 – 2023
SECTION		ADVISER	
NO. OF ENROLLEES	MALE TOTAL	FEMALE TOTAL	FILIPINO TEACHER
NO. OF TEST TAKERS	MALE TOTAL	FEMALE TOTAL	ENGLISH TEACHER
			MATH TEACHER

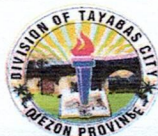
NO.	NAME OF LEARNERS	ENGLISH				FILIPINO				NUMERACY			
		I N D	I N S	F R U	N R	I N D	I N S	F R U	N R	Above Average Numera tes	Average Numeratorate	Eme rgen t	Non - Nu mer ate
	MALE												
1													
2													
3													
4													
5													
	SUBTOTAL												
	FEMALE												
1													
2													
3													
4													
5													
	SUBTOTAL												
	GRAND TOTAL												

OBSERVATION

Prepared by:

VALIDATOR

NAME & SIGNATURE



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Enclosure 2:

**SECOND DIVISION READING, WRITING AND NUMERACY ASSESSMENT
VALIDATION
SCHOOL SUMMARY**

SY. 2022 – 2023

SCHOOL	Eugenio Francia Elem School	DATE	May 25, 2023
SCHOOL HEAD	Luz A. Pacaigue	TEAM LEADER/ EPS	Richelle F. Quintero
NO. OF SECTIONS		READING COOR	
POSTTEST	SY. 2022– 2023	NUMERACY COOR	

GRADE LEVEL	NO. OF ENR OLL EES	NO. OF TES T TAK ERS	ENGLISH				FILIPINO				NUMERACY			
			I N D	I N S	F R U	N	I N D	I N S	F R U	N	Above Avera ge Numer ates	Aver age Numer ate	Emer gent	Non- Numer ate
MALE														
Grade 1														
Grade 2														
Grade 3														
Grade 4														
Grade 5														
Grade 6														
Grade 7														
SUBTOTAL														
FEMALE														
Grade 1														
Grade 2														
Grade 3														

Grade 4																			
Grade 5																			
Grade 6																			
Grade 7																			
SUBTOTAL																			
GRAND TOTAL																			

OBSERVATION

Prepared by:

**TEAM
SECRETARIATS
(READING AND
NUMERACY
COORDINATORS)**

NAME & SIGNATURE

Noted by:

VALIDATOR

NAME & SIGNATURE



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Enclosure 3:

**SECOND DIVISION READING, WRITING AND NUMERACY ASSESSMENT
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TIMELINE OF ACTIVITIES

ACTIVITY	DATE	PARTICIPANTS
Office Meeting	May 15, 2023	CID Chief EPS – English EPS – Filipino EPS- Math
Orientation & Kick Off of the Second Division Reading, Writing & Numeracy Validation	May 22, 2023 2:00 PM	CID Chief EPS – English EPS – Filipino EPS- Math School Heads Select Department Heads Reading Coordinators Numeracy Coordinators
Printing Reading, Writing and Numeracy Validation Tools	May 22-23, 2023	EPS – English EPS – Filipino EPS- Math Support Staff
Briefing/ Distribution of Tools during Validation with Teams in respective schools	May 24, 2023	CID Chief EPS – English EPS – Filipino EPS- Math School Heads Reading Coordinators Numeracy Coordinators ICT/ Media Team Documenters
Conduct of Second Division Reading, Writing & Numeracy Assessment Validation	May 24, 2023 onwards	CID Chief CID Personnel School Heads Select Department Heads Reading Coordinators Numeracy Coordinators Teachers Learners
Preparation of Certificates for Technical Working Group	June 12-16, 2023	EPS – English EPS – Filipino EPS- Math Support Staff
Division Reading, Writing & Numeracy Validation Closing Ceremony and Distribution of Certificates	June 20, 2023	CID Chief CID Personnel School Heads Select Department Heads Reading Coordinators Numeracy Coordinators

