



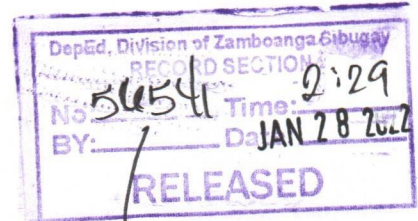
Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DIVISION MEMORANDUM
No. 026, 2022

January 27, 2022

**DISTRIBUTION OF I-READ MATERIALS, TERMS OF REFERENCE AND
GUIDELINES OF UTILIZATION**

**TO: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
EPS/PSDSs/DICs
Elementary and Secondary School Heads
ALL OTHERS CONCERNED
This Division**



1. Having considered the ease of implementation of this Division's reading flagship program, - I-READ, it is deemed important to put measures on the use of various materials distributed to schools, both elementary and secondary.
2. All PSDSs/DICs for recipient-schools are advised to lead in the continuous advocacy and orientation of school heads and teachers involved in the program.
3. There shall be a designated area/venue of distribution for clustered districts as follows:

Districts	Venue of Distribution	Date of Distribution	Focal Person/s
Slay Kabasalan Naga Payao	Kabasalan	February 7, 2022	PSDS Virginia Cabrera
Ipil, Titay, RT LIM and Tungawan	Ipil	February 8, 2022	PSDS Hope Acuesta
Alicia, Bug, Imelda Diplahan and Malangas	Imelda	February 9, 2022	DIC Dennis Silva
Talusan, Mabuhay and Olutanga	Mabuhay	February 10, 2022	DIC Anastacio Calonge

4. All 48 I-READ recipient-schools are expected to be at the venue 30 minutes before the actual distribution and shall bring their own vehicle to transport the I-READ materials (Smart TV, Tablets and printer). Strict implementation of health protocols, i.e., wearing of face mask, washing of hands or using of alcohol should be fully observed during the distribution. Distribution time is at exactly 8:30AM, preceded by a short program.
5. This memorandum serves as Travel Authority for all identified PSDSs/DICs, school heads and I-READ coordinators.




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6. All expenses incurred during the distribution shall be charged against local funds and MOOE subject for the usual government auditing rules and procedures.
7. FOR WIDEST DISSEMINATION.


DR. JEANELYN A. ALEMAN CESO VI
OIC-Schools Division Superintendent

ZS-DM-CID-2022-1203-00
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Attachment A

Recipient Schools

NO.	DISTRICT	SCHOOLS
1	ALICIA	ALICIA CES
		HARON E KIRAM ES
		KAWAYAN NHS
2	BUUG	BUUG PILOT SCHOOLS
		DEL MONTE ES
		BUUG NHS
3	DIPLAHAN	DIPLAHAN CES
		KAUSWAGAN ES
		GAULAN NHS
4	IMELDA	IMELDA CES
		LALAT ES
		IMELDA NHS
5	IPIL	IPIL CES
		TIAYON ES
		MAKILAS NHS
6	KABASALAN	KABASALAN CES
		KABASALAN SPED
		SIMBOL NHS
7	MABUHAY	MABUHAY CES
		KAUSWAGAN ES
		MABUHAY AGRI
8	MALANGAS	MALANGAS CES
		MABINI ES
		DIONESIO LOPEZ NHS
9	NAGA	NAGA CES
		CROSS. STA. CLARA ES
		GUINTOLOAN NHS
10	OLUTANGA-	OLUTANGA CES
		VILLACORTE ES
		PANTALEON CUDIERA NHS
11	PAYAO	PAYAO CES
		SAN ISIDRO ES
		PAYAO NHS
12	R.T. LIM	RT LIM CES
		KULAMBUGAN ES
		SAN FERNANDINO NHS
13	SIAY	SIAY CES
		GUSAWAN ES
		LAIH BATU NHS
14	TALUSAN	TALUSAN CES
		SAGAY ES
		KASIGPITAN NHS
15	TITAY	TITAY CES
		KITABOG ES



