Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City

October 8, 2018

Division Memorandum
No. 241, s. 2018

To: Public Schools District Supervisors
Heads of Public Elementary Schools

READING AND NUMERACY ASSESSMENT FOR GRADES 1, 2 AND 3

1. In support of the objectives of the Early Language, Literacy, and Numeracy Program (ELLNP) and Every Child a Reader Program (ECARP) this office will conduct a Reading Assessment for Grade 1 (Hiligaynon, Grade 2 (Filipino) and Grade 3 (English) pupils on **December 2018 - January 2019.**
2. Likewise, numeracy assessment will be given to all (Grades 1-3) pupils on the same dates.
3. The assessment is anchored on the following objectives:

    a. establish a Division reading data for Hiligaynon, Filipino, English and numeracy in the primary grades;
    b. identify and give recognition to schools without non-readers and non-numerates;
    c. feedback the results to the schools and districts to determine appropriate intervention programs.

4. Grades 1-3 advisers are requested to present School Forms 1 and 2.

5. The composition of Reading and Numeracy Assessment Teams, schedule and mechanics are found in Enclosure No. 1 and 2.

6. Expenses incurred relative to this activity shall be charged to the division local funds subject to the usual accounting and auditing rules and regulations.

7. Widest dissemination of this memorandum and full support to this activity are enjoined.

ROEL F. BERMEJO CESO V
Schools Division Superintendent

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

SCHEDULE AND VENUES OF READING AND NUMERACY ASSESSMENT

Date	District	Team
December 13 & 14, 2018	Pres. Roxas	Team A
	Pilar	Team B
	Cuartero	Team C
January 8 & 9 ,2019	Maayon	Team A
	Pontevedra	Team B
	Mambusao West	Team C
January 10 & 11, 2019	Dumalag	Team A
	Mambusao East	Team B
	Jamindan	Team C
January 15& 16, 2019	Dumarao	Team A
	Ivisan	Team B
	Dao	Team C
January 17 & 18, 2019	Tapaz West	Team A
	Panay	Team B
	Tapaz East	Team C
January 22 & 23, 2019	Sapian	Team A
	Panitan	Team B
	Sigma	Team C

Composition of the Reading and Numeracy Assessment Team

Technical Working Committee

ROEL F. BERMEJO.,CESO V
Schools Division Superintendent

Nicasio S. Frio
Acting Asst. Schools Division Superintendent

Segundina F. Dollete,EdD
Chief-Education Supervisor

Team A	Team B	Team C
Shirley A. De Juan*	Sephora M. Roldan*	Dr.Merlie J. Rubio*
Dr. Ruth Gervero	Andres D. Quiachon	Alan Vincent B. Altamia
Rosemarie Basas	Ronnie C. Reteracion	Elenia P. Baranda
Jonifer D. Alejandra	Warlito Potato	Vicente A. Lumaque
Zaldy B. Caalam	Dr. Ma. Theresa V. Villagracia	Dr.Angel A. Payo
Dr. Rolando Jamora	Celso Flamiano	Lalaine G. Fundal
Glenn Dollete	Dr.Linda A. Villasis	Dr. Heidelyn P. Geromiano
		Jepnie Barrido

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

Mechanics on how to conduct Reading and Numeracy Assessment

1. The Education Program Supervisors in-charge in MTB, Filipino, English and Math will prepare 6 sets of assessment tools.
2. Words will be taken from textbooks used in the three learning areas and basic fundamental operations for Mathematics.
3. Assessors will be given an assessment tool in the district office, then return the assessment tool to the team leader after the whole district is done.
4. Assessment tool will be different per district.
5. Set the mood of the class before starting the assessment.
6. Let the pupil read the words by pointing randomly to the listed words while in Math, they will answer the combinations orally.
7. *If the pupil can hardly read, give her/him the time to read and answer at least 30 seconds.*
8. If the pupil can read at least 5 words in MTB, Filipino and English, he/she is considered as reader while three combinations for operations for Math
9. If the class has 100% readers the teacher will receive a certificate of recognition with an attendance of 95% and above. Another certificate of recognition will be received by the teacher if she/he has 100% numerates.
10. The assessor will also sign in the certificate of recognition.
11. If all pupils from Grade 1-3 are readers and numerates, the school will receive a certificate of recognition for having 100% readers and numerates,
12. Submit assessment result to the team leader/ assistant team leader on the day of the assessment for immediate encoding.
13. At least 80% of the schools in every district will be assessed.