



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

DIVISION MEMORANDUM

No. 216, s. 2022

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
Master Teachers, Public Elementary and Secondary Schools
All Concerned

From: **MARIZA S. MAGAN EdD, CESO V**
Schools Division Superintendent

Subject: **ADDENDUM TO DIVISION MEMORANDUM NO. 213 s. 2022 (DIVISION ASSESSMENT ON LITERACY & NUMERACY TO ADDRESS LEARNING GAPS)**

Date: May 16, 2022

1. This Division hereby stipulates additional provisions relative to the conduct of the Assessment on Literacy and Numeracy as directed in Division Memorandum No. 213, s. 2022 issued last May 11, 2022.
2. Specific schedule for each school in the District is hereby stated as stated in this Memorandum (See Enclosure 1).
3. Expectedly, learners representing all grade levels are present as the Division had fully implemented the progressive Limited Face to Face classes since March 2022.
3. Inasmuch as the learners will be randomly selected, schools are advised to prepare them by being physically present during the day of the scheduled assessment. Likewise, the official list of enrolled students shall be made available during the selection of the learners.
4. The conduct of this assessment shall **not** suspend classes. Hence, classroom learning activities shall continue while the assessment is given to selected learners.
5. Meanwhile, school heads are advised to prepare a catch-up plan for the classes handled by the Master Teachers who are serving as the assessors.
6. A special designated venue for the numeracy test shall be prepared. Since each grade level would take the test for about 10 to 15 minutes only, there is no need to assign separate rooms for every grade level. One (1) to two (2) classrooms may be utilized for the purpose. The test shall be conducted one after the other.
7. Meanwhile, another venue for the reading assessment should be prepared. One (1) to three (3) classrooms shall be provided for, to accommodate eight (8) to (10) one-on-one assessment sessions.
8. Specific procedure of the reading assessment is likewise attached. (See Enclosure 2)
9. For information, guidance and strict compliance.





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Enclosure 2 to Division Memorandum No. _____, s. 2022

PROCEDURE for the READING ASSESSMENT

The Reading Assessment shall be administered with this procedure:

1. Ensure that the learner is ready before starting the assessment.
2. Observe strictly health and safety protocols by adhering to the rule of observing physical distancing and wearing of face masks.
3. Administer the test in a quiet place without distractions.
4. Fill up the information line of the learner's test form.
5. Give the learner a clear copy of the reading passage.
6. Set the time using a stopwatch to determine the reading rate.

Reading Rate: Total Number of words read / total number of seconds x 60 = ____ wpm (Word Per Minute)

7. As soon as the time starts, the learner should start reading.
8. Mark the errors or miscues as the learner reads. The following miscues are to be marked as follows:

- **Repetition** - Underline the repeated word / phrase
- **Omission** - Encircle the omitted word or phrase
- **Substitution** - Cross out the word substituted, then record the word used.
- **Insertion / Addition** - Use a caret sign (^) then write the word inserted.
- **Mispronunciation** - Put in a box the mispronounced word.
- **Reversal** - Put a double line below the word.

9. After reading the passage orally, allow the learner to read again the passage silently.
10. Ask the comprehension questions twice.
11. Record the score using the following rubrics:

Points	Indicators
3	The answer is accurate with complete data and/or thought
2	The answer is correct but lacks details/ or thought
1	The learner answered but gave a wrong data or idea is far from what is asked.
0	The learner did not answer at all.

1. Complete the Assessor's Form.
2. Prepare the Assessor's Consolidation Form.

Grade Level: _____

Examinees (Write the code)	Age	Gender	Reading Accuracy	Reading Comprehension	Reading Rate
1.					
2.					
3.					
4.					
5.					

Assessor's Name & Signature: _____

