



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF CALBAYOG CITY

March 06, 2025

**DIVISION MEMORANDUM**

No. 15, s. 2025

**ADDENDUM TO THE 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: EPS/PSDS  
School Heads  
All Others Concerned

1. As per agreement with all the CID chiefs and Division Reading Focal Persons during the virtual meeting on March 6, 2025, the conduct of the region-wide Reading Inventory as per RM 210, s. 2025 shall push through on March 10-14, 2025 across all schools in the division administering EGRA, CRLA, and Phil-IRI posttests, respectively.
2. Each PSDS per district shall assign test teacher-administrators from another school who shall administer the said tests to learners in another school within the district. The test teacher-administrators 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 School Literacy Focal Persons who shall likewise monitor the progress of the daily data encoding.
3. The public schools district supervisors (PSDSs) with the school heads are expected to manage the smooth conduct of the activity ensuring the availability of testing materials, providing all test teacher-administrators coming from different schools. School Heads shall stay in their respective schools to accommodate the test-administrator-teachers and shall ensure that the conduct of the assessments are well-organized as scheduled. They are also advised to re-orient their teachers on how to conduct the assessment processes.
4. The following materials are to be prepared by each school through their school heads and teachers in the conduct of the assessments:

- 4.1 EGRA - Reading Tasks 1-4 and 9  
- Individual Scoresheets for EGRA data mining
- 4.2 CRLA - Read Task Materials  
- Individual Scoresheets for CRLA data mining
- 4.3 Phil-IRI - Graded Passages (Teacher's Copy)  
- Graded Passages (Student's Copy)  
- Individual Scoresheets for Phil-IRI data mining (English)  
- Individual Scoresheets for Phil-IRI data mining (Filipino)  
- Summary Results Sheet

5. Travel expenses of the division monitors, PSDSs, School Heads and teacher-administrators shall be charged to their respective MOOE/local funds, subject to the existing accounting and auditing rules and regulations. This memorandum shall serve as their **TRAVEL AUTHORITY**.

6. Immediate dissemination of and compliance with this Memorandum are desired.

*For:*  
*MS.*  
**MARGARITO A. CADAYONA JR. PhD, CESO VI**  
OIC - Schools Division Superintendent  
SO # 014 S. 2025

