




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 420, s. 2016

TO : Chief – Curriculum Implementation
Public Schools District Supervisors
Elementary School Principals/School Heads
Elementary School Reading Coordinators

FROM : 
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent

SUBJECT : School Reading Coordinators' Consultative
and Planning Conference

DATE : August 5, 2016

1. There will be a Consultative and Planning Conference for School Reading Coordinators on August 11, 2016 at two o'clock (2:00pm) in the afternoon at the Division Office Conference Hall .
2. Agenda of the said conference are as follows:
 - 2.1 Phil-IRI Results
 - 2.2 Updates on Reading Program Implementation
 - 2.3 Revival/Establishment of Reading Corner in the classroom
 - 2.4 Revival/Establishment of School Reading Centers
 - 2.5 Strengthening Existing School Reading Programs
3. Enclosed in this memorandum are the Reading Program Implementation Matrix and Reading Program Action Plan Template. It is advised that the School Reading Coordinator with the guidance of the School Head/Principal will draft the plan of activities for their Reading Program using the said templates.
4. Immediate dissemination to all concerned is desired.

DepEd Schools Division of Digos

RELEASED
7186

Date: AUG 09 2016 Time: 4:07 PM

67

(LETTER HEAD OF THE SCHOOL)

READING PROGRAM IMPLEMENTATION MATRIX

STAGES	ACTIVITIES	STRATEGIES	TOOLS	OUTPUT	OUTCOME
Stage 1 Baseline Test					
Stage 2 Categorizing					
Stage 3 Intervention					
Stage 4 Mid- Assessment					
Stage 5 Intervention					
Stage 6 Final Assessment					

Prepared by:

School Reading Coordinator

Noted by:

School Principal

(LETTER HEAD OF THE SCHOOL)

Name of the Reading Program: _____

READING PROGRAM ACTION PLAN
SY 2016-2017

OBJECTIVES	ACTIVITIES	PERSONS INVOLVED	TIME FRAME	SUCCESS INDICATOR

Prepared by: _____
School Reading Coordinator

Noted by: _____
School Principal