



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

**SDO ALAMINOS**  
**RELEASED**  
2023 -03- 27  
**RECORDS UNIT**

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**DM-2023 - 165**

TO : Assistant Schools Division Superintendent  
: Chief, Curriculum Implementation Division (CID)  
: Chief, School Governance and Operations Division (SGOD)  
: Education Program Supervisors In-charge of Languages  
: Heads of Public Elementary and Junior High Schools  
: Reading Coordinators  
: Class advisers  
: All Others Concerned

SUBJECT : **PROCESS FOR THE STUDENT-VOLUNTEERS FROM THE PANGASINAN STATE UNIVERSITY-ALAMINOS CITY CAMPUS IN PROVIDING READING SUPPORT UNDER THE BRIGADA PAGBASA PROGRAM**

FROM : Schools Division Superintendent

DATE : March 22, 2023

1. To strengthen the reading interventions for our struggling readers from K1 to K3, student- volunteers from the Pangasinan State University-Alaminos City Campus are presently deployed in different schools except for Longos ES.
2. School heads and class advisers are advised to provide the volunteers with the appropriate reading resources, writing materials, supplies, and templates for the learners' portfolios.
3. Class advisers should lead in the preparation of the objectives and activities. Student- volunteers will do the follow-up for learners to achieve mastery.
4. Schools with a 1:1 volunteer-struggling reader ratio should assign the same student volunteer to the same learner.
5. If the number of student volunteers is not enough, assign volunteers to learners of the same category or should schedule one (1) hour reading intervention per category.
6. Attached are the templates for the attendance and learner's portfolio.
7. For information, guidance, wide dissemination, and compliance.

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-in-Charge*  
*Schools Division Superintendent*

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



**Address:** San Jose Drive, Poblacion, Alaminos City, Pangasinan  
**Telephone Number:** (075) 205 - 0644  
**Website:** depedalaminoscity.com  
**Email Address:** alaminos.city@deped.gov.ph





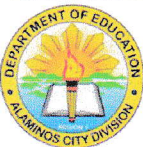
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Enclosure to DM 165, s. 2023

**STUDENT VOLUNTEER ATTENDANCE**

DATE	NAME	INSTITUTION	PURPOSE	GRADE LEVEL ASSIGNED	NAME OF LEARNER UNDER YOUR CARE

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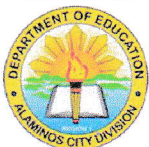
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**LEARNER'S PORTFOLIO**

<b>Name:</b>	
<b>Grade &amp; Section:</b>	<b>Date:</b>
<b>Category:</b>	
<b>Objectives:</b>	
<b>Activities:</b>	
<b>(Note: Attach learner's output or documentation for the given activities)</b>	
<b>Remarks:</b>	

\_\_\_\_\_  
*Signature Over Printed Name*  
Student Volunteer

\_\_\_\_\_  
*Signature Over Printed Name*  
Class Adviser

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