



Republic of the Philippines
Department of Education
Schools Division of Benguet

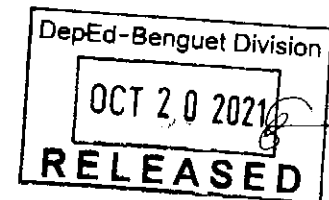
October 14, 2021

DIVISION MEMORANDUM

415 s. 2021

To:

Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/ In-Charge of the District
Public Elementary and Secondary School Heads
Division/District/School Reading Coordinators
Division/District/School Brigada Eskwela Coordinators
Division/ School Information Officers
All Others Concerned



**GUIDELINES ON BUILDING PARTNERSHIP AND LINKAGES THROUGH THE
BRIGADA PAGBASA IMPLEMENTATION, MONITORING, EVALUATION IN
SUPPORT TO THE BREAD TO SPREAD BRIGADA PAGBASA PROJECT OF
BENGUET DIVISION**

1. Pursuant to DepEd Memorandum UO-LAPP No. O-267 s. 2021 and Regional Memorandum No. 410, s. 2021 titled Building Partnership and Linkages through Brigada Pagbasa Innovation Fair, this Office issues this memorandum to intensify efforts in support to the *Bread to Spread Project* to improve the literacy of the K-12 learners and achieve the target of DepEd Memorandum no. 173, s. 2019 re: Hamon: Bawat Bata Bumabasa and DepEd Benguet's Banner Program BINDIYAN or the "Batang I-Benguet Nakababasa, Diwang Isinatitik at Yamang-Angkin Naisasabuhay".
2. These support guidelines set the direction of the Brigada Pagbasa in SDO Benguet and impose proper interfacing between the School Governance and Operations Division (SGOD) and the Curriculum Implementation Division (CID) to ensure a successful institutionalized Brigada Pagbasa Implementation, Monitoring, and Evaluation as Enclosure to this memorandum.
3. Further, this Office continues to heed the call of volunteerism across the division and is committed to extend quality learning at home. It continuously aims to elevate reading comprehension of the learners by amplifying its campaign of establishing home reading through the parents and volunteers. The link will be for the accounting and registration of volunteers (<https://bit.ly/SDOBenguetVolunteers>), other links and Digital platforms will be posted for the uploading of learning materials and resources.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

ITAHANAN
Health, Bata, Accommodation, Bata, Advancement, Bata, Facilitate





Republic of the Philippines
Department of Education
Schools Division of Benguet

4. Series of videos shall be posted on DepEd Tayo Benguet of the best practices relative to the Brigada Pagbasa Program implementation. More so, those who want to share materials can reach the social mobilization and networking section through the following accounts:
 - arvin.doman@deped.gov.ph
 - Lorna.yaco@deped.gov.ph
 - DepEd Tayo Benguet FB Page
5. School heads and teachers are requested to encourage parents to be part of this project through their general PTA Officers, alumni association, Barangay Officials and other possible means may be used to disseminate the information.
6. This support project shall be continued and this office suggests various activities to make sure the awareness campaign be intensified. **(See Enclosure 1-5 for the Menu of Activities)**
 - a) Adivay shi Barangay - A reading taskforce of each school will visit Barangay and conduct symposia or for a
 - b) Ēmina Eskweda Ēmanbasa - inclusion of reading at home information drive in the week long BE/BE Plus activities
 - c) Other - school initiated projects which aim to involve parents in reading such as Pan-ashalan shi baley
7. Expenses relative to the implementation of Brigada Pagbasa shall be charged against local funds/ School MOOE and Program Support Funds subject to the usual accounting and auditing rules and regulations.
8. For the learners we profess to serve, immediate dissemination and compliance.


GLORIA B. BUYA-AO
Schools Division Superintendent



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

ITAHAN
Integrity • Ethics • Accomplishment • Better Advancement • Durables Excellence





Republic of the Philippines
Department of Education
Schools Division of Benguet

Enclosure 1.

