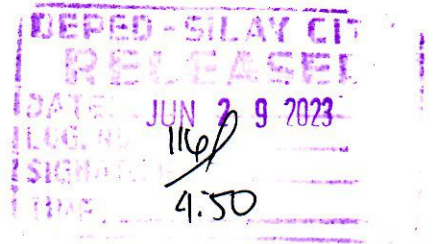




Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF SILAY CITY



June 29, 2023

DIVISION MEMORANDUM

No. 250 s.2023

SUBMISSION OF LITERACY ACCOMPLISHMENT REPORT FOR SY 2022-2023

TO: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary Schools Heads
All Others Concerned

1. In line with the SDOs BE-LRCP and the issuances of Curriculum and Instruction Regional Champions for Learning Excellence (CIRCLE) Award - Regional Memorandum 457, s. 2022 on the CIRCLE Award dated June 23, 2022 and Regional Memorandum 835, s. 2022 on the CIRCLE Awards and Recognition Program, this Office thru the Curriculum and Teaching Division, is requesting all schools to submit their Literacy Accomplishment Report (inclusive of English and Filipino) for SY 2022-2023 as the end of school year MoVs for the conducted literacy activities. This will also serve as the basis of the Outstanding Reading Program Award.
2. This activity aims to motivate school heads and teachers to further strengthen and enhance their respective reading programs and at the same time to monitor the effectiveness of the conducted and utilized reading activities and strategies to improve the schools' literacy rate, thereby producing and developing champion Silaynon readers.
3. Recognized school/s will be awarded during the Reading Month celebration wherein only the best entry will represent the division to the Regional CIRCLE Award for the Outstanding Reading Program.
4. Attachments to this Memorandum are as follows:
 - a. Criteria for Assessment;
 - b. Guidelines, Mechanics, and Awards; and
 - c. Write-up Template.
5. The deadline for the submission of report is **on July 21, 2023**.





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6. For clarifications, you may contact the Education Program Supervisors in English and Filipino, Mary Leilani G. Javines and Juliet P. Quezon PhD.
7. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or any other similar factor/circumstances that run counter to the principles of equal opportunity.
8. Immediate and widest dissemination of this Memorandum is desired.


SALVADOR O. OCHAVO JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: RM 457, s. 2022 and RM 835, s. 2022

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

AWARDS

LITERACY

MONITORING AND EVALUATION

REPORTS

SCHOOLS

TEACHERS



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Enclosure No. 1 to Division Memorandum No. 150, s. 2023

Western Visayas PRAISE
CIRCLE Award – Outstanding Division Reading Program

CRITERIA FOR ASSESSMENT

CRITERIA				PERCENTAGE
Impact of the Program				
35	25	15	10	
100% of the learners benefited in the holistic reading program with 50% decrease in the number of Frustration level learners	75% of the learners benefited in the holistic reading program with 30% decrease in the number of Frustration level learners	50% of the learners benefited in the holistic reading program with 20% decrease in the number of Frustration level learners	25% of the learners benefited in the holistic reading program with 10% decrease in the number of Frustration level learners	35%
Significant Accomplishments				
25	20	15	10	
-complete data of at least 4 initiatives/activities of the 4 enabling mechanisms: 1. teacher professional development 2. development of developmentally appropriate instructional/reading materials and assessment tools 3. school leadership and systematic support 4. parent involvement and stakeholders' support	-lacking 1 enabling mechanism	-lacking 2 enabling mechanisms	-lacking 3 enabling mechanisms	25%
Alignment of the Reading Program to SDO and RO				
20	15	10	5	
-adherence to the holistic reading program with substantial support activities and initiatives for remedial, developmental, functional, and recreational reading	-adherence to reading program with substantial support activities and initiatives of the 3 components of the holistic reading program	- adherence to reading program with substantial support activities and initiatives of the 2 components of the holistic reading program	- adherence to reading program with substantial support activities and initiatives of the 1 component of the holistic reading program	20%
Sustainability of the Program				
15	10	5	3	
The program has implemented 4 sustainability mechanisms: regular monitoring and evaluation reports, meetings and coordination activities with reports and with publication, and documentation of best practices.	The program has implemented 3 sustainability mechanisms.	The program has implemented 2 sustainability mechanisms.	The program has implemented 1 sustainability mechanism.	15%
Originality/Creativity/Innovation				
5	4	3	1	
-The project is original and unique. -Ideas are creative, inventive, and innovative.	-The project shows some uniqueness. -It provides new ideas and insights.	-The project uses other people's ideas (giving due credit) with some evidence of modification and innovation).	-The project uses other people's ideas with little to no evidence of modifications.	5%
Total				100%



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Enclosure No. 2 to Division Memorandum No. 150, s. 2023

GUIDELINES, MECHANICS, AND AWARDS

Guidelines:

- The accomplishments, innovations, and their impact must be within the SY 2022-2023.
- Presentation of documents must be in the order of significance including the MoVs.
- Use specific terms in the presentation of the accomplishments and documents.
- State outstanding accomplishments and impact in brief, factual, and in bullet form.
- Complete documentary requirements and information must be submitted not later than July 17, 2023.
- Any misinformation and misinterpretations made in the documents shall be grounds for disqualification.

Mechanics:

- SDO Silay City shall disseminate the guidelines and mechanics thru a memorandum and shall likewise form a team of evaluators and validators to check all the documents and MoVs.
- All official nominees of the division level must be given recognition prior to the submission of the nomination to the next level.
- Recognition of the Most Outstanding Reading Program shall be done in the district, division, and regional levels. The Division is empowered to source out budget and other needed resources during the awarding ceremony.
- All winning entries are expected to present their best practices and experiences during the CIRCLE Award Learning Expo in the district, division, and regional levels.
- Only 1 entry in the SDO will represent the Regional Level. Entry not officially endorsed by the SDO will not be honored.
- At the Regional Level, only 1 will be recognized as the Most Outstanding Reading Program.
- At the Division Level, all schools must submit their accomplishment reports in a4 folder (2 copies) containing the following: write-up with MoVs. The write-up shall highlight the aims, scope, processes, and outcomes/impact of the program.
- At the Regional Level, the division's entry is required to submit an e-folder that contains submission forms, video, write-up, and certification. The video shall showcase/document the project and shall not exceed 5 minutes. The write-up shall highlight the aims, scope, processes, and outcomes/impact of the program.
- The participants must attest that the project is undertaken by them, and they are submitting the authentic work. All submissions must be original and free from intellectual property /copyright/patent issues.

Awards:

- Certificate of Recognition and in-kind award/s will be given to the winner/s.



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Enclosure No. 3 to Division Memorandum No. 130, s. 2023

WRITE-UP TEMPLATE
(maximum of 9 pages only)

The parts should follow the criteria for the given award.

I. Executive Summary (not more than 300 words)
II. Significant Accomplishment/s in Fostering Learning (SY 2022-2023)
III. Impact of the Accomplishments in Making Learning Happen
IV. Other Information (List or mention major Awards/Citations received by the school)

Note: MoVs (following part IV of the write-up) must not exceed 10 pages.



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