		ICT/ Media Team News Reporters Support Staff
Debriefing	June 22, 2023	CID Chief CID Personnel School Heads Select Department Heads
Submission of Division Reading, Writing & Numeracy Assessment Validation Report to CID Chief	July 3, 2023	EPS – English EPS – Filipino EPS – Math

Enclosure 4:

**SECOND DIVISION READING, WRITING AND NUMERACY ASSESSMENT
VALIDATION**

DIVISION TECHNICAL WORKING GROUP (DTWG)

Consultants	SDS Celedonio B. Balderas Jr. OIC-ASDS Antonio P. Faustino Jr.
Executive Chair	CID Chief Edwin R. Rodriguez
Program Chairs	Jerome A. Chavez, EPS - Mathematics Christian J. Bables, EPS - Filipino Richelle F. Quintero, EPS - English
Reading Validators	Richelle F. Quintero, EPS - English Christian J. Bables, EPS - Filipino Michael Leonard D. Lubiano, EPS - Science Jerome A. Chavez, EPS - Mathematics Mildred Z. Galleno, EPS - SPED/Kinder Generosa F. Zubieta, EPS - LRMDs Sancho C. Calatrava, EPS -AP Sherwin C. Quesea, EPS - MAPEH Louie L. Fulleo, EPS -TLE Joseph Jay Aureada, EPS- EsP Teofila A. Ocumin, EPS II School Heads Select Department Heads
Validation Secretariats	School Reading Coordinators School Numeracy Coordinators
Support Staff (Printing of Materials/ Certificates)	Frenalyne B. Tabernilla Mary Margaret C. Quesea Jessica S. Fortuny Nizza A. Merto
News Reporter	Alfonso V. Mabuting - LPIHS Mary Joy B. Talavera - LPIHS Karren Fatima G. Gomez - LPIHS
Photographers/ Videographers	Division ICT/ Media Team ITO Mark Bryan Valencia Jerome A. Javin John Frederick Q. Mendoza Jhommel V. Saligumba



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Enclosure 5:

**SECOND DIVISION READING, WRITING AND NUMERACY ASSESSMENT
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TERMS OF REFERENCE

A. Executive Chair

He shall

- serve as the overall decision-making body for the Division Reading, Writing and Numeracy Assessment Validation (DReWNAV)

B. Program Chairs

He/ She shall

- plan and lead the DTWG
- issue memorandum and related issuances regarding the literacy and numeracy assessment validation
- coordinate with the DTWG regarding the schedule and other related information to ensure the smooth implementation of the reading, writing and numeracy assessment validation
- coordinate with the School Heads and Reading and Numeracy Coordinators

C. Validators (CID Personnel and School Heads)

He/ She shall

- assess the learners one at a time
- accomplish the Validation Tool
- attend the debriefing session at the end of the validation
- ensure assessment results are encoded online

D. Validation Secretariat (Reading and Numeracy Coordinators)

He/ She shall

- assist validators on data encoding
- collect all validation tools
- compute the overall score per Grade Level
- collaborate with the Reading, Writing & Numeracy Validators (CID Personnel and School Heads)
- submit the Summary Sheet to the EPS/ Team Leader
- ensure assessment results are encoded online

E. Support Staff

He/ She shall

- prepare and process memo, travel order, certificates, and other documents
- print the reading, writing and numeracy materials



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- take photos, screenshots of preparatory activities and orientation/debriefing
- operate the slide presentation during Orientation/ Online Meeting/ Debriefing, etc

F. News Reporter

He/ She shall

- gather necessary data for the News Write-up
- interview persons if necessary
- submit the News Write-up in time for online publication
- provide instructions to Photographers/ Videographers for important shots to be taken

G. Photographers/ Videographers

He/ She shall

- collaborate with the News Reporter
- shoot important parts of the activity
- consolidate all videos and photos in Google Drive
- submit all files to Program Chairs

H. School Heads

He/ She shall

- ensure health and safety protocols are observed.
- lead the preparation of List of Learners following the Validation template.
- ensure availability of school reading and numeracy data
- ensure readiness of the teachers and learners.