

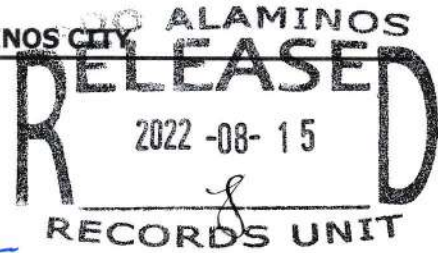


Republic of the Philippines  
Department of Education

Region I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM  
DM-2022 - 306



TO : Assistant Schools Division Superintendent *ms*  
Chief, Curriculum Implementation Division (CID) *ab*  
Chief, School Governance and Operations Division (SGOD) *js*  
Education Program Supervisors in English, Filipino and MTB-MLE  
Heads of Public Elementary and Secondary Schools  
All others concerned

SUBJECT : **ADOPTION OF A PROTOTYPE TEMPLATE IN THE PREPARATION OF  
BRIGADA PAGBASA ACTION AND IMPLEMENTATION PLAN**

FROM : Office of the Schools Division Superintendent

DATE : August 15, 2022

1. This Office, through the Curriculum Implementation Division (CID), is releasing a prototype template, with sample entries (see Enclosure), for adoption in all **Brigada Pagbasa Action and Implementation Plan**. This is a part of the preparations for the implementation of a **unified division reading program** that aims to simplify, enhance and strengthen literacy instruction in schools.
2. The editable soft copy of the template may be accessed through a google drive link to be sent/shared in the SDO AC-CID HUB group chatroom.
3. For information, guidance, widest dissemination, and strict compliance.

*Lorna G. Bugayong*  
**LORNA G. BUGAYONG PH.D., CESO V**  
Schools Division Superintendent *W*

***With hundred reasons to serve!***



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Enclosure to Division Memorandum No. 306, S, 2022

**BRIGADA PAGBASA ACTION and IMPLEMENTATION PLAN  
SY 2022-2023 to SY 2024-2025**

| OBJECTIVES  | ACTIVITIES   | TIMELINES        | PERSONS INVOLVED   | BUDGETARY REQUIREMENT | EXPECTED OUTCOMES  |
|---|--|------------------|--|-----------------------|--|
| <p><b>Pre-Implementation (One or two months before the beginning of every SY)</b></p> <p><i>(Sample Activities only. These may vary depending on the context/needs of the school. More activities may be added)</i></p> <ul style="list-style-type: none"> <li>• Prepare/Review School Action Plan</li> </ul> | <p>*Conduct planning conference on the crafting/review of the School Action Plan:</p> <ul style="list-style-type: none"> <li>✓ Persons Involved</li> <li>✓ Needs Assessment</li> <li>✓ Terms of Reference</li> <li>✓ Line-up of Activities</li> <li>✓ Needed materials</li> <li>✓ Duration/Timelines</li> <li>✓ Budgetary requirement</li> <li>✓ Mechanisms, processes, and tools for the M&amp;E</li> <li>✓ Performance Indicators</li> <li>✓ Other Matters/Concerns</li> </ul> <p>*Craft the three-year Action Plan (Year 1)</p> <p>*Prepare the <i>Brigada Pagbasa</i> reading resource package, print/reproduce materials</p> <p>*Review the Action Plan and make Necessary adjustments for the Year 2 implementation</p> <p>*Conduct impact evaluation (Year 2)</p> <p>*Review the Action Plan and make necessary adjustments for the Year 3 implementation</p> | <p>June-July</p> | <p>School Head<br/>Head Teacher/s<br/>Reading Coordinator<br/>Reading Teachers</p> | <p>P2,000</p>         | <p>School Brigada Pagbasa Action Plan prepared/ reviewed; adjustments made for implementation in the succeeding year/s</p> |



