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

Division Memorandum
No. 449, s. 2025

**ADMINISTRATION OF THE REGIONAL READING ASSESSMENT TOOLS
(FUNCTIONAL LITERACY ASSESSMENT TOOL AND LANGUAGE
ENHANCEMENT THROUGH READING ASSESSMENT)**

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

1. Per Regional Memo No. 905, s. 2025, the Department of Education Regional Office through the Curriculum and Learning Management (CLMD), hereby issues updated guidelines on the administration and utilization of the regionally developed reading assessment tools. This issuance supersedes Provision No. 5 of Regional Memorandum No. 1612, s. 2024, by reclassifying the tools as either mandatory instruments or progress monitoring tools, depending on their intended purpose and target learner group.

2. Beginning this school year, the Functional Literacy Assessment Tool (FLAT) and the Language Enhancement Through Reading Assessment (LETRA) shall be administered in specific cases to provide targeted support for the implementation of the Academic Recovery and Accessible Learning (ARAL) Program and the ongoing review of the Reading First for Region One initiative.

3. For the detailed guidelines, timeline and implementation procedures regarding the administration of the said tools, please refer to the attached regional memorandum.

4. Immediate dissemination of this memorandum is required.

Vilma D. EDA
VILMA D. EDA, CESO V
Schools Division Superintendent
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Enclosure: As stated
References: RM No. 905, s. 2025 and RM No. 1612, 2024
To be indicated in the Perpetual Index
Under the following subjects:

ASSESSMENT LEARNERS ORIENTATION



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
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Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 905 s. 2025

ADMINISTRATION OF THE REGIONAL READING ASSESSMENT TOOLS
(FUNCTIONAL LITERACY ASSESSMENT TOOL AND LANGUAGE
ENHANCEMENT THROUGH READING ASSESSMENT)



To: Schools Division Superintendents

1. The Department of Education Regional Office I, through the Curriculum and Learning Management Division (CLMD), hereby issues updated guidelines on the administration and utilization of the regionally developed reading assessment tools. This issuance supersedes Provision No. 5 of Regional Memorandum No. 1612, s. 2024, by reclassifying the tools as either mandatory assessment instruments or progress monitoring tools, depending on their intended purpose and target learner group.

2. Beginning this school year, the Functional Literacy Assessment Tool (FLAT) and the Language Enhancement Through Reading Assessment (LETRA) shall be administered in specific cases to provide targeted support for the implementation of the ARAL Program and the ongoing review of the Reading First for Region One initiative.

3. The Language Enhancement Through Reading Assessment (LETRA) tools, in both English and Filipino, shall remain **mandatory** for Grades 11 and 12. These assessments must be administered twice each school year:

- Beginning of School Year (BOSY): June to August
 - End of School Year (EOSY): January to March
- *The results shall be submitted via an official link, which will be issued through a separate memorandum.

4. The Functional Literacy Assessment Tools (FLAT) for Grades 1 to 6, and the LETRA tools for Grades 7 to 10, both in English and Filipino, shall serve as **mandatory** progress monitoring tools for learners identified as **emerging readers or frustration-level readers**. These assessments shall be administered during the second and third quarters of the school year. Results must be submitted through a designated link to be issued separately. The primary purpose of these assessments is to monitor learners' reading growth and to ensure that teacher-led interventions are producing measurable improvements.

5. It is important to emphasize that the timeline and implementation mechanics of the regionally developed tools are carefully structured to avoid any overlap with the schedule of national reading assessments.

5. For any inquiries or clarifications, please contact the CLMD at (072) 682-2324, local 120, or via email at clmd.region1@deped.gov.ph.



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Effectivity	11.18.2024	Page	1 of 2



6. For your information, guidance, and strict compliance.



TOLENTINO G. AQUINO
Director IV 

Encl.: None
Reference: RM No. 1612, s.2024
To be indicated in the Perpetual Index
Under the following subjects:

GUIDELINES READING ASSESSMENT

CLMD-jps/jdd/RM_ReadingAssessmentTools
July 10, 2025



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CLMD 251372



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