PROGRAM MANAGEMENT COMMITTEE
BINDIYAN BRIGADA PAGBASA PROJECT OF BENGUET DIVISION

GLORIA B. BUYA-AO
 Schools Division Superintendent

CARMEL F. MERIS
 Assistant Schools Division Superintendent

LUCIO B. ALAWAS
 Chief ES, SGOD

RIZALYN A. GUZNIAN
 Chief ES, CID

CEASAR M. LUMA-ANG
 EPS, SGOD

PUBLIC SCHOOL DISTRICT SUPERVISORS
 Program Focal Persons

ARVIN M. DOMAN
 SEPS-SMN, SGOD
 Division BE Coordinator

ERLINDA C. QUINUAN,
EPS
 Div. Reading Coordinator
 Beginning Reading/SPED)

MERLYN CONCHITA O.
De GUZMAN, EPS
 Div. Reading Coordinator
 (Kinder – Grade III)

LORNA M. YACO
 EPS II-SMN, SGOD
 Division BE Co-Coordinator

SONIA D. DUPAGAN,
EPS
 Div. Reading Coordinator
 Grade 4-6/LRMDS

FRANCIS F. PECKLEY,
EPS
 Div. Reading Coordinator
 (G7 – G10/JHS)

NORBERT C. LARTEC,
EPS EPS
 Div. Reading Coordinator
 (G11 – G12/SHS)

RODRIGUEZ BELINO,
EPS II
 Div. Reading Coordinator
 In-charge ALS

ANTIONETTE D.
SACYANG,
 PDO II/LRMDS

BINDIYAN
Technical Working Committee

COMMITTEE/COMMITTEE MEMBERS	Functions
Over-all Reading Programs Committee Daddat-at: Macarthy Malanes BREAD TO SPREAD/Reading Carousel: Sonia D. Dupagan Read to write and Listen to Express: Antionette D. Sacyang	Review contextualized reading materials and books for reading sessions with children



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines

Department of Education

Schools Division of Benguet

Primer based video Lessons: Francis Peckley, EPS, CID	
Partnership Committee Chair: Arvin Doman, SEPS, SGOD Member: Lorna Yaco, EPS II, SGOD Member: Nerisa Barbosa, PDO II, SGOD	Facilitates advocacy and information dissemination activities, resources generation, profiling of volunteers and submission of reports.
Story Teller Committee Chair: Sonia Dupagan, EPS, CID Co-Chair: Francis Peckley, EPS, CID Members: Norbert Lartec, EPS, CID Erlinda Quinuan, EPS, CID	Manage to inform and remind the Storyteller of their schedule. Ensures readiness of the Story teller of the day
Sounds Committee Chair: Cliftone Bangse-il, PDO I, SGOD Co-Chair: Ryan George Member: Melvin Alfredo, Librarian II, CID	Ensure the availability, preparation, security and quality of sound equipment during the activity
Story Telling Venue Preparation and Decoration Chair: Denver P. Dokey, TIII, CRSHS Vice-Chair: Gary Frondarina, Adas, CID Members: Antionette D, Sacyang, PDO II, CID Arcelli Galasgas, Adas II, CID Rebecca Visaya, Adas II, SGOD Melody Alingbas, Adas, OSDS Joyce Balalong, AO IV, OSDS	Oversee the physical arrangement of the venue and decorations to be used during the story telling
Recording Committee Chair: Melvin Alfredo, Librarian II, CID Co-Chair: Greg Garcia, Adas II, SGOD Member: Gary Frondarina, Adas, CID	Ensure the quality of video recording and presentation during the FB live session in the DepEd Tayo Page
Learning Resources Committee Printed and Non-Print Chair: Lorna Yaco, EPSp II, SGOD Co-Chair: Antionette Sacyang, PDO-II, CID Member: Sheila Marie Ocampo, Adas, OSDS	Ensure the availability of Reading materials for the story telling



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines

Department of Education

Schools Division Office - Benguet

Enclosure 2. Strategies of Support to the Implementation of BREAD to SPREAD and SINTIL under Project BINDIYAN

Office/Key Persons	Terms of Reference
School Governance and Operations Division	<ul style="list-style-type: none"> -Search for “reading” partners (extent of support is highlighted in Enclosure 2) -Ensure that our representative entries to the RO Brigada Pagbasa Innovation Fair are provided enough technical assistance -Consolidate reports of support needs from schools and districts to be able to specifically identify what supports are needed by each school -Plan for provision of support -Implement plan -Monitor and evaluate activities done in support of division reading program -Facilitates advocacy and information dissemination activities, resources generation, logistics, profiling of volunteers and submission of reports. -Spearheads overall monitoring of Brigada Pagbasa Implementation -Facilitates the conduct of reading-related researches, -Ensures that health protocols issued by the IATF will be strictly followed during the conduct of all activities of this project.
Curriculum Implementation Division	<ul style="list-style-type: none"> -Virtual Orientation on “BREAD to SPREAD” (harmonize this with RO’s mechanism) -Conduct training to “reading” volunteers on strategies in addressing reading-related concerns -Monitor the reading carousel implementation -Conduct virtual reading episodes to be uploaded in the APUNAN to encourage a culture of reading among learners -Leads in the monitoring of tutorial and reading sessions. -Facilitate in the preparation of Assessment Tools to be used during the Literacy Assessments (Pre-test and Post-test) -Provides technical assistance to volunteers and reading teachers.
EPS/EPS II/ Division Brigada Pagbasa Coordinator	<ul style="list-style-type: none"> -In-charge of the PECD and Provision of TA -Facilitates the preparation of Assessment Tools for Kinder-GrIII and provision of TA -Facilitates the preparation of Assessment Tools for Gr. IV-VI(English) and provision of TA -Facilitates the preparation of Assessment Tools for Gr. IV-VI(Filipino) and provision of TA Facilitates the preparation of Assessment Tools for JHS and provision of TA Facilitates the preparation of Assessment Tools for SHS and provision of TA



