



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF TAYABAS
Tayabas City



August 15, 2018

DIVISION MEMO
NO. 287, s. 2018

**TO CHIEF EDUCATION SUPERVISORS, CID AND SGOD
HEADS, ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

FROM CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

**SUBJECT SUBMISSION AND PRESENTATION OF WORK PLAN AND INITIAL
ACCOMPLISHMENT REPORT IN READING AND CAMPUS
JOURNALISM**

DATE August 15, 2018

1. Pursuant to DepEd Order No. 70, s. 2011 (Every Child a Reader Program or ECARP), DepEd Order No. 14, s. 2018 (Policy Guidelines on the Administration of the Revised Philippine Informal Reading Inventory or Phil IRI), Regional Order No. 1, s. 2018 (Regional Guidelines on Comprehensive Reading Policies) and Regional Memo No. 312, s. 2018 (Brigada for Every Child a Reader), DepEd Tayabas City through the Curriculum Implementation Division (CID) requests the school heads to submit and present their Work Plan and Initial Accomplishment Report in Reading this coming Literacy Month. Presidential Proclamation No. 239 declares the period from September 2-8 of every year as Literacy Week and UNESCO endorsed September 8 as International Literacy Day, which aims to promote reading and writing.
2. Likewise, the school heads shall submit and present the same for Campus Journalism Program and/ or Special Program in Journalism (SPJ) in support to the Republic Act 7079 (An Act Providing for the Development and Promotion of Campus Journalism or Campus Journalism Act of 1991).
3. The Work Plan in Reading shall include at least one (1) Reading Intervention Project of the School and School Monitoring Tool/ Checklist used to ensure the continuous improvement of the School Reading Program.
4. The Work Plan in Campus Journalism and/ or Special Program in Journalism (SPJ) shall include the Schedule of Classes per category, and the preliminary work or blue print of the School Paper which follows the standards of the regional and national schools press conferences.
5. Technical Assistance shall also be provided to the school heads after the presentation as it may deemed appropriate.
6. School heads are advised to come only in their allotted time.
7. Venue shall be in the office of the school head with projector for the presentation.
8. This activity shall serve as a preliminary assessment of the best schools with regards to the said programs.





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9. The best practices presented shall also be reflected in the Division Documentation in Reading and Campus Journalism to be submitted to the regional office.
10. Participation to this activity shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2015 entitled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*.
11. Attached are the schedule and venue of this activity and the guidelines for the presentation.
12. For questions, you may contact Richelle F. Quintero, EPS In-Charge in Reading and Campus Journalism.
13. Immediate dissemination and strict compliance of this memorandum are directed.

CID-READING AND CAMPUS JOURNALISM/ SUBMISSION AND PRESENTATION OF WORK PLAN AND INITIAL ACCOMPLISHMENT REPORT IN READING AND CAMPUS JOURNALISM

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Enclosure 1 to Division Memorandum No. 287, s. 2018

**Schedule of Submission and Presentation of Work Plan
and Initial Accomplishment Report in Reading and Campus Journalism**

DATE/ TIME/ VENUE	8:00	9:30	11:00	1:00	2:30	4:00
<u>Sept. 10</u> SPES	East Palale ES	North Palale ES	West Palale ES	South Palale ES	Alsam ES	Busal ES
<u>Sept. 11</u> LkES	Katigan- Alupay ES	Ilasan ES	Lawigue ES	Lakawan ES	Valencia ES	Masin ES
<u>Sept. 18</u> KES	Domoit ES	Froilan E.Lopez ES	Gibanga ES	Kalumpang ES	Malao-a- Calantas ES	Eugenio Francia ES
<u>Sept. 19</u> WES	Potol ES	Dapdap IS	Lalo ES	Wakas ES	Mate ES	Pandakaki ES
<u>Sept. 20</u> IAES	Ipilan-Alitao ES	TWCS IV	TWCS III	TWCS II	TWCS I	TECS I-III
<u>Sept. 21</u> Stand Alone SHS	RQMNHS	WPNHS	LPIHS	Stand Alone SHS	Interested Private S.	

Note: Please arrive in your allotted schedule. Thank you.





Enclosure 2 to Division Memorandum No. 287, s. 2018

Guidelines for Presentation of School Heads

I. READING

Slide Decks of the Powerpoint should be arranged as follows:

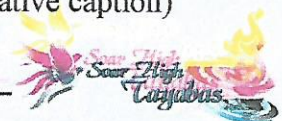
1. School Name and School Head with official email of school and contact number
2. List of Teachers in Reading per Grade Level with position, contact number, Facebook account and Educational Background (Please indicate if Teaching English or Filipino or both)
3. School Reading Team
 - a. Chief Reading Specialist (Reading Coordinator)
 - b. Reading Specialist in English
 - c. Reading Specialist in Filipino
4. Initial Accomplishment Report in Reading (Including Pictures with Caption)
 - a. Reading Performance (Current Numerical Data–Result of Phil IRI Pre-Reading Test and Reading Profile of Learners (Pre and Post Tests for the last 3 years)
 - b. Curriculum
 - c. Learning Delivery
 - d. Assessment, Evaluation, Monitoring
 - e. School Reading Program
 - f. Established Link with LGUs, TEIs, and Private Institutions/ Organizations
 - g. Brigada for Every Child A Reader Initiatives
 - h. School M & E Tool/ Checklist for Reading Monitoring in Classes
 - i. Other Pertinent Information related to Reading Policy Initiatives of the school
 - j. Pictorials of Best Practices (Should be quality pictures with informative caption)

(The above list is based on the Regional Comprehensive Reading Policies)

II. CAMPUS JOURNALISM

Slide Decks of the Powerpoint should be arranged as follows:

1. School Name and School Head with official email of school and contact number
2. CJ/ Campus Journalism Team Headed by the Chief School Paper Adviser/ SPJ Coordinator
 - a. List of Teachers/ Advisers in Campus Journalism with position, contact number, Facebook Account and Educational background
3. Class Schedule in Campus Journalism/ Matrix of Training per Category
4. List of Winners in Regional Schools Press Conference in the last five (5) years.
5. Pictorials of Best Practices (Should be quality pictures with informative caption)





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Enclosure 3 to Division Memorandum No. 207, s. 2018

MATRIX OF THE ACTIVITY

- I. STATEMENT OF PURPOSE IN READING**
- II. PRESENTATION OF SCHOOL READING PROGRAM**
- III. TECHNICAL ASSISTANCE IN READING**
- IV. AGREEMENT IN READING**
- V. STATEMENT OF PURPOSE IN CAMPUS**
- VI. PRESENTATION OF CAMPUS JOURNALISM PROGRAM**
- VII. TECHNICAL ASSISTANCE IN CAMPUS JOURNALISM/ SPECIAL PROGRAM IN JOURNALISM**
- VIII. TECHNICAL ASSISTANCE IN CJ/ SPJ**
- IX. AGREEMENT IN CJ/ SPJ**





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Enclosure 4 to Division Memorandum No. 287, s. 2018

ASSOCIATES IN READING AND CAMPUS JOURNALISM

EPS Richelle F. Quintero	- English
EPS Christian J. Bables	- Filipino

This serves as your Travel Order.

Note: Other EPSs, Chief EPS and other CID Staff may join depending on their availability.