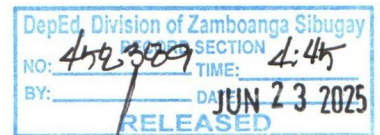




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



June 23, 2025

**DIVISION MEMORANDUM**

No. 273, s. 2025

**CORE PLANNING WORKSHOP: ENHANCING EARLY LITERACY THROUGH  
LESSON PLANNING AND PROGRESS MONITORING**

TO:

Chief, CID  
Education Program Supervisor, Kindergarten Focal  
All Public Schools District Supervisors/District-in-Charge  
School Heads  
This Division

1. In support of our continuing efforts to strengthen foundational literacy and ensure consistent instructional delivery across schools, a meeting with the identified core team members will be conducted on June 25, 2025 at 8:00 a.m. in Buug Pilot Central Elementary School Multi-Purpose Hall to prepare the **Lesson Outline in Reading for Grade 1** and finalize the **Checklist for Monitoring of School Heads on Learners' Reading Progress**.
2. This initiative aims to provide structured support for Grade 1 teachers in reading instruction and equip school heads with a practical tool to track and support reading development among learners.
3. Participants of this meeting are the following:

1. Mardie A. Acotanza	-	PSDS
2. Marilou Chio	-	PSDS
3. Meishel P. Batan	-	PSDS
4. Hope R. Acuesta	-	PSDS
5. Silveria Pagayon	-	PSDS
6. April Queen Zamora	-	MT I/Ipil District
7. Myra C. Mejia	-	MT II/Titay District
8. Divine Grace Abdon	-	MT II/Alicia District
9. Virginia Tubat	-	MT II/Imelda District
4. All members are expected to bring laptop, extension wire and Curriculum Guide to actively participate in the collaborative planning process.
5. Participants' travel expenses shall be charged to MOOE or local funds, subject to existing accounting and auditing rules and regulations.



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6. For further details, you may contact Mrs. Evelyn F. Importante, CID Chief, or Mrs. Gernin S. Laraño, Education Program Supervisor, who are directly involved in this activity.
6. For immediate and widest dissemination.

  
**VIRGILIO P. BATAN JR., CESO V**  
Schools Division Superintendent

*Reference:*

*Encl.: As Stated*

*Reference:*

*To be indicated in the Perpetual Index  
under the following subjects:*

*READING INSTRUCTION      MONITORING*

*ZS-DM-CID-2025-06-55*

*GSL20250623*