Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
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DIVISION OF CITY SCHOOLS
RELEASED
BY:
DATE: 6/15/15 4:10pm
MANDALUYONG

DIVISION MEMORANDUM

TO: Chief Education Supervisors, SGOD/CID
Education Program Supervisors
Curriculum Implementation Division Officials
School Governance and Operations Division Officials
Principals, Public Elementary and Secondary Schools

Subject: **IMPLEMENTATION of PROJECT i-READ (I READ, ENJOY AND DISCOVER) in ALL PUBLIC ELEMENTARY and SECONDARY SCHOOLS**

Date: June 10, 2015

1. Considering the importance of reading in the lives of the young learners, SDO-City of Mandaluyong announces the implementation of PROJECT i-READ, a newly conceptualized supplemental reading project to address needs of independent readers in our classrooms.

2. Objectives of the project are:

   a. to cultivate good reading habits among elementary and high school students and ensure their love for reading.

   b. to produce graduates who are lifelong learners and readers to become better community leaders.

3. School heads, teachers and parents are encouraged to support the project.

4. For the purpose of monitoring, Project i-READ Report Card shall be accomplished by student readers, teachers and Book Club Advisers.

5. A **division-wide orientation** on the mechanics of the implementation will be held on June 17, 2015, Wednesday, 2:00 PM at the Schools Division Conference Hall.

6. Every school shall send 2 representatives (English Coordinator and Book Club Adviser (elementary) and English Master Teacher and Book Club Adviser (secondary), or any English teachers who are capable of conducting a school-based orientation.

7. Division Monitoring Team is also requested to attend:

   Dr. Victor M. Javeña, EPS-Filipino
   Mrs. Erlinda Cadenas-Teague, EPS-CID
   Mr. Anthony Augusto M. Garcia, Div. Coor, Special Program & Proj.
   Mr. Crispin Mejica, SEPS, Monitoring and Evaluation
   Mrs. Nona Veriña, SEPS, Research and Planning

8. Attached are implementing guidelines, monitoring forms, and members of Division Monitoring Team.

9. Wide and immediate dissemination of this **Memorandum** is desired.

NERISSA L. LOSARIA, CESO VI
Officer In-charge
Office of the Schools Division Superintendent

IMPLEMENTING GUIDELINES for PROJECT i-READ

Project i-READ can be organized within the school using the following steps:

1. English Department shall create a book club and mobilize the organization to launch Project i-READ program in school before June 26.

2. English Teachers can reinforce Project i-READ by adopting it as Quarterly Home Reading Project

3. Teachers assign English classes, especially in pilot sections or those with independent readers, to choose books they will read within a quarter.

4. Listed are the types of books assigned to read each quarter *(subject to modification by elementary teachers):*

   First Quarter: Contemporary novels
   Second quarter: Success stories/biographies/autobiographies
   Third Quarter: Self-help books
   Fourth Quarter: Classic Novels

   - Coordinate with school librarians for students who may need to borrow books.
   - Encourage students to start collecting books for their own home library.
   - Encourage students to swap books among themselves or with neighbors and friends.

5. Books chosen are preferably shelved as literature for children (for Grade 2-6) or teen (for Grade 7-10.)

6. For monitoring purposes, have each student accomplish the Project i-READ Report Card. Teachers compile them in a folder for inspection. *(Please see attached.)*

   - Have the total no. of pages divided by the allotted no. of days to read. Let the student decide his/her reading schedule: daily, 3x a week, weekly, etc.
   - To monitor reading progress, readers must conduct a five-minute STORY SHARING in class with prompts from the teacher.

- As part of students' writing activity, and to establish reading and writing connection, they should write entries in their reading logs or journals about their random thoughts on what they read. The number of entries per rating period shall be determined by the teacher.

- Teachers can share reading experiences in class and may provide reviews, if necessary, of some books students are reading.

7. Club advisers invite students to socialize around reading. Coordinate with book clubs in other schools, or set up reading groups or literature circles. Conduct regular meetings and have members interact with each other around texts.

8. Book clubs can organize a READ-A-THON involving communities and other organizations who may benefit from the contents of particular books being read and shared. Choose students who have read good books and invite community or students to serve as audience. Barangay support can be solicited.

9. Teachers can organize library visits with pupils or encourage high school students to visit a library or bookstore in groups. Have them experience being surrounded by thousands of books. In class, let them talk about "What makes a good bookstore?" or "What makes a good library?"

10. Teachers can teach reading strategies. No one loves doing something that is really hard. Give students the skills to read at the same time. Best Reading teacher shall be recognized.

11. Teachers can serve as models in reading regularly and cultivate the right attitude towards it. **Motivate. Inspire.** Make students experience **reading for pleasure**, not pressure.

12. Monitoring shall be done weekly by the Master Teacher, Coordinator or Department Head and SDO Monitoring Team to check the following:

    a. Proj. i-READ Report Card
    b. Reading Logs/Journal notebook
    c. Book(s) being read
    d. Evidence of Book Club activities related to Project i-READ

13. Project i-READ implementers/Readers shall be recognized during the culmination of Book Month Celebration.

- Students with the most number of books read
  (4 or more books every pupil/ school year; 6 or more books each student/school year)
- School with the highest number of Readers
  (based on Report Cards accomplished and submitted)
- Students with the highest number of book collection
  (evidence of personal library)
- Best in Storytelling *(Division Contest)*
- Best in Reading Log Entries
  (Each school recommends 1 Reading Log for the Division-wide contest)
- Best Performing School Book Club
  (Determined by the number of active members, list of reading-related activities conducted)
- Best Book Club Adviser *(Determined by Monitoring and Evaluation teams)*
- Best Teacher Implementer of Project i-READ *(Determined by M&E team)*

14. Each Project i-READ teacher submits a report to the book club adviser with the following attachments. *(Please see attached format.)*

- Lesson Plan copy of reading strategies taught for possible division demonstration teaching purposes
- At least 5 photocopies of reading log entries
- Pictorial report of i-READ class activities, library visit, read-a-thon, etc. (if any)

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Project i-READ Report Card

Name of i-READer: **English Teacher:** **Title of book to read:** **No. of pages:**	**Grade & Section:** **Author:**	
Ad Blurb (short description of book content):	Reading Calendar	
	Date	Pages to Read
Reading Log Entries	*(Titles of entries and date)*	*(Teacher's Rating)*
Stories Shared	*(Type of audience)*	*(Teacher's Rating)*

**One report card per book*

Prepared by:

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Project i-READ Report Card of TEACHERS

(to be accomplished every rating period)

NAME	
Rating Period	
Total no. of i-Readers in all classes taught	
Reading Strategies taught in class	
Class activities conducted related to Project i-READ	
Name and Grade/Section of Best i-READer	
Student Name, Grade &Section, No. of Books Collected (only the highest number of collection)	

Prepared by:

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Noted by:

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Project i-READ REPORT CARD of Club Advisers

School	
Book Club Name	
Club Advisers	
Total No. of Teacher Implementers	
Total No. of Project i-READers	
Club-initiated activities related to Project i-READ conducted in school and community	
Teacher Recommended for Best Project i-READ Implementer (Name, Designation and Grade Level Taught)	
Student with Most. No. Of Books Collected	
Student With Best Reading Log Entries (school representative)	

- *Please attach pictorial report and photocopies of Reading Logs (At least 3 entries for each book of i-READer recommended). Use additional sheet if necessary.*
- *To be accomplished quarterly. To be submitted to EPS-CID three (3) days after administration of Periodic Test*

Prepared by:

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Noted by:

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School Principal