DIVISION MEMORANDUM
No. 420, s. 2016

TO : Chief – Curriculum Implementation
    Public Schools District Supervisors
    Elementary School Principals/School Heads
    Elementary School Reading Coordinators

FROM : DEE D. SILVA, DPA, CESO VI
       Schools Division Superintendent

SUBJECT : School Reading Coordinators’ Consultative
          and Planning Conference

DATE : August 5, 2016

1. There will be a Consultative and Planning Conference for School Reading
   Coordinators on August 11, 2016 at two o’clock (2:00pm) in the afternoon at the
   Division Office Conference Hall.

2. Agenda of the said conference are as follows:
   2.1 Phil-IRI Results
   2.2 Updates on Reading Program Implementation
   2.3 Revival/Establishment of Reading Corner in the classroom
   2.4 Revival/Establishment of School Reading Centers
   2.5 Strengthening Existing School Reading Programs

3. Enclosed in this memorandum are the Reading Program Implementation Matrix and
   Reading Program Action Plan Template. It is advised that the School Reading
   Coordinator with the guidance of the School Head/Principal will draft the plan of
   activities for their Reading Program using the said templates.

4. Immediate dissemination to all concerned is desired.
<table>
<thead>
<tr>
<th>Success Indicator</th>
<th>Time Frame</th>
<th>Persons Involved</th>
<th>Activities</th>
<th>Objectives</th>
</tr>
</thead>
</table>

Reading Program Action Plan

Name of the Reading Program:

(LETTER HEAD OF THE SCHOOL)