



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2023-00

To : ELLN School Coordinators  
Elementary School Heads  
Public Schools District Supervisor (Elementary)

Subject : **MONITORING THE IMPLEMENTATION OF THE EARLY LANGUAGE, LITERACY AND NUMERACY (ELLN) PROGRAM**

Date : March 31, 2023

In line with the intensified implementation of DepEd's MATATAG in which one component is to give support to teachers to teach better, the Division ELLN Focal Person shall conduct onsite visits to the elementary schools starting April 2023 onwards.

District	Inclusive Dates
1. Digos Oriental District	May 2023
2. Digos Occidental District	June 2023
3. Digos South District	September 2023
4. Mt. Apo District	November 2023

The activity aims to

1. give support to the schools to better implement early language literacy and numeracy which are foundational skills and one of the directions of DepEd MATATAG;
2. assess the actual situation of schools in the implementation of ELLN Program;
3. gather feedback on the effectiveness of the conducted trainings in ELLN;
4. provide technical assistance (TA) on literacy and numeracy instruction.

Travel and other incidental expenses during the conduct of monitoring shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Attached is the tool as basis for monitoring and provision of technical assistance.

For the information and compliance with by all concerned.

For and in the absence of the Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**

DATE: APR 03 2023 TIME: 9:21a

BY:

**BEVERLY S. DAUGDAUG, EdD**  
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Officer In-charge

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**DEPARTMENT OF EDUCATION**  
**REGION XI**  
 Davao City



Address: F. Torres St., Davao City (8000)

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**MONITORING TOOL IN READING PROGRAM IMPLEMENTATION**

Division	
District:	
School:	
School Head:	
School Reading Coordinator	
Date Evaluated:	

Areas of Concern	Indicator/s	Findings		Remarks
		Evident	Not Evident	
<b>PRE-IMPLEMENTATION STAGE</b>				
Reading Implementation Plan	1. ELLN Implementation Plan			
	2. School Reading Plan			
	3. Classroom Reading Plan			
<b>IMPLEMENTATION STAGE</b>				
	1. ELLN Implementation			
	- LAC Profile (Teachers)			
	- LACF Information Sheet			
	- LAC Session Report			
	- Teacher Engagement Report			
	- School Head/Observer Observation Report			
	- PDSA			
	2. Baseline Data (Reading Result) based on Phil-IRI, ELLNA, EGRA, NAT			
	3. Needs Assessment Result ( <i>Profiling of</i>			



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<b>Program Implementation</b>	<i>learners Reading Proficiency Level)</i>			
	4. Developmentally Appropriate, Quality Assured Reading Instructional Materials (Booklets, modules) Development of Supplementary Learning Materials			
	<b>Mother Tongue</b>			
	a. NR			
	b. Frustration			
	c. Instructional			
	d. Independent			
	<b>Filipino</b>			
	a. NR			
	b. Frustration			
	b. Instructional			
	c. Independent			
	<b>English</b>			
	a. NR			
	b. Frustration			
	c. Instructional			
d. Independent				
<b>Assessment</b> ( <i>Improved Learner's Reading Proficiency and Learning Outcomes</i> )	1. Needs Assessment Tools			
	2. Progress Assessment Tools			
	a. NR			
	b. Frustration			
	c. Instructional			
	d. Independent			
3. Pre/Post-assessment Tools				
4. National Assessment Tools (EGRA/ELLNA)				
<b>Literacy Facilities</b> ( <i>Development of Supplementary/instructional Reading Materials</i> )	1. Reading Center/Clinic			
	2. Reading Corner			
	3. Sensory-perceptual and numeracy skills development materials (e.g counters)			
	4. Lap books			
	5. Big Books			





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	6. Picture/Story Books			
	7. Picture/Concept Books			
	8. Learner-made books			
	9. Textbooks			
	10. Videos			
	11. Films			
	12. Digital Learning Resources			
	13. Printed Learning Materials (Modules)			
	14. Booklets			
<b>Resources/Facilities</b> <i>(Access to Teaching-Learning Materials)</i>	1. LRC (Contextualized, culture-based learning materials)			
	2. School Library			
	3. Links (LRMDS, Basa Pilipinas, etc.)			
<b>Capacity Building Programs/Advocacy/Orientation</b> <i>(Improved teachers' Teaching Ability in Reading Instruction and Intervention)</i>	1. For Teachers (INSET, LAC Sessions on pedagogies)			
	2. For parents (If any)			
	3. For Other Stakeholders			
<b>Exemplary Reading Programs/ Initiatives</b> <i>(Promotion of Sustained Culture in Reading)</i>	1. School Intervention Program-(e.g SiBaTa)			
	2. Classroom (USSR, RLR)			
<b>Stakeholders' Support and Collaboration</b> <i>(Strengthened School/Community Reading Program)</i>	1. MOA, MoU			
	2. LGU (City/Mun./Bgy Support)			
<b>POST IMPLEMENTATION</b>				
<b>Evaluation/PIR</b>	1. Quarterly Review (SMEA, DMEA, DivMEA-Progress Reporting)			
	2. Year-End Review			
	3. Impact <i>(Result-based vis-à-vis other disciplines)</i>			
	4. Research in Literacy and Numeracy Development			
	1. Service Credits for teachers who are teaching beyond class hours/ EOSY			

