



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

DEPARTMENT OF EDUCATION
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MEMORANDUM
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TO : **JOCELYN DR ANDAYA**
Regional Director, National Capital Region
concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations

SALUSTIANO T. JIMENEZ
Regional Director, Region VIII

RONELO AL K. FIRMO
Regional Director, Region IX

ATTENTION: **JUAN C. OBIERNA**
Schools Division Superintendent, SDO Malabon City

MARIZA S. MAGAN
Schools Division Superintendent, SDO Leyte

ROY C. TUBALLA
Schools Division Superintendent, SDO Zamboanga City

FROM : **CARMELA C. ORACION**
Undersecretary for Learning Systems [Signature]

SUBJECT : **ORIENTATION ON THE PILOT IMPLEMENTATION OF THE
READING PROGRAM FOR GRADES 1 AND 2**

DATE : **August 24, 2026**

The Department of Education (DepEd), through the Learning Systems Strand (LSS), hereby informs the above-mentioned Schools Division Offices (SDOs) of their participation in the pilot implementation of the Reading Program for Grades 1 and 2. The program supports the implementation of School-Initiated Interventions (SII) under the Flexible Learning Program (FLP) and aims to strengthen foundational literacy through the provision of structured reading materials, teacher support, and monitoring mechanisms to improve reading proficiency among beginning readers.

To support the pilot implementation, a one-day orientation shall be conducted to familiarize participants with the program design, implementation arrangements, and monitoring requirements. In this regard, the Schools Division Superintendents are requested to ensure the participation of the following personnel:

1. Grade 1 and Grade 2 Teachers;
2. Public Schools District Supervisors (Leyte only);
3. Education Program Supervisors in English;
4. Elementary School Heads (except Leyte); and
5. Information Technology Officer I.

The indicative orientation schedule for each participating SDO is attached as **Annex A**, while the corresponding budget parameters are provided in **Annex B**.

Participating SDOs are directed to undertake the necessary preparatory activities and ensure timely coordination with the concerned offices. Data on participating schools shall be submitted through the following link: <https://tinyurl.com/G1G2ReadingProgramOrientation> on or before **August 28, 2026**.

All participants shall bring their own laptop computers and extension cords to facilitate their active participation in the orientation and workshop sessions.

All expenses related to the conduct of this activity, such as travel, orientation expenses, including meals and snacks, venue, workshop materials, and other related costs incidental to the conduct of the orientation, shall be charged against available FY 2025 continuing and/or FY 2026 current FLO-ADM funds, pursuant to DepEd Memorandum No. 50 s. 2026, *Implementing Guidelines on the Release, Utilization, Monitoring, and Reporting of the Program Support Fund for Flexible Learning Programs under the FLO-ADM Fund Source*, and applicable accounting, auditing, and procurement rules and regulations.

The orientation shall be conducted during the End-of-Term Block in accordance with the provisions of the current DepEd School Calendar and Activities. Regional and Schools Division Offices shall ensure the participation of concerned personnel and the observance of applicable DepEd and Civil Service Commission policies on official time, service credits, and Compensatory Time-Off (CTO), where applicable.

For inquiries and further coordination, please contact the Office of the Assistant Secretary for Learning Systems and the Bureau of Learning Delivery through oasct@deped.gov.ph and bld.od@deped.gov.ph, respectively.

For information and appropriate action.

cc: Office of the Secretary

Annex A.

Schedule for the Orientation on Reading Program for Grade 1 and Grade 2

School Division Office	Training Dates
Malabon City	September 2, 2026
Zamboanga City	Batch 1 : September 3, 2026 Batch 2: September 4, 2026
Leyte	Batch 1 : September 7, 2026 Batch 2: September 8, 2026

Annex B. Budget Parameter

ONE-DAY ORIENTATION ON THE IMPLEMENTATION OF READING PROGRAM FOR GRADES 1 AND 2

September 2 – 8, 2026

LIST OF PARTICIPANTS

PARTICIPANT	SDO MALABON (NCR)	SDO LEYTE (Region VIII)	SDO ZAMBOANGA CITY (Region IX)
Public Schools District Supervisor (PSDS)		80	
Education Program Supervisor (EPS)	1	1	1
School Head	28		174
Teacher	382	2272	1215
Information Technology Officer I	2	2	2
Medical Officer	2	2	2
RO Officials/Personnel	2	2	2
CO Officials/Personnel	2	2	2
SDO Officials/Personnel	5	5	5
Resource Person	10	10	10
TOTAL	434	2376	1413

BUDGET PARAMETER

1. **Nature of Activity.** The activity shall be conducted as a **one-day non-residential orientation**. Board and lodging may be provided only to authorized Regional Office (RO) and Central Office (CO) monitoring personnel, subject to existing DepEd policies and applicable government rules and regulations.
2. **Venue, Meals, Snacks, and Accommodation**
 - a. For activities conducted in **DepEd training venues**, the rate shall be **₱1,500.00 per participant per day**.
 - b. For activities conducted in **non-DepEd venues or through external service providers**, the allowable rates shall not exceed the following:

Activity Type	Maximum Allowable Rate
Residential (Live-in)	₱2,000.00 per participant per day
Non-Residential (Live-out)	₱1,200.00 per participant per day

c. Allowable Inclusions

The approved rates may cover expenses for **meals and snacks, venue utilization, accommodation (if applicable), internet connectivity, and other necessary information and communications technology (ICT) and multimedia requirements, as well as other authorized expenses necessary to conduct the orientation.**

3. **Supplies and Materials.** Expenses for workshop supplies, reproduction of materials, and other necessary learning and administrative materials shall not exceed **₱300.00 per participant.**
4. **Fund Source.** Expenses for the conduct of the orientation shall be charged against available **FY 2025 Continuing and/or FY 2026 Current FLO-ADM Funds**, subject to existing budgeting, procurement, accounting, and auditing rules and regulations.
5. **Reference.** All expenses shall conform with DepEd Order No. 002, s. 2018 (Amendment to DepEd Order No. 15, s. 2017 on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education) and other applicable DepEd issuances.