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines

Department of Education

Schools Division Office of Benguet

	<ul style="list-style-type: none"> -Facilitates the preparation of Assessment Tools for ALS and Provision of TA --Facilitates the conduct of Pre-test and Post-test (Reading Skills) to the learners. -Review contextualized reading materials and books for reading sessions with children
Division BE Coordinator/Co-Coordinator	<ul style="list-style-type: none"> -Facilitates the monitoring and recording of the number of volunteers and resources generated and conduct of Volunteers' Appreciation. -Facilitates advocacy and information dissemination activities, resources generation, profiling of volunteers and submission of reports. -Assists school heads in the overall monitoring of Brigada Pagbasa implementation.
DIO	<ul style="list-style-type: none"> -Facilitates the submission of Ka-Brigada Pagbasa Volunteer of the Month.
PSDSs and In-charge of the Districts	<ul style="list-style-type: none"> -Conduct monitoring of the orientation to volunteers and implementation of Brigada Pagbasa -Provides technical assistance to all Schools with volunteers and reading teachers. -Conducts overall monitoring of Brigada Pagbasa implementation. -Ensures that all parents and other stakeholders are oriented on Brigada Pagbasa
SCHOOLS	<ul style="list-style-type: none"> -Conduct needs analysis to survey who are the learners needing reading intervention -Plan for the reading intervention activities to be conducted as a school -Present plan to stakeholders to invite support (human and material) -Finalize plans and timeline for school reading intervention program -Implement planned activities -Document conduct of planned activities -Evaluate effect of intervention activities to guide future directions -Document and report undertakings to PSDSs
PTA	<ul style="list-style-type: none"> -Mobilization of the community for Brigada Pagbasa -Participation in the orientation of Volunteer learning facilitators -Printing of advocacy materials and purchase of materials to implement Brigada Pagbasa - F.A.C.E Facilitator of learning, Assessor of the Child's Self-directed Learning, Community Mobilizer for Learning, Exercise love of learning at home
LGU	<ul style="list-style-type: none"> -Support to non-readers; learning facilitators, technology infrastructure among others -Lead Partner; Coordination with DepEd(SH) and other Partners in the location of struggling learners and non-readers per grade level



Address: Wangal, La Trinidad, Benguet

Telephone Number: (074) 422-6570

Email: benguet@deped.gov.ph

Facebook Page: DepEd Tayo Benguet





Republic of the Philippines

Department of Education

Schools Division of Benguet

	-Collaborate with DepEd (SH) on mapping of volunteers (Student Teachers, PTA officers, Church partners etc.) to be equipped on teaching beginning reading and handling remediation classes for the Brigada Pagbasa roll out
School Brigada Pagbasa Reading Coordinators/School Heads	-Train volunteers and (PTA Officials) on methods and techniques to teach beginning reading and the use of DepEd prescribed Remediation Tool kit -Plan with teachers and community educators on the implementation of the Brigada Pagbasa Reading Interventions (with LGU-Educ Focal)
School Brigada Pagbasa Reading Coordinators/School Heads/Trained Volunteers/PTA/LGU	-Mobilize trained Brigada Pagbasa Facilitators to develop contextualized reading materials and books for reading sessions with children (Draft teacher-made literacy development materials (MTB Story books, reading exercises) -Mobilize and support trained BP Facilitators to implement reading and literacy building interventions to children (Learners progress report/BP Session guide) -BP Program roll out (2-3 hrs reading remediation session - story telling, teaching beginning reading, drills (attendance sheets/learners progress report) -Conduct of feedbacking and reflection activities with teachers and community educators to identify gaps and lessons learnt in the project roll out (Action Plan)
National Tutorials on Reading (English/Science/Math)	-Learning assessment of Learners in basic English, Science and Math -Development of Program Tutorials using National or Local Volunteerism Approach and in coordination with CID and SGOD -Advocacy for the establishment of help desks/tutorial hubs (either mobile of fixed) and the Project Bread to Spread in all schools



