



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

November 29, 2021

**DIVISION MEMORANDUM**

No. 545, s. 2021

**SUBMISSION OF QUARTER 1 PROGRESS REPORT OF SCHOOL-BASED  
READING PROGRAM**

- To: Assistant Schools Division Superintendent  
Chief ES-CID  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned
1. Based from the Division Memorandum No. 363, s. 2021 entitled Division Online Orientation on School-based Reading Program, all schools shall craft their school-based reading program. Thus, all schools shall submit the Quarter 1 Progress Report of their School-based Reading Program on or before December 06, 2021.
  2. This activity aims to:
    - a. determine the progress of schools in terms of conducting their reading program;
    - b. identify the reading profile of schools based on the pre-test results of Phil IRI;
    - c. list all the reading materials made, modified, and adopted by the teachers; and
    - d. enumerate the supports gained from stakeholders that are relevant to the reading program.
  3. The following are the list of documents to be submitted:
    - a. Narrative report on the progress of the reading program;
    - b. Pictures with captions
    - c. List of Reading Materials made, modified, and used by the teachers;
    - d. List of supports gained from stakeholders relevant for the program;
    - e. School-based Reading Program (signed by the SDS or by the CID Chief- ES; and
    - f. Pre-Test Results (Phil IRI).
  4. The report shall be prepared by the School Reading Coordinator, reviewed by the school head, recommending by the Education Program Supervisor in English and/ or the Education Program Supervisor in Filipino, and Approved by the Chief ES of the Curriculum Implementation Division.

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Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
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5. Schools shall submit 2 hard copies (1 for school copy and 1 for CID copy) and after the progress report was signed by the CID Chief ES, the same will be uploaded at  
[https://drive.google.com/drive/folders/1E9jcl5Rqjgftx8E20wNPF130Q-9\\_xm?usp=sharing](https://drive.google.com/drive/folders/1E9jcl5Rqjgftx8E20wNPF130Q-9_xm?usp=sharing).
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

**DANTE G. PARUNGAO, CESO VI**  
Officer-In-Charge  
Office of the Schools Division Superintendent

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Enclosure to Division Memorandum No. \_\_\_\_, s. 2021

TEMPLATE FOR THE ACTIVITY COMPLETION REPORT

- I. **Title**
- II. **Date (Coverage of Quarter 1 Implementation)**
- III. **Modality**
- IV. **Highlights or Milestones of the Program**
- V. **Issues and Concerns Encountered Relative to the Implementation of School-based Reading Program**

Area of Concern (Learners, Teachers, Parents, Materials, Resources, etc.)	Issues and Concerns Encountered	Actions Taken	Results (after the actions taken)	Recommendation (to avoid recurrence of the issue)

- VI. **Ways forward for Quarter 2**
- VII. **Pictures with Captions**
- VIII. **List of Reading Materials**

Level (K- Grade 12)	Number of Reading Materials					
	Made (Quantity)	No. of Quality Assured (at least at the school level)	Modified (Quantity)	No. of Quality Assured (at least at the school level)	Adopted (Quantity)	No. of Quality Assured (at least at the school level)
K						
G1						
G2						

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**IX. List of Supports Gained from Stakeholders**

No.	Recipient/s	Donor	Supports Received		
			Cash (How much?)	In Kind (What are those?)	For in kind (give the estimate amount)
1					
2					
3					
<b>Total</b>					

**X. School-based Reading Program**

**XI. Pre-Test Results of Phil IRI (English and Filipino)**

**Prepared by:**

SCHOOL READING COORDINATOR

**Reviewed by:**

SCHOOL HEAD

**Recommending Approval:**

\_\_\_\_\_ and / or  
 EPS IN ENGLISH

\_\_\_\_\_  
 EPS IN FILIPINO

**Approved:**

\_\_\_\_\_  
 Chief ES- CID

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