



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

Office of the Schools Division Superintendent  
**DIVISION MEMORANDUM**  
CID-2025-571



To : Assistant Schools Division Superintendent  
CID Chief  
Public Schools District Supervisors  
Education Program Supervisor (Kindergarten Focal)  
School Heads

Subject : **CONDUCT OF BASIC LITERACY AND NUMERACY ASSESSMENT FOR KINDERGARTEN LEARNERS (MID-YEAR & YEAR-END)**

Date : October 29, 2025

In line with the celebration of Reading Month and continued efforts to address both literacy and numeracy gaps, **Basic Literacy and Numeracy Assessment for Kindergarten Learners** shall be conducted in respective schools on November 21, 2025, for mid-year assessment, and March 5, 2026, for year-end assessment.

This activity is aimed:

- to assess kindergarten learners' foundational literacy and numeracy skills as they transition to Grade 1;
- to identify learners who need additional support in reading and numeracy; and
- to utilize the assessment results to guide targeted teaching strategies and programs that ensure learners stay on track to meet expected learning standards.

In connection thereof, the following schemes shall be observed:

- Test Administration** – Grade 1 teachers administer the literacy and numeracy assessment among kindergarten learners in their school. They shall be organized by the School Head ensuring that proper conduct of the test is being adhered to.
- Assessment Materials** – The Division Office provides the assessment tools prepared by the Education Program Supervisor for Kindergarten through a link prepared/managed by the LRMS Unit. Schools then reproduce the said materials.
- Gathering, Consolidation, and Analysis of Assessment Results.** The grade 1 teachers serving as test administrators record individual learners' scores using templates provided by the Division Office, which will be consolidated and analyzed by a grade 1 teacher assigned by the School Head as consolidator. All involved grade 1 teachers help in



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analyzing the consolidated results, which form part in the Kindergarten Basic Literacy and Numeracy Assessment Results.

- d. **Submission of Assessment Results** – Grade 1 teacher-consolidator submits the consolidated and analyzed results to the School Head, who shall furnish the District Office and the Division Office (Attention: Division Focal Person for Kindergarten) with copies of said assessment results within five (5) days after the mid-year assessment on November 21, 2025, and after the year-end assessment on March 5, 2026.
- e. **Utilization of Assessment Results**
  - e.1 School Heads discuss results with kindergarten teachers for appropriate actions ensuring that kindergarten learners become ready when turning to Grade 1.
  - e.2 Division personnel monitor school initiatives ensuring that kindergarten learners become ready when turning to Grade 1.

To guide the grade 1 teachers in the conduct of the **Basic Literacy and Numeracy Assessment for Kindergarten Learners**, a meeting among them shall be held on November 12, 2025, 2:00 pm, at the Division Conference Hall.

Teachers who will attend the meeting are reminded to adhere to the policy on "No Disruption of Classes" per DepEd Order No. 9, s. 2005 entitled: "Institutionalizing Measures to Increase Engaged Time-on-task and Ensuring Compliance Therewith".

Travel expenses of participants attending the Grade 1 Teachers' Meeting shall be charged to school MOOE/local funds subject to the usual accounting and auditing rules and regulations.

For immediate dissemination, guidance and compliance of all concerned.

  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

NOV 03 2025

Enclosed: As stated.  
CID/zms

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
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DATE: NOV 03 2025 TIME: 8:10am  
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