



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
SCHOOLS DIVISION OF CAPIZ

22 JAN 2026

**DIVISION MEMORANDUM**

No. 040, s. 2026

**FOUNDATIONS FIRST: DIVISION ASSESSMENT IN READING AND NUMERACY  
FOR GRADES 1, 2, and 3**

To: Assistant Schools Division Superintendent  
OIC-Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Secondary Schools  
All Others Concerned

1. To operationalize Division commitments under the Basic Education Learning Recovery and Continuity Plan (BE-LRCP) and the Reading and Numeracy Roadmap of the Schools Division of Capiz, this Office, through the Curriculum Implementation Division, shall conduct **reading and numeracy assessments for Grades 1, 2, and 3, on February and March 2026.**
2. These assessments endeavor to fulfill the following objectives:
  - a. establish data for reading in English, Filipino and Numeracy in Key Stage 1;
  - b. identify and give recognition to schools without non-readers and non- numerates, and
  - c. provide feedback on the results to schools and districts to determine appropriate intervention programs.
3. Grades 1-3 teacher-advisers are requested to present their School Forms 1 and 2 during the assessment.
4. The composition of the Reading and Numeracy Assessment Teams, Members of the Technical Working Committee, Schedule and Mechanics of the Assessment are found in Enclosures No. 1 and 2.
5. Education Program Supervisors in charge of English, Filipino, and Mathematics shall develop the assessment tools to be used during the reading and numeracy assessments.
6. A Certificate of Merit will be awarded to teachers with one hundred percent (100%) readers in Filipino and English and one hundred percent (100%) numerates, provided attendance rate of learners in a class during the assessment is at least 95%.



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7. Expenses relative to the conduct of this activity shall be charged to the Division MOOE, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: As Stated

Reference: None

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

LITERACY

READING

NUMERACY

ASSESSMENT



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Enclosure No. 1 to Division Memorandum No. 040, s. 2026

**Composition of the Reading and Numeracy Assessment Teams,  
Technical Working Committee & Schedule of Assessments**

**ROEL F. BERMEJO**

Schools Division Superintendent

**LUZ U. BANSON EdD, CESE**

Assistant Schools Division Superintendent

**MERLIE J. RUBIO, EdD**

OIC- Office of the Chief-Education Supervisor, CID

<b>Team A</b>	<b>Team B</b>
Dr. Edwin Jason Duenas	Dr. Merlie J. Rubio
Mrs. Elenia P. Baranda	Mr. Andres D. Quiachon
Dr. Ruth C. Gervero	Mr. Ronie C. Reteracion
Mr. Zaldy B. Caalam	Mr. Alan Vincent B. Altamia
Dr. Calin A. Bernales	Dr. Fe D. Banez
Dr. Angel F. Payo	Dr. Judith P. Tu
Dr. Lalain E. De Los Santos	Dr. Ma. Theresa V. Villagracia
Mr. Raul L. Jimenez	Dr. Reynaldo Azcarraga
Mr. Kenneth D. Anoche	Dr. Glenda G. Gervero
Mr. Glenn P. Dollete	Mr. Francis B. Librando

**Schedule of Assessments**

Dao- February 4, 2026	President Roxas- February 4, 2026
Cuartero- February 5, 2026	Pilar- February 5, 2026
Dumalag- February 6, 2026	Ivisan- February 6, 2026
Dumaraao- February 19, 2026	Sapian- February 19, 2026
Pontevedra- February 20, 2026	Mambusao East- February 20, 2026
Panay- February 26, 2026	Mambusao West- February 26, 2026
Maayon- February 27, 2026	Jamindan- February 27, 2026
Panitan- March 4, 2026	Sigma- March 4, 2026
Tapaz West- March 5, 2026	Tapaz East- March 5, 2026



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Enclosure No. 2 to Division Memorandum No. 040, s. 2026

**Mechanics on how to conduct Rapid Reading and Numeracy Assessment**

1. The Education Program Supervisors in-charge of English, Filipino, and Mathematics will prepare 6 sets of assessment tools.
2. Words will be taken from textbooks used in the three learning areas and exercises for fundamental operations for Mathematics.
3. Assessors will be given assessment tools to be used.
4. Assessment tools will be different per public schools district.
5. The teacher-adviser shall assist in the facilitation of readiness of the pupils. After which, he /she will leave the pupils to the care of the assessor.
6. The assessor shall set the mood of the class before starting the assessment.
7. For reading assessment, the assessor shall allow the pupil to read the words by pointing randomly to the listed words. For numeracy assessment, pupils shall answer the combinations orally.
8. If the pupil can hardly read, give her/ him the time to read and answer for at least 5 seconds.
9. If the pupil is in the Developing, Transitioning, and Reading at Grade Level levels, he or she is a reader in both English and Filipino. In Mathematics, if a pupil is in At Least Nearly Proficient Level (with at least 50% correct answer) he or she is a numerate.
10. If the class has 100% readers, the teacher will receive a certificate of recognition with an attendance of 95% and above, provided the reason for the absences is valid. Another certificate of recognition will be received by the teacher if she/he has 100% numerates.
11. The assessor will also affix his/ her signature in the certificate of recognition.
12. 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.
13. Members of the team will submit assessment results to the team leader/ assistant team leader on the day of the assessment for immediate recording.
14. The remaining unassessed schools by the Division will be assessed by the District Assessment Committee.