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|   |  |                    |  |               |   |
|---|--|--------------------|--|---------------|---|
| <ul style="list-style-type: none"> <li>Promote reading awareness and shared accountability for literacy among key stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>*Convene school reading coordinator/s, reading teachers, and volunteers</li> <li>*Communicate the Action Plan and accommodate comments/feedback and suggestions</li> <li>*Discuss the mechanisms, systems and processes to be followed in the implementation:               <ul style="list-style-type: none"> <li>✓ Role of all teachers as reading teachers.</li> <li>✓ Role of the volunteers as assistants/aides of the teachers per grade level</li> <li>✓ Others</li> </ul> </li> </ul> | <p>July</p>        | <p>School Head<br/>Head Teacher/s<br/>Reading Coordinator/s<br/>Reading Teachers<br/>Volunteers<br/>Home Learning facilitators</p> | <p>P1,000</p> | <p>Reading awareness and shared accountability for literacy promoted; plans properly communicated and explained</p> |
| <ul style="list-style-type: none"> <li>Capacitate reading teachers, volunteers, and home learning facilitators</li> </ul>                 | <ul style="list-style-type: none"> <li>*Conduct orientation/reorientation/ Upskilling/reskilling</li> </ul>  | <p>July-August</p> | <p>School Head<br/>Head Teacher/s<br/>Reading Coordinator/s<br/>Reading Teachers<br/>Volunteers<br/>Home Learning facilitators</p> |               | <p>All persons involved in the Program are capacitated, oriented/re-oriented and ready for the implementation</p>   |
| <ul style="list-style-type: none"> <li>Develop the mechanism, processes, and tools for the M&amp;E</li> </ul>                             | <ul style="list-style-type: none"> <li>*Compose the M&amp;E Team</li> <li>*Identify and clarify roles and terms of reference</li> <li>*Craft the M&amp;E Plan</li> <li>*Craft contextualized M&amp;E tools</li> </ul>  | <p>June-July</p>   | <p>School Head<br/>Head Teacher/s<br/>Reading Coordinator/s<br/>Reading Teachers</p>   |               | <p>Mechanism, processes, and tools for the M&amp;E developed</p>  |
| <p><b>Implementation (May start on the Brigada Eskwela Week or week/s earlier depending on the readiness of the school)</b></p>           |  |                    |  |               |   |
| <ul style="list-style-type: none"> <li>Identify learners' actual reading needs</li> </ul>   | <ul style="list-style-type: none"> <li>*Administer FLAT pre-assessment to identify the reading levels and actual needs of learners</li> </ul>  | <p>July-August</p> | <p>Head Teacher/s<br/>Reading Coordinator/s<br/>Reading Teachers<br/>Volunteers</p>  |               | <p>Diagnostic reading assessment conducted for needs identification</p>   |
| <ul style="list-style-type: none"> <li></li> </ul>  |  |                    |  |               |   |

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|   |  |   |  |   |
|---|--|---|--|---|
| <ul style="list-style-type: none"> <li>Develop learners' reading skills</li> </ul>            | <p>*Give the necessary intervention/ remediation activities: <i>Brigada Pagbasa</i> reading resources</p>  | <p>First three quarters of the SY</p>         | <p>Head Teacher/s<br/>Reading Coordinator/s<br/>Reading Teachers<br/>Volunteers<br/>Home Learning facilitators</p> | <p>Necessary reading intervention/ remediation provided to improve reading skills</p>                                 |
| <ul style="list-style-type: none"> <li>Determine learners' reading progress</li> </ul>        | <p>*Administer FLAT post-assessment<br/>*Prepare and submit assessment results<br/>*Provide additional interventions, as needed, and repeat assessment<br/>*Conduct Reading Festival</p> | <p>Varies depending on learners' progress</p> | <p>Head Teacher/s<br/>Reading Coordinator/s<br/>Reading Teachers<br/>Volunteers</p>                                | <p>Learners' reading progress assessed; milestones and gaps identified</p>  |
| <p><b>Post-Implementation (May start on the last quarter of every SY)</b></p>                 |  |   |  |   |
| <ul style="list-style-type: none"> <li>Monitor and evaluate program implementation</li> </ul> | <p>*Analyze assessment results (pre and post)<br/>*Consolidate findings from M&amp;E conducted<br/>*Prepare and submit reports with recommendations</p>                                  | <p>Last quarter of the SY</p>                 | <p>School Head<br/>Reading Coordinator/s<br/>Reading Teachers<br/>Volunteers</p>                                   | <p>Progress of program implementation monitored and evaluated; reports and recommendations prepared and submitted</p> |

Prepared:

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Recommending Approval:

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