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		MALAGANDIS NHS
16	TUNGAWAN	TUNGAWAN CES
		TIGPALAY ES
		SAN ISIDRO NHS

Attachment B

Terms of Reference

Responsibilities	Smart TV	Tablet	Printer
School Thru the School Head			
1. Secures safe and strategic place to mount or keep the material. Window grills and doors are secured well.	/	/	/
2. Identifies reading recipients for the utilization of materials.	/	/	/
3. Includes in the PPMP and AIP materials needed for maintenance.	/	/	/
4. Designates/assigns responsible person to secure its longevity of use.	/	/	/
5. Provides health safety stuffs like alcohol, face masks, hand sanitizer and soap in the area		/	
6. Coordinates with Barangay Captain for allocation of Barangay Tanod to patrol the area during nighttime.			
I-READ Coordinator	/	/	/
1. Maintains record book or logbook for all learners served.	/	/	/
2. Keeps implementation plan in her/his classroom or in the I-READ clinic.	/	/	/
3. Provides school head/partners the schedule/s of reading.	/	/	/
4. Maintains cleanliness on the area where TV, tablets and printers are stationed.	/	/	/
5. Keeps watch on the appropriate time and schedules of their utilization.	/	/	/
6. Makes sure all users observes health protocols: Wearing of face mask, hand sanitizer or alcohol and maintain social distancing.		/	





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7. Prepare a Quarterly Summary of Utilization	/	/	/
8. Submit to the School Head the results of the I-READ Program Implementation with the use of all materials (short story booklets, GIYA sa Pagbasa, GIYA on Short Stories, Tablet, TV and Printer)	/	/	/
9. Do other tasks as may be assigned.	/	/	/

Attachment C

Utilization Guidelines

A. Smart TV

1. All learners identified and profiled either Non-readers or frustration readers are the priority users of the television.
2. TV Programs to be watched must be strategic to the reading plan or objectives of the I-READ Program.
3. Reading teachers should use the television in the delivery of their reading lessons or in showing movies or stories in activating prior knowledge, developing critical thinking or in showing activities for phonemic awareness.
4. A logbook must be kept to record date and time of utilization, including the number of learners served and the topic of the session. Below is the suggested entries in the logbook:

Date	Time of Entry	Time of Departure	Topic/Title of the Session	No. of Learners	Signature of Teacher
Ex. 12/2/21	9:30	10:30	Letters in the Alphabet	5	

5. The Smart TV cannot be utilized or brought to other area rather than the purpose it is being issued.

B. Printer

1. All materials for teaching reading must be all printed using the printer issued.
2. No other materials will be printed except the ones for reading; thus, printing of regular modules, DTRs, DLPs/DLLs, etc., are to be printed from those assigned for such purpose.
3. Responsibility for maintenance is course through the I-READ coordinator for the school head to fund and include in the AIP.





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C. Tablet

1. All learners engage in the **“In Person”** or **pilot Face-to-Face** classes shall be the recipient of these materials, including learners from schools who will be identified later by the Division re I-READ implementing schools.
2. Each recipient-learner must be assigned with a specific Tablet-PC to use all throughout the school year, for easy identification in case the said equipment/resource is damaged. But the learner concerned through their parents is NOT responsible for the repair or maintenance. Such responsibility is shouldered by the school through their MOOE.
3. Tablets can be used by the reading teacher with particular learners under remediation class, provided, the said tool is not utilized by the assigned learner on that day. Utmost care is hereby given to the reading teacher concerned.
4. School IT or teacher concerned, must keep record of utilization for the purpose of reading and comprehension performance of learners.

SPECIAL INSTRUCTIONS:

- *For I-READ school implementation, please refer to Division Memorandum Nos. 342, s2021 and 442, s 2021 for your proper guidance.*

