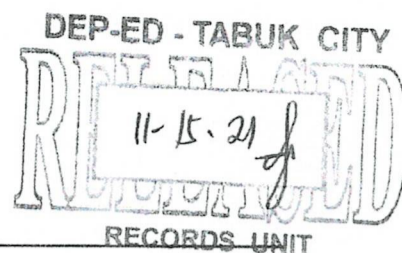




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
Purok 02, Bulanao Norte, Tabuk City



Office of the Schools Division Superintendent

November 15, 2021

Division Memorandum  
No. 323, s. 2021

**THE ADMINISTRATION OF THE READING DIAGNOSTIC TOOLKITS and THE ALIGNMENT  
TO BRIGADA PAGBASA PROGRAM**

To: Public Schools Division Supervisors  
Public Elementary School Heads  
ELLN District Coordinators/ School Reading Coordinators  
Brigada Pagbasa Coordinators  
K-7 Reading Teachers

1. The SDO Tabuk City Division mandates the administration of the Reading Diagnostic Toolkits in the Reading Package for this school year 2021-2022. The Reading Assessment determines the students' reading difficulties and provides the school baseline in the conduct of interventions under Brigada Pagbasa Program.
2. Teachers are required to assess all learners from Kindergarten to Grade 3 and the struggling readers from Grades 4-7 using the Grade level Reading Toolkits. The result of the assessment is reflected in the learners profile which will serve as reference for continuing intervention and monitoring of learners progress.
3. The School Brigada Pagbasa Focal Person shall consolidate the results of the reading assessment with the reading intervention proposal. Furthermore; it is expected that all schools must follow the Brigada Pagbasa Timeline ( See Encl 1)
4. Immediate and wide dissemination of this Memorandum is desired.

**ESTELA LEON- CARINO, EdD, CESO III**  
Regional Director and Concurrent Officer-in-Charge  
Office of the Schools Division Superintendent



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**Enclosure 1 DM \_\_ s., 2021**

**BRIGADA PAGBASA TIMELINE OF ACTIVITIES**

ACTIVITY	DATE
1. Administration of Reading Diagnostic Toolkit per grade level	November 11-22, 2021
2. Submission of Learners Profile and Class Reading Intervention Action Plan to the Brigada Pagbasa Focal Person	November 25-26, 2021
3. Submission of the consolidated Learners profile and School Reading Intervention proposal by the School Brigada Pagbasa Focal Person	November 29-30, 2021
4. Establishment of School Reading Hub with levelled Instructional materials - Launching of School Reading Hub	December 1-28, 2021
5. Conduct of Reading Interventions under Brigada Pagbasa Program - Teachers and volunteer stakeholders	December – May, 2022
6. Submission of Reading progress report (Mid-year evaluation)	March 2022
7. Submission of terminal Report of Reading Intervention program by the Brigada Pagbasa Focal Person with complete attachments. - Submission of Reading Accomplishment report of all teachers	June 2022

**Encl 2 DM \_\_ s., 2021** ( Soft copy of the ff. documents were sent to the PSDSs and ELLN District Coordinators)

1. Reading Diagnostic Tool Kits  
Kinder/ Grade 1/Grade2/Grade 3/Grade4/ Grade5/ Grade 6
2. Template for Learners Reading Profile and Learners Reading Tracer
3. Template for Class Reading intervention Plan/ Accomplishment Report
4. School Reading Intervention Proposal/ Terminal Report