



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Division Memorandum
 No. 429, s. 2025

**ORIENTATION ON THE ADMINISTRATION OF PHILIPPINE INFORMAL
 READING INVENTORY (PHIL-IRI) FOR KEY STAGE 2 AND 3**

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors – CID and SGOD
 Public School Heads (Elementary & Secondary)
 All Others Concerned

1. In line with the Department of Education's thrust to implement evidence-based literacy instruction and assessment, and in support of strengthening reading proficiency across grade levels, this Office shall conduct an Orientation on the Administration of the Philippine Informal Reading Inventory (Phil-IRI) Materials for Key Stage 2 and Key Stage 3 on July 11, 2025, at 8:00 AM to 12:00 NN, at Hotelinda Suites, Vigan City.

2. The orientation aims to:

- (a) provide clear guidelines on administering Phil-IRI tools;
- (b) strengthen the capacity of teachers in analyzing reading data and applying interventions; and
- (c) promote the use of assessment data in designing responsive reading programs and strategies.

3. Participants in this orientation are the Program Management Team (PMT); all elementary and secondary school heads; English and Filipino coordinators; English and Filipino department heads of Ilocos Sur National High School (ISNHS), to wit:

School	School Head/Dept. Head	Reading Coordinators	
		English	Filipino
All Elementary Schools	18	18	18
ISNHS	3	1	1
VNHSE	1	1	1
VNHSW	1	1	1
PIS-JHS		1	1
TOTAL	23	22	22

4. All identified participants are required to attend the orientation. They are advised to bring their Phil-IRI Manual for reference. School heads are directed to ensure that attendees are available and can fully participate in the session.

5. The training matrix and members of the PMT are enclosed.





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6. AM snacks and lunch for the half-day activity shall be charged against the downloaded BEC Program Support Fund subject to the usual accounting and auditing rules.
7. This memorandum shall serve as the locator slip of all participants.
8. Immediate dissemination of this memorandum is required.

VILMA D. EDA, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: RM No. 612, s. 2024m
To be indicated in the Perpetual Index
Under the following subjects:

ASSESSMENT LEARNERS ORIENTATION



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Enclosure No. 2 to Division Memorandum No. ____, s. 2025

PROGRAM MANAGEMENT TEAM

Program Manager: **Marie Christine L. Natividad**
Chief Education Supervisor
Curriculum Implementation Division

Div. Reading Coordinators: **Nelson A. Robinol**, EPS-English
Felipa T. Regaspi, EPS-Filipino

QAME-in-Charge: **Grace F. Castaneda**
School Principal II
QAME-in-Charge

Welfare Officers: **Maria Korynne Taborda**
Nurse II

Technical Staff: **Allan Q. Barrientos**
Librarian II

Consultants: **Annie D. Pagdilao, EdD, CESO V**
Asst. Schools Division Superintendent

Vilma D. Eda, CESO V
Schools Division Superintendent

