



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

February 19, 2020

## DIVISION MEMORANDUM

DM No. 051, s. 2020

### ADMINISTRATION OF INFORMAL READING INVENTORY FOR GRADES I-III (ENGLISH) AND GRADES I-II (FILIPINO) AND EARLY GRADE MATHEMATICS ASSESSMENT (GRADE I) AND NUMERACY TEST (GRADES 2-10)

**To: Education Program Supervisors, Public Schools District Supervisors, Elementary and Secondary School Heads**

1. In line with the Division Education Developmental Plan (DEDP) of improving learning outcomes, this Division shall conduct the Administration of Informal Reading Inventory for Grades I-III ( English) and Grades I-II (Filipino) and Early Grade Mathematics Assessment (EGMA) for Grade I and Numeracy Test ( Grades 2- 10) on March 9-12, 2020.
2. The district consolidated results shall be submitted on or before March 17, 2020. Please refer to the attached list of assigned personnel for all districts and the guidelines for the Administration of Informal Reading Inventory, EGMA and Numeracy Test.
3. Travel expenses of the personnel for monitoring the activity shall be charged to MOOE/local funds subject to usual accounting and auditing rules and regulations.
4. Immediate dissemination and compliance with this Memorandum is desired.

**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

DEPED - QUEZON ICT UNIT
<b>UPLOADED</b>
Date/Time: <b>FEB 20 2020</b>
By: <b>Chidin 4:57 PM</b>
Ref. no. <b>DM 051-2020</b>

cid-ims/lsw/rqn/02/19/2020

DEPEDQUEZON-TM-SDS-04-009-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





## DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

### ADMINISTRATION OF EARLY GRADE MATHEMATICS ASSESSMENT FOR GRADE ONE AND DIVISION-WIDE NUMERACY TEST

1. The division shall conduct the Early Grade Mathematics Assessment (EGMA) for Grades 1 and Division Wide Numeracy Tests (DWNT) for Grades 2- 6 and Grades 7-10 on March 9-10, 2020.
2. Materials for the reproduction of EGMA Assessment Tool, Numeracy Tests and answer sheets can be charged to School MOOE/local Fund subject to accounting rules and auditing procedures.
3. There shall be a 25 item - test for Grade 2, 30 item-test for Grade 3, 40 item-test for Grades 4 to 6 and 50 item-test for Grades 7 to 10.
4. Top twenty honor pupils/ students shall be exempted from taking the test per grade level.
5. Education Program Supervisors shall be assisted by the District Supervisors, School Heads, Head Teachers and Master Teachers in the conduct of the test. School Heads/Master Teachers shall be assigned by the District Supervisors to another schools within the district. The members of the working committee shall sign Oath of Confidentiality to keep the integrity of the test and its purpose. (please see enclosures).
6. The pre-test and post-test results shall be submitted by the District Math Coordinators online at <https://tinyurl.com/NUM-POST>

DEPEDQUEZON-TM-SDS-04-009-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





## DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

### ADMINISTRATION OF THE SDO-QUEZON INFORMAL READING INVENTORY FOR GRADE I-III ENGLISH AND GRADES I-II FILIPINO (ORAL AND SILENT)

1. In consonance with the Every Child a Reader Program (ECARP) of the Department of Education, all schools shall administer the SDO-Quezon Informal Reading Inventory for Grades I-III English and Grades I-II Filipino on March 11-12, 2020 to gather baseline data on Reading which will be used as basis for SY 2020-2021 Reading Intervention.
2. The SDO-Quezon Informal Reading Inventory for Grades I-III English and Grades I-II Filipino consists of Testing Guidelines and Template/Forms to be accomplished for recording and reporting purposes. Materials for the reproduction of Reading Assessment Tool can be charged to School MOOE/local Fund subject to accounting rules and auditing procedures. The members of the working committee shall sign Oath of Confidentiality to keep the integrity of the test and its purpose. (please see enclosures).
3. Reading reports must be submitted in soft copy to [sdo.quezon.kelln@deped.gov.ph](mailto:sdo.quezon.kelln@deped.gov.ph) using the attached templates which can be downloaded to this link <http://deped.in/QUEZONPHILIRIFORM>
4. The Division Education Program Supervisors in-charge of Filipino, English and K-ELLN will orient the School Heads in-Charge of ELLN before the administration of SDO-Quezon IRI. They will in turn orient teachers in their own schools/districts and ensure the proper administration of the said tools as well as the preparation and accomplishments of forms for reporting results.
5. The SDO-Quezon IRI for Grades I-III English and Grades I-II Filipino shall provide all instructional leaders and teachers information on learners' reading proficiency and shall serve as basis for appropriate and responsive intervention and remediation.





# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

Enclosure to DM. No. \_\_\_\_\_ s. 2020

## LIST OF ASSIGNED PERSONNEL TO MONITOR THE ACTIVITIES

EPS /PSDS	District	PSDS
REJULIOS M. VILLENES	LOPEZ EAST	FAUSTINO V. PARRO
	LOPEZ WEST	PLARIDEL R. LAMPOS
	BUENAVISTA 1	ISIDRO P. DELOS REYES
	BUENAVISTA 2	LUCIANO EVER C. CALUMNO
ASUNCION C. ILAO	TAGKAWAYAN 1	ISAGANI H. MATIBAG
	TAGKAWAYAN 2	ALICIA V. GONZALES
	GUINAYANAGAN NORTH	DARWIN L. VILLAFLORES
	GUINAYANAGAN SOUTH	ROSALDO C. ADAN
JOSEPH E. JARASA	GEN. NAKAR 1	CELSO T. DIMACULANGAN
	GEN. NAKAR 2	LUZVIMINDA BUERANO
	INFANTA	IREEN O. AVEÑO
FERNANDO T. SEÑO	DOLORES	MARIA FATIMA U. CALAYAG
	TIAONG 1	RESTITUTO M. HERNANDEZ
	TIAONG 2	RESTITUTO M. HERNANDEZ
	SAN ANTONIO	MA. LOURDES S. CABANAG
MARITA A. PIONILLA	ALABAT	LILIOSA B. DIASANTA
	PEREZ	ANABELLE F. EMPLEO
	QUEZON	SOLETA C. AGRAVANTE
JOAN ALEJANDA R. MAUHAY	CANDELARIA EAST	MARIO PABLO V. UMALI JR.
	CANDELARIA WEST	RAQUEL P. MARCUAP
	LUCBAN	NOLAN L. SANTOALLA
	SAMPALOC	DESIDERIA P. ZAFRANCO
CAROLINA T. ZARACENA	PADRE BURGOS	MARIYLN N. PERMEJO
	AGDANGAN	CATALINO L. PORTA
	ATIMONAN 1	JESSIE E. QUESEA
	ATIMONAN 2	CARMELO EUSEBIO P. ALTAMIRA
JEE ANN O. BORINES	MAUBAN NORTH	CATALINO L. PORTA
	MAUBAN SOUTH	AVELINA U. JUGUETA
	UNISAN	ELENAR B. OPEÑA
ABNER L. PUREZA	SAN NARCISO 1	MERIAM D. CAMPOSANO
	SAN NARCISO 2	MILDRED A. MUHI (OIC)
	SAN ANDRES	ESMERALDA N. TAN
	CATANAUAN 2	MERCEDITA G. LORREDO
CARMELA EZCEL A. OROGO	PAGBILAO 1	ORLANDO D. SERDON
	PAGBILAO 2	AUREA J. GANDIA
	PLARIDEL	ROSARIO D. ALMODIEL
CELESTINA M. ALBA	PANUKULAN	YOLANDA C. AYUMA
	BURDEOS	FRANCISCO D. OBLEA
	POLILLO	MELINDA R. CAMACHO
	MULANAY 1	MARIA CARLA M. CARAAN
WALTER F. GALAROSA	MULANAY 2	CARIDAD C. GRIMALDO
	SAN FRANCISCO 1	JOCELYN N. ALLAREY
	SAN FRANCISCO 2	CYNTHIA M. MARQUEZ

DEPEDQUEZON-TM-SDS-04-009-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





## DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

JUANITO A. MERLE	GEN. LUNA	EUTIQUIO A. EMPLEO
	MACALELON	LAARNI A. GLORIA
	PITOGO	CHONA D. ANDRADE
	CATANAUAN 1	ANGELITO A. OLVIDA
MARIA DYLIN S. GARCIA	CALAUAG EAST	HELEN R. ESTERNON
	CALAUAG WEST	MEILANI L. ADAN
	GUMACA EAST	MARLON M. RAÑESSES
	GUMACA WEST	LOURDES M. TAN
RAUL R. AGARAN	REAL	REYVI FARAON
	PATNANUNGAN	FLORES A. DOLFO
	JOMALIG	LEONORA MOPERA
LORENA S. WALANGSUMBAT	SARIAYA EAST	BERNARDO A. DECIN
	SARIAYA WEST	CARLITO B. GUNAY

DEPEDQUEZON-TM-SDS-04-009-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

## OATH OF CONFIDENTIALITY

I, \_\_\_\_\_, \_\_\_\_\_  
Name Position

as Member of the Technical Working Committee in the administration of Early Grade Mathematics Assessment (EGMA) for Grade One and Division-wide Numeracy Tests, I hereby solemnly swear that I will strictly observe security measures pertaining my assignment. I swear to keep the integrity of the test and its purpose: that I will not divulge to anyone the test items and answers prior to the conduct of test.

Done in \_\_\_\_\_ on this date \_\_\_\_\_.

\_\_\_\_\_  
( Signature Over Printed Name )

Witness:

\_\_\_\_\_  
PSDS

(Signature Over Printed Name )





## DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

### OATH OF CONFIDENTIALITY

I, \_\_\_\_\_, \_\_\_\_\_  
Name Position

as Member of the Technical Working Committee in the administration of SDO-Quezon Informal Reading Inventory for Grade I-III English and Grades I-III Filipino (Oral and Silent), I hereby solemnly swear that I will strictly observe security measures pertaining my assignment. I swear to keep the integrity of the test and its purpose: that I will not divulge to anyone the test items and answers prior to the conduct of test.

Done in \_\_\_\_\_ on this date \_\_\_\_\_.

\_\_\_\_\_  
( Signature Over Printed Name )

Witness:

\_\_\_\_\_  
PSDS

(Signature Over Printed Name )

