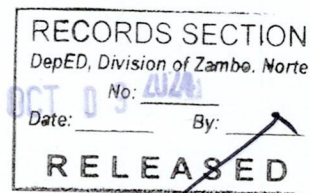




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

October 9, 2024

Division Memorandum

No. S31, s. 2024

**ADHERENCE TO THE GUIDELINES ON THE ADOPTION OF THE REGIONAL
PROJECT INITIATIVE PLAN (PIP) ON READING AND SUBMISSION OF THE
DIVISION, DISTRICT, AND SCHOOL-BASED PIPs**

TO: **Public Schools District Supervisors**
District in-charge
Elementary and Secondary School Heads
School and District Reading Coordinators
All Others Concerned

1. In reference to Regional Memorandum No. 638, s. 2024, dated September 27, 2024, this office urges all concerned for the adherence to and compliance with the **Guidelines on the Adoption of the Regional Project Initiative Plan (PIP) on Reading and Submission of Project Initiative Plans (PIPs) from the Division down to the districts and all schools.**
2. Along with this vein, All districts and schools must align their reading activities/interventions with the **SDO Project Initiative Plan (One Division Reading and Numeracy Program – OD RNP)** which will be launched sooner. Since it covers activities to improve reading and numeracy, the districts and schools PIPs shall include numeracy initiatives alongside reading.
3. The activities should include utilization of assessment tools such as the Comprehensive Rapid Literacy Assessment (CRLA) & Rapid Mathematics Assessment (RMA) for Grades 1 to 3, Philippine Informal Reading Inventory (Phil IRI) for Grades 4 to 6 Filipino and English, and Project Language Enhancement Through Reading Assessment (LETRA) for Grades 7 to 12 Filipino and English.
4. The PIPs must also contain the Brigada Pagbasa components such as the supplementary (1) Reading Assessment Tools, the Literacy Diagnostic and Proficiency Assessment Tool (Lit DAPAT), (2) Parents and Volunteer Teachers' training, (3) Teaching Learning Materials Construction, and (4) Community Action and Mobilization.



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5. The following are the deadlines for submission:

Governance Level	Level	Deadline	Focal Person
School -based Project Initiative Plans	Elementary and Secondary	October 10,2024	School Head Principal
District Level Initiative Plans		October 17,2024	PICD, PSDS
SDO Project Initiative Plan		October 23,2024	Division Reading and ELLN Coordinators

6. The following are the signatories of each governance level:

Level	Prepared by	Recommending Approval	Approving Authority
School	School Head/Principal	PSDS/ District in-charge	SDS through the CID Chief
District	PSDS/ District in-charge	Assistant Schools Division Superintendent	Schools Division Superintendent
Division	Division Reading and ELLN Coordinator	Assistant Schools Division Superintendent	Schools Division Superintendent

7. The implementation shall be within the School Year 2024- 2025. The regional, division and district supervisors shall create a Literacy Team to monitor and evaluate the implementation of the PIPs within and after six months of timeline.

8. All the PIPs shall be communicated to all teachers and staff of the school and other internal and external stakeholders.

9. Activities that would sustain and effectively implement the PIPs are all encouraged.



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10. The following parts should be included in the PIP:

Governance level	Shared Vision	SMART Goals	Complete Part I-V of PIP	BOSY 2024 Reading Assessment Results
School	/	/	/	Copies of the BOSY Results per class
District	/	/	/	Copies of the BOSY Results per school
Division	/	/	/	Copies of the BOSY results per district

11. The PSDS must have the copies of the approved PIPs of their schools, while the SDO through the Reading/ELLN Coordinator must have the copies of the district PIPs.

12. All the materials needed for the implementation and cascading including the regional PIP can be accessed through this link: <https://link.ro9-deped.com/ROIXReadingTools2024>. Annex A presents the PIP Template.

13. The travelling and incidental expenses relative to the training and implementation activities of the PIP, Project LETRA, Brigada Pagbasa, CRLA, RMA, Phil IRI and other reading and numeracy activities shall be charged against the local/MOOE funds, subject to the usual accounting rules and regulations.

14. For more information and/or clarifications, please contact the CID Chief, Zyhrine P. Mayormita EdD through the Division Reading in-charge, Jennifer Tan-Bulanon EMD through jennifer.bulanon001@deped.gov.ph or messenger account Jennifer Tan Bulanon.

15. For information, guidance and compliance to all concerned.

For the Schools Division Superintendent:

LOURMA I. POCULAN CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge

