



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

February 27, 2025

**REGIONAL MEMORANDUM**

No. **210**, s. 2025

**CONDUCT OF READING INVENTORY THROUGH THE ADMINISTRATION  
OF EARLY GRADE READING ASSESSMENT (EGRA), COMPREHENSIVE  
RAPID LITERACY ASSESSMENT (CRLA), AND PHILIPPINE  
INFORMAL READING INVENTORY POSTTESTS**

To: Schools Division Superintendents  
All Others Concerned

1. As part of the proactive measures of the Region under the Project STARS (Specialized Techniques for Advancing Readiness Skills) aimed at providing close support and monitoring of learning interventions which are designed to improve reading performance of learners and efficiency of teachers, this Office, through the Curriculum and Learning Management Division, shall lead in the conduct of reading inventory through the administration of the EGRA, CRLA, and Phil-IRI posttests on March 10-14, 2025 across the 13 schools divisions.
2. The Schools Division Offices shall assign teachers who shall administer the said test to the learners in another school within the same district. The test administrator must have handled the same grade level to make sure protocol and test mechanics are clearly observed. Reporting of the test results must be done on a daily basis. The link to the data capturing templates shall be shared with the Division Literacy Focal Persons who shall likewise monitor the progress of the daily data encoding.
3. The public schools district supervisors (PSDSs) are expected to manage the smooth conduct of the activity in another district while the school heads shall stay in their own school to manage the activity.
4. To ensure the proper test administration, a team of regional monitors shall be deployed to each division. There shall also be the division monitors to be organized by the SDOs who shall join the regional monitors. The regional monitoring teams and their respective assignments are stipulated in Enclosure 1 which is attached to this issuance.
5. Since the activity requires proper orientation, there shall be a planning meeting with the regional monitors, the CID chiefs, and the division literacy focal persons on March 6, 2025 at 1:30 pm via Microsoft Teams. The link shall be shared a day before the activity.
6. The conduct of the posttest should follow the prescribed schedule to realize the project timetable. However, the Division may reset the test administration in case of conflict of schedule provided that it is still conducted in March.

7. In addition to the monitoring of the test administration, supervisors from the CLMD are also tasked to include monitoring of curriculum implementation, contextualization, utilization of learning resources, and inclusive education whenever possible or if time permits.
8. Travel expenses of the regional monitors shall be charged to their respective local funds, subject to the existing accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: As stated

Reference: None

To be indicated in the Perpetual Index under the following subjects:

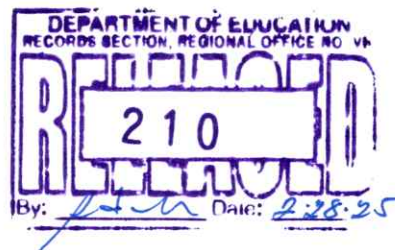
ASSESSMENT

PROJECT

LITERACY

READING

CLMD-DME



Enclosure 1 to Regional Memorandum No. \_\_\_\_\_ s. 2025

**COMPOSITION OF THE REGIONAL MONITORING TEAM DURING THE  
ADMINISTRATION OF THE EGRA, CRLA, AND PHIL-IRI POSTTESTS**

<b>TEAM</b>	<b>MEMBERS</b>	<b>DIVISION ASSIGNMENT</b>	<b>DATE</b>
1	Harvie Villamor Nova Jorge Margie Balledo Marlu Camposano Geraldine Mangaliman	Baybay City and Biliran	March 10-14, 2025
2	Cesar Verunque Ryan Tiu Romeo Alvarado Eden Dadap Rowena Vacal	Borongan City and Eastern Samar	March 10-14, 2025
3	Rita Dimakiling Ernani Fernandez Peter Kim Ti-in Clark Dave Arante Rachel Cuevas	Calbayog City and Northern Samar	March 10-14, 2025
4	Rosemarie Guino Amenia Aspa Glendale Lamiseria Gerardo Adtoon Dina Superable	Catbalogan City and Samar	March 10-14, 2025
5	Gertrudes Mabutin Hydelyn Cinco Melvin Chito Solis Mark Gallano Rodel Rosales	Leyte and Tacloban City	March 10-14, 2025
6	Mercedes Sarmiento Alfredo Café Dandy Acuin Jasmin Calzita Jimmy Gula	Maasin City and Southern Leyte	March 10-14, 2025
7	Alilee Lagumbay Joy Bihag Dean Endriano Jennylynd Daya Sonny Tayum	Ormoc City	March 24-28, 2025



Enclosure 2 to Regional Memorandum No. \_\_\_\_\_ s. 2025

**MONITORING CHECKLIST IN THE PROPER ADMINISTRATION  
OF EGRA, CRLA, AND PHIL-IRI**

School: \_\_\_\_\_ Division: \_\_\_\_\_  
 School Head: \_\_\_\_\_ Contact Numbers: \_\_\_\_\_  
 Test Monitored: \_\_\_\_\_ Language: \_\_\_\_\_  
 Total Number of Examinees: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
 Date: \_\_\_\_\_

Directions: Indicate whether the criteria are evident of or not evident by checking the appropriate spaces during the school monitoring.

INDICATORS	EVIDENT	NOT EVIDENT
<b>A. Assessment Materials and Documents</b>		
1. Prepared in advance	_____	_____
2. Complete	_____	_____
3. Organized and properly labeled	_____	_____
4. Printed according to specifications	_____	_____
5. Legible	_____	_____
<b>B. List of Examinees</b>		
1. Prepared in advance	_____	_____
2. Verified	_____	_____
3. Complete	_____	_____
4. Protected with confidentiality	_____	_____
<b>C. Assessors</b>		
1. Trained and knowledgeable	_____	_____
2. Briefed about the latest procedures	_____	_____
3. Properly assigned according to grade level	_____	_____
4. Provided with logistical support and technical assistance	_____	_____
5. Sufficient in number	_____	_____
<b>D. Test Administration</b>		
1. Conducted according to procedures and protocols	_____	_____
2. Done in a distraction-free environment	_____	_____
3. Properly supervised by assigned supervisors	_____	_____
4. Accurately records examinees responses or performance	_____	_____

## E. Documentation

1. Records like profiles of examinees and other related documents are intact and accurate \_\_\_\_\_
2. Data is available and accessible to authorized personnel \_\_\_\_\_
3. Data is protected with confidentiality \_\_\_\_\_
4. Data is used to give feedback \_\_\_\_\_

## F. Observations and Recommendations

	Observations	Recommendations
1		
2		
3		
4		
	Add more rows if necessary.	

Prepared by:

Member, Team \_\_\_\_\_