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Schools Division Office - Benguet

Enclosure 3. Stakeholder Support Strategies

Volunteer Type	Required Educational Requirement	Tasks/ Responsibilities
a. Tutor	College graduate or at least 3 rd year student taking up education-related courses	-Participates in the orientation and training on Brigada Pagbasa -Assists in the profiling and mapping of beneficiary learners -will assist teacher in providing reading intervention to learners needing support -assist in the conduct of pre and post-reading/literacy assessment tests (are there available tests that can be used ASAP? And this is the task of the teacher) -Accomplishes and submits attendance sheet and other required reports
b. Reader	At least high school graduate	-Participates in the orientation and training on Brigada Pagbasa -helps Kindergarten to Grade 6 pupils and or other levels develop love for reading by reading to them.
c. Book Donor	None	-Participates in the orientation and training on Brigada Pagbasa -Donates storybooks and other relevant reading materials to schools
d. Support	None	-Participates in the orientation and training on Brigada Pagbasa -Provide supports for the implementation of Brigada Pagbasa in financial assistance, food/snacks, hygiene kits, and other forms of assistance to children and tutors.



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines

Department of Education
Schools Division of Benguet

Enclosure 4. Timeline of Implementation

Activities	Time Frame	Resources Needed	Persons Involved/In-charge
Pre-Implementation			
Coordination Meeting on Call for Volunteers 2021 Ka-Brigada Pagbasa	May - August, 2021	MTB-MLE Videos	Div. BE Coordinator (ASPUAN di PARENTIS)
Division Launching and Orientation	August 18, 2021	Instructional Materials from CID	CID & SGOD Chief, Div. BE Coordinator Div. Reading Coordinators, DIO, SGOD EPS
Introduction of the Project: Building Partnership and Linkages through Brigada Pagbasa	October 11-15, 2021	Instructional Materials from CID/SGOD	CID & SGOD Chief, Div. BE Coordinator Div. Reading Coordinators, DIO, SGOD EPS, PSDS
District Launching and Orientation	October 18 – 22, 2021	Instructional Materials from CID/SGOD	School Reading/Brigada Eskwela Coordinators, School Heads, PSDSs, Div. BE Coordinators
Finalization of List of Volunteers and Mapping of Beneficiary Learners	October 1-31, 2021	Google Form Link	School Reading/Brigada Eskwela Coordinators, School Heads, PSDSs, Div. BE Coordinators
Identifying the venue for the reading sessions *The school is not allowed as venue of Brigada Pagbasa tutorial and reading). *Tutorials and reading must be conducted in an open area like backyard, covered courts or other venues whichever is nearest applicable.	October 1-31, 2021	Line Communication links	School heads, BE coordinators, volunteers, LGU, PTA
Assignment and schedules of volunteers *A volunteer reader should cater 1-3 learners per hour *Volunteer tutors will only handle a maximum of three tutees per tutorial and can last only for 3 hours.	October 20-31, 2021	Communication links e-file BP kits	School heads, School Reading & BE Coordinators, volunteers, PTA, LGU



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines

Department of Education
Schools Division of Benguet

Monitoring the venue, assignment and schedules of volunteers	October 20, 30, 2021	TA to volunteers	PSDSs/In-charge of the Districts, PTA, LGU
Implementation			
Division Brigada Pagbasa Orientation to Volunteers (Parents, Support and Book Donors)	November 2-5, 2021	Google meet/Limited Face to Face Presentations /MOA	SDS, ASDS, CID & SGOD Chiefs, EPSs, PSDSs, DIO, Division Reading Coordinator, Division BE Coordinator, Volunteer Readers and Tutors
Conduct of Literacy Assessment Test-Pre-test and Consolidation of Results (Reading Skills)	November 2-19, 2021	Assessment kits	Chief CIS, PSDSs, Division Reading Coordinators, School Heads and Reading Coordinators, Volunteers
Brigada Pagbasa Implementation	November 22, 2021	BP Kits (25,000)	SDS, ASDS, CID & SGOD Chiefs, Division Reading/BE Coordinators, PSDSs, DIO, District/School Reading & BE Coordinators, volunteers, teachers, school heads
Conduct of virtual reading episodes "Daddad-at" to be uploaded in the Benguet Tayo FB Page to be shared by the different SDO Page to encourage a culture of reading among learners	Daily	LRs	Part 1- SDS, ASDS, Chief, EPS, PSDS and other Division Office Personnel Part 2- LGUs
BREAD to SPREAD	October - May	BP Kits	LRMS, PSDS, School Heads, Teachers and Learner
Conduct Listen to Express (Grade 3)	October - May		LRMS, PSDS, School Heads, Teachers and Learner
Conduct Read to Write (Grade 4)	October - May		LRMS, PSDS, School Heads, Teachers and Learner
Monitoring and Evaluation			
Bi-Monthly BE Monitoring Conference	November 30, 2021	Feedback/inputs from volunteers	SDS, ASDS, CIS & SGOD Chiefs, Division Reading/BE Coordinators, PSDSs, SDOD EPS, DIO, District/School Reading & BE Coordinators, CID & SGOD Chiefs



