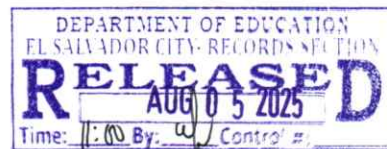




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



August 01, 2025

DIVISION MEMORANDUM
No. 257, s. 2025

ENGLISH READING AND WRITING CHECK-UP EXERCISES

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors & Specialists
Elementary and Secondary Schools Heads

1. Relative to our earnest desire to make every child a reader, BASA ELSA is pushing for the **English Reading and Writing Check-up Exercises**. This program will commence this month of August 2025.

2. Therefore, the following activities shall be conducted by Grade 5 & Grade 6 English Teachers:

Grade 5

- Informal Theme Writing every 1st Friday of the month.
- 5-item Spelling Quiz (words shall be taken from the English Grade 5 Textbook)
- Quiz shall be conducted every Tuesday & Thursday.

Grade 6

- Formal Theme Writing every 1st Friday of the month.
- 5-item Spelling Quiz (words shall be taken from the Grade English 6 Textbook)
- Quiz shall be conducted every Tuesday & Thursday.

3. Formal Theme Writing can help the teacher in identifying a child who is struggling to read and write, that can be used as a basis for reading and writing remedial intervention.

4. Spelling Quiz is non-graded, but the scores of the children shall be recorded to monitor learning progress to provide basis for intervention.

5. Results of Reading and Writing exercises shall be communicated to the parents to ensure Home-School cooperation.



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6. CID and SGOD Officials shall include in their monitoring the proper conduct and thorough implementation of this program.
7. This Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
8. This order enjoins proper compliance.


RANDOLPH B. TORTOLA 
Schools Division Superintendent

*Encl.: As stated
To be indicated in the Perpetual Index
under the following subjects:*

READING & WRITING CHECK UP

SDS



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