



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

24 September 2024

DIVISION MEMORANDUM

No. 648 s. 2024

**THIRD DIVISION READING ASSESSMENT VALIDATION**

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

1. As part of the division's efforts to improve the reading level of learners articulated in the **MATATAG Agenda** and the **Learning Recovery Program** and pursuant to **DepEd Order No. 70, s. 2011 (Every Child a Reader Program or ECARP, DepEd Memo No. 173, s. 2019 Hamon: Bawat Bata Bumabasa (3 B's Initiative))** and **National Reading Program (NRP)**, this Office, through the **Curriculum Implementation Division (CID)**, announces the **Third Division Reading Assessment Validation (DRAV)** on **October 7 - 10, 2024** at **8:00 A.M.** onwards.
2. The Activity aims to:
  - a. validate the school reading assessment of learners
  - b. continuously promote reading in SDO Tayabas City
3. Chief Education Program Supervisor, Education Program Supervisors, other CID Personnel, School Heads and select department heads and master teachers shall serve as Validators in Grades 1 – 7 (Filipino), and Grades 2 - 7 (English). All learners shall participate except those who do not have Parental Consent.
4. The School Heads in cooperation with the Reading Coordinators and Advisers shall prepare a List of Learners per Grade Level in soft and hard copies following the validation template.
5. It is also expected that all schools have already conducted the pre-reading evaluation/test.
6. Enclosed are the Division Technical Working Group, Terms of Reference, and Timeline of Activities.
7. The division technical working group and other validators shall adhere to the minimum health and safety protocols implemented by the Department of Health (DOH).

8. Participation shall be subject to the no-disruption-of-classes policy stipulated in **DepEd Order No. 9, s. 2005** entitled **Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith**, and DepEd Office of the Assistant Secretary for Governance and Field Operations (OASGFO) **Memorandum No. 2022-058** with the subject Request for the Participation of Learners and Teachers in Extra-Curricular Activities.
9. Transportation and other incidental expenses shall be charged against the available division/ school Maintenance and Other Operating Expenses (MOOE), and/or other local funds subject to the usual accounting and auditing procedures and regulations.
10. All inquiries may be addressed to **Richelle F. Quintero** and **Christian J. Bables**, Education Program Supervisors, of the Curriculum Implementation Division (CID) through the tel. no. **(042) 785 - 9615 local 107**.
11. Immediate and widest dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

**HERBERT D. PEREZ**  
Assistant Schools Division Superintendent  
Officer-In-Charge

Encl: As stated

Reference: Matatag Agenda

DO No. 70, s. 2011

DM No. 173, s. 2019

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

READING

CID – third division reading assessment validation  
CIDDNN5S-001123/September 24, 2024



Enclosure 1

**DIVISION TECHNICAL WORKING GROUP (DTWG)**

**EXECUTIVE COMMITTEE**

<b>Overall Chairperson</b>	SDS Celedonio B. Balderas Jr.
<b>Overall Co-Chairperson</b>	ASDS Herbert D. Perez
<b>Program Chief</b>	CID Chief Edwin R. Rodriguez
<b>Program Supervisors</b>	EPS Luzviminda Cynthia Richelle F. Quintero EPS Christian J. Bables
<b>Reading Validators</b>	Edwin R. Rodriguez, CID Chief 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/ALS Generosa F. Zubieta, EPS - LRMSD Mikael Sandino T. Andrey, EPS -AP Sherwin C. Quesea, EPS - MAPEH Louie L. Fullado, EPS -TLE/EPP Joseph Jay Aureada, EPS- EsP Teofila A. Ocumin, EPS II- ALS School Heads Select Department Heads and Master Teachers
<b>Validation Secretariats</b>	School Reading/ ELLN Coordinators
<b>Support Staff (Printing of Materials/ Certificates)</b>	Adrian R. Aguirre Jessica S. Fortuny Nizza A. Merto Ermelo A. Escobiñas Edna E. Eclavea
<b>Documenters/ News Reporters</b>	Alfonso V. Mabuting - LPIHS Gee Anne Cabuyao - LPIHS Jefferson V. Amparo - LPIHS Joel Bregondo Jr. - LPIHS
<b>Photographers/ Videographers</b>	Division ICT/ Media Team ITO Mark Bryan Valencia Jerome A. Javin John Frederick Q. Mendoza John Marfin M. Tabaquero Jojo J. Oabel

Enclosure 2

### TERMS OF REFERENCE

**A. Chairperson/ Co-Chairperson /Program Chief**

He shall

- serve as the decision-making body for the Division Reading Assessment Validation (DRAV)

**B. Program Chair**

He/ She shall

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

**C. Validator (CID Personnel, School Heads and Select Department 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/ ELLN Coordinators)**

He/ She shall

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

**E. Support Staff**

He/ She shall

- Process signing of memo, travel order, certificates, and other documents
- print the reading materials and record sheets
- take photos, screenshots of preparatory activities and orientation/ debriefing
- operate the slide presentation during Orientation/ Online Meeting/ Debriefing, etc
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**F. Documenter/ News Reporter**

He/ She shall

- gather necessary data for the Documentation and 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 data
- ensure readiness of the teachers and learners.

Enclosure 3

**TIMELINE OF ACTIVITIES**

ACTIVITY	DATE	PARTICIPANTS
Office Meeting Preparation of Memo	September 20, 2024	CID Chief Education Program Supervisor – English Education Program Supervisor – Filipino
Orientation & Kick Off of the Third Division Reading Assessment Validation (DRAV)	September 27, 2024 2:00 PM	CID Chief Education Program Supervisor – English Education Program Supervisor – Filipino School Heads Select Department Heads Reading Coordinators ELLN Coordinators
Selection and Preparation of Reading Materials	September 22, 2024	Education Program Supervisor – English Education Program Supervisor – Filipino
Printing Reading Assessment Validation Tools	September 22, 2024 to October 2, 2024	Education Program Supervisor – English Education Program Supervisor – Filipino Support Staff
Briefing/ Distribution of Tools during Validation with Teams in respective schools	October 3-4, 2023	CID Chief Education Program Supervisor – English Education Program Supervisor – Filipino School Heads Reading Coordinators ELLN Coordinators ICT/ Media Team Documenters/ News Reporter
Conduct of Third Division Reading Assessment Validation (DRAV)	October 7-10, 2024	CID Chief Education Program Supervisors CID Personnel School Heads Select Department Heads Reading Coordinators ELLN Coordinators Teachers Learners
Preparation of Certificates for the Division Technical Working Group	October 14-17, 2024	EPS – English EPS – Filipino Support Staff

Division Reading Assessment Validation Closing Ceremony and Distribution of Certificates	October 25, 2024	CID Chief Education Program Supervisors CID Personnel School Heads Select Department Heads Reading Coordinators ELLN Coordinators ICT/ Media Team Documenter/ News Reporters Support Staff
Debriefing	October 25, 2024	CID Chief CID Personnel School Heads Select Department Heads