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Schools Division of Benguet

Submission of Ka-Brigada Pagbasa Volunteer of the Month	Monthly	Best Practices Report	CID & SGOD Chiefs, Division BE Coordinator, DIO, School Heads, School Reading/BE Coordinators, School Information Officers, Volunteers
Submission of School Monitoring Report (initial) <i>School of District Office</i>	November 30, 2021	Monitoring Reports	School Heads, School Reading/BE Coordinators, School Heads, School Reading/BE Coordinators, School Information Officers, Volunteers
Conduct of Post-Test and Consolidation of Results (Reading Skills)	December 9-10, 2021	Consolidated Post-test results (Reading Skills)	CID Chief, PSDSs, Division Reading Coordinators, School Heads and Reading Coordinators, Volunteers
Submission of District Consolidated Monitoring Report <i>District Office to SDO-SMN</i>	December 13, 2021	District Consolidated Monitoring Report	School Heads, BE/BP Coordinators
Submission of Updated School Monitoring Report	December 15, 2021	Final Report to the Committee	District/School Reading & BE Coordinators, PSDS
Reporting Scheme			
a) Documentation of Best Practices b) Report Preparation and Consolidation for Submission to DO	November 30- December 17, 2021	Documentation of Best Practices	DIO, School Information Officers District. Reading & BE Coordinators, PSDSs
Post Implementation			
Volunteers Appreciation	January - February, 2022	Recognition and Award Certificates	SDS, ASDS, CID & SGOD Chiefs, PSDSs, DIO, Division Reading/BE Coordinators, District & School Brigada Eskwela and Reading Coordinators, SCschool Heads, Volunteers
Post Conference of Reading & BE Coordinators	April, 2022	Presentation of Accomplishments	CID & SGOD Chiefs, SGOD RPS, Div. BE & Reading Coordinators, District/School Reading & BE Coordinators



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
 Schools Division of Benguet

Enclosure 5. Monitoring Tool

BRIGADA PAGBASA MONITORING TOOL

Division:	District/ Municipality:
Name of School:	School ID:
Name of PSDS:	Contact Number:
Name of School Head:	Contact Number:
Name of Brigada Pagbasa/Eskwela Coordinator:	Contact Number:
Enrolment for S.Y. 2021-2022:	

I. Target Outputs

Outputs	Number	Date Started/Conducted/Distributed
Number of learners attending Brigada Pagbasa		
Number of parents and volunteers oriented for Brigada Pagbasa reading remediation Program		
Number of trained parents and community literacy volunteers who regularly and actively support the Brigada Pagbasa and other activities that enhance learning outcomes		
Number of locally-relevant materials in the last 6 months by Brigada Pagbasa Partners		

II. Target Outcome: Improved Reading Level of Learners

Reading Level	Pre-Assessment Test (Number of learners)	Post Assessment Test (Number of learners)
No. of learners that cannot read any letter		
No. of learners that can read letters (4 of 5 letters)		
No. of learners that can read common words (4 of 5 words)		



Address: Wangai, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Schools Division of Benguet

No. of learners at that can read a paragraph of 4 simple sentences (with no more than 3 mistakes)		
No. of learners that can read and understand a story (2 of 3 questions answered correctly)		
No. of learners that can read and understand local material (2 of 3 questions answered correctly)		
No. of learners that can read understand local material (2 of 3 questions answered correctly)		

III. Disaggregated Data of Volunteers

Ka-Brigada Pagbasa Volunteer	Number
Number of Volunteer Readers	
Number of Volunteer Tutors	
Number of Volunteer Book Donors	
Number of Volunteer Support	

IV. Type of Volunteers

Type of Volunteers	Number
Parent Officials	
Community Professionals	
Local Officials (Brgy/ Municipal)	
Education Graduates	
Teacher Applicants	
Private Individuals	
Church Partners	
Business Owners	
Others (please specify)	

V. Major Partners (List of Organizations like GOs, NGOs, Civil Society Organizations supporting Brigada Pagbasa)

Name of Organization	Name of Representative	Email Address	Type of Support



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet



VIII. Lessons Learned