



Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

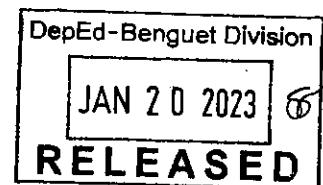
19 January 2023

**DIVISION MEMORANDUM**

No. 22, 52023

**REITERATION OF THE UTILIZATION OF FUNCTIONAL LITERACY  
ASSESSMENT TOOL (FLAT) FOR FUNCTIONAL LITERACY ASSESSMENT**

**TO: Chief Education Program Supervisor, CID  
Education Program Supervisors  
Public Schools District Supervisors  
District Coordinating Principals  
Elementary School Heads  
Elementary Teachers**



1. Relative to **RO 020, 2023, Utilization of the Functional Literacy Assessment Tool (FLAT) for Functional Literacy Assessment**, the Schools Division of Benguet through the Curriculum Implementation Division reiterates the use of the Functional Literacy Tool in English to assess the functional literacy of elementary learners in the division of Benguet from Grades 1 to 6.
2. The assessment shall start first week of the third quarter of the school year 2022-2023 using the FLAT Tool which can be accessed in the Text-Based Shield Navigation Tab in DepEd CAR website or to this link <http://bit.ly/3GUO9hn>.
3. The conduct of the FLAT helps the teachers assess the English functional literacy of learners nearing end of primary school and Grade 6. Similarly, the result of the FLAT will serve as a guide for teachers to develop learning materials and lessons to develop learners' functional literacy.
4. All elementary teachers handling English are enjoined to utilize the FLAT to determine the learners' literacy level and to be able to provide effective reading remediation activities.
5. A FLAT Assessment Report Template (*School Level Report*) found in **Enclosure 1** shall be accomplished by teachers and shall be submitted to the school head for appropriate monitoring and provision of technical assistance. **Enclosure 2**



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the FLAT Assessment Report Template (Division Level Report) shall be accomplished by the school heads and shall be submitted to the Curriculum Implementation Division for consolidation and for appropriate action.

6. Immediate dissemination of this Memorandum is desired.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

CID/rag/fjp



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Enclosure 1 to DM 22, 52023

To be Accomplished by the Class Adviser

**FUNCTIONAL LITERACY ASSESSMENT TOOL (FLAT)**  
**ASSESSMENT REPORT**  
 (School Level Report)

| School:                         |                 |     |     | School Principal:              |                      |              |            |                 |                        |                             |                                      |       |
|---------------------------------|-----------------|-----|-----|--------------------------------|----------------------|--------------|------------|-----------------|------------------------|-----------------------------|--------------------------------------|-------|
| Grade and Section:              |                 |     |     | Teacher:                       |                      |              |            |                 |                        |                             |                                      |       |
| Total No. of Enrolled Learners: |                 |     |     | Total No of Assessed Learners: |                      |              |            |                 |                        |                             |                                      |       |
| Date of Administration:         |                 |     |     | Pre-Assessment: _____          |                      |              |            |                 | Post-Assessment: _____ |                             |                                      |       |
| General Information:            |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |
| LRN                             | Name of Learner | Age | Sex |                                | (Below Letter Level) | Letter Level | Word Level | Paragraph Level | Story Level            | Story Level + Comprehension | Local Material Level + Comprehension | Level |
|                                 |                 |     | M   | F                              |                      |              |            |                 |                        |                             |                                      |       |
|                                 |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |
|                                 |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |
|                                 |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |
|                                 |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |
|                                 |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |
|                                 |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |
|                                 |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |
|                                 |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |
| Total No. of Learners Assessed: |                 |     |     |                                |                      |              |            |                 |                        |                             |                                      |       |

Prepared By: \_\_\_\_\_  
 Class Adviser



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Enclosure 2 to DM 22, S2023

**To be Accomplished by the School Head**

**FUNCTIONAL LITERACY ASSESSMENT TOOL (FLAT)  
 ASSESSMENT REPORT**  
 (Division Level Report)

| School:        |                                 |                                |     | School Principal: |                      |              |            |                 |             |                             |                                      |       |
|----------------|---------------------------------|--------------------------------|-----|-------------------|----------------------|--------------|------------|-----------------|-------------|-----------------------------|--------------------------------------|-------|
| District:      |                                 |                                |     | Date:             |                      |              |            |                 |             |                             |                                      |       |
| PRE-ASSESSMENT |                                 |                                |     |                   |                      |              |            |                 |             |                             |                                      |       |
| Grade Level    | Total No. of Enrolled Learners: | Total No of Assessed Learners: | Sex |                   | (Below Letter Level) | Letter Level | Word Level | Paragraph Level | Story Level | Story Level + Comprehension | Local Material Level + Comprehension | Level |
|                |                                 |                                | M   | F                 |                      |              |            |                 |             |                             |                                      |       |
| Grade 1        |                                 |                                |     |                   |                      |              |            |                 |             |                             |                                      |       |
| Grade 2        |                                 |                                |     |                   |                      |              |            |                 |             |                             |                                      |       |
| Grade 3        |                                 |                                |     |                   |                      |              |            |                 |             |                             |                                      |       |
| Grade 4        |                                 |                                |     |                   |                      |              |            |                 |             |                             |                                      |       |
| Grade 5        |                                 |                                |     |                   |                      |              |            |                 |             |                             |                                      |       |
| Grade 6        |                                 |                                |     |                   |                      |              |            |                 |             |                             |                                      |       |
| Total          |                                 |                                |     |                   |                      |              |            |                 |             |                             |                                      |       |

Brief analysis of the data

Prepared by: \_\_\_\_\_  
 School Head



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