



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Schools Division Superintendent

August 17, 2026

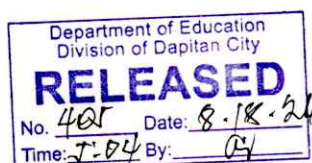
DIVISION MEMORANDUM

No. 405, s. 2026

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – CID
Education Program Supervisors
PSDSs/PICDs
Elementary School Heads
Division Librarian
Project Development Officer - LRMS
Education Program Specialist in ALS
This Division

ORIENTATION ON THE DISTRIBUTION, UTILIZATION, AND MONITORING OF READING MATERIALS FOR KEY STAGE 1

1. In line with the Schools Division Office's continuing efforts to strengthen literacy instruction and ensure the effective implementation of reading interventions, an Orientation on the Distribution, Utilization, and Monitoring of Reading Materials for Key stage 1 shall be conducted on August 20, 2026, at the Library Hub, Justice Florentino Saguin Street, Sta. Cruz, Dapitan City.
2. The activity aims to:
 - a. orient school heads on the proper distribution and management of Key Stage 1 reading materials;
 - b. provide guidance on the effective utilization of the reading materials to improve learners' reading proficiency and comprehension;
 - c. discuss the monitoring, evaluation, and reporting mechanisms to ensure the efficient implementation of reading interventions; and
 - d. strengthen collaboration among schools and the Schools Division Office in promoting quality reading instruction and learner achievement.
3. The participants to this activity are PSDSs/PICDs, Elementary School Heads and other personnel directly involved in the implementation of the reading program.
4. Participants are expected to actively participate in the discussion to ensure the successful implementation of the program in their respective schools.
5. Attached is the Matrix of Activities for your reference.
6. Immediate dissemination of this Memorandum is desired.



JAY S. MONTEALTO, JD, CESO V
Schools Division Superintendent



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TIME	ACTIVITY	PERSON RESPONSIBLE
August 20, 2026		
07:30 – 08:00	Arrival/Registration	Peter A. Alavanza
08:00 – 09:00	Opening Program	Analisa A. Bagarinao
09:00 – 09:45	Overview of the Key Stage 1 Reading Materials Initiative	Ma. Perga A. Cadiente
9:45 – 10:00	Uninterrupted Health Break	
10:00 – 11:00	Guidelines on the Distribution and Accountability of Reading Materials	Ruby V. Paguntalan Peter A. Alavanza
11:00 – 12:00	Effective Utilization of Reading Materials to Improve Literacy	Analisa A. Bagarinao
12:00 – 01:00	Lunch	
01:00 – 02:00	Utilizing Reading Materials to Support Reading Intervention Programs	Analisa A. Bagarinao
02:00 – 03:00	Monitoring, Evaluation, and Reporting Mechanisms	Lindo O. Adasa, Jr.
03:00 – 03:15	Uninterrupted Health Break	
03:15 – 04:15	Action Planning, and Open Forum	Ma. Perga A. Cadiente
04:15 – 05:00	Closing Program	Ruby V. Paguntalan