



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 453, s. 2025

GUIDELINES FOR THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR THE PRINTING OF PHILIPPINE INFORMAL READING INVENTORY ASSESSMENT TOOL FOR KEY STAGES 2 AND 3

To: Schools Division Superintendents

1. In reference to the *Joint Memorandum* of the Office of the Undersecretary for Curriculum and Teaching and Undersecretary for Finance dated November 18, 2024, the Department of Education Regional Office I through the Curriculum and Learning Management Division has downloaded Program Support Funds to Schools Division Offices for the printing of Philippine Informal Reading Inventory (Phil-IRI) for Key Stages 2 and 3 under OSEC-1-24-7686.

2. The eligible expenses for the funds are the following:

- a. **Printing of Philippine Informal Reading Inventory (Phil-IRI) Assessment Tool for Key Stages 2 and 3:** This comprises the administration manual, reading test materials, and score sheets, and shall assess the learners' reading performance.
- b. **Conduct of Orientation:** To ensure the systematic and consistent administration of the assessment tools, the teachers shall be oriented on the utilization of assessment toolkits.

3. School Testing Coordinators and Learning Resource Coordinators shall manage the distribution and storage of the assessment materials. The printed materials shall be provided to teachers for their purpose and should not be used as practice exercises on classroom rather as an assessment to determine the intervention provided to the learner.

4. For further queries and/or clarification, please contact the Curriculum and Learning Management Division at email: clmd.region1@deped.gov.ph.

5. Immediate dissemination of this memorandum is desired.

TOLENTINO G. AQUINO

Director IV

Encl.: None
 Reference: Joint Memorandum dated Nov. 18, 2024
 To be included in the Perpetual Index
 Under the following subject:

PROGRAM SUPPORT FUNDS GUIDELINES

CLMD/jps/jdd/RM_PSFPhilIRI
 March 26, 2025



Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1





Republic of the Philippines
Department of Education

JOINT MEMORANDUM

TO : **ALL REGIONAL DIRECTORS**
All Others Concerned

FROM : **GINA O. GONONG**
Undersecretary for Curriculum and Teaching

ANNALYN M. SEVILLA
Undersecretary for Finance

SUBJECT : **GUIDELINES FOR THE UTILIZATION OF PROGRAM SUPPORT FUNDS FOR THE PRINTING OF PHILIPPINE INFORMAL READING INVENTORY ASSESSMENT TOOL FOR KEY STAGES 2 AND 3**

DATE : NOVEMBER 18, 2024

In support of the nationwide implementation of the National Learning Recovery Program (NLRP) and its goal to enhance learners' literacy and numeracy skills, the Department of Education (DepEd) allocates Program Support Funds (PSF) amounting to **Three Hundred Seventy One Million Six Hundred Fifty Thousand Sixty Nine Pesos (Php 371,650,069.00)** to the regions for Fiscal Year (FY) 2024. The eligible expenses for the funds are the following:

1. **Printing of Philippine Informal Reading Inventory (Phil-IRI) Assessment Tool for Key Stages 2 and 3:** This comprises the administration manual, reading test materials, and score sheets, and shall assess the learners' reading performance.
2. **Rapid Mathematics Assessment (RMA) Toolkit for Key Stages 2 and 3:** This assessment tool, comprising learner and teacher booklets, printed manipulatives, and score sheets, assesses mathematics foundational competencies for each grade level.
3. **Conduct of Orientation:** To ensure the systematic and consistent administration of the assessment tools, the teachers shall be oriented on the utilization of assessment toolkits.

The printing of the assessment tools shall ensure that teachers and learners have access to assessment materials which will provide valuable data to teachers and school administrators in understanding and identifying specific learners' needs that will serve as a basis in planning their instruction, activities, and other support programs to improve learning outcomes.



Republic of the Philippines
Department of Education

The budget allocation for the printing of Phil-IRI including Orientation (referencing Annex 1 for details) was determined based on the number of target learners in Grades 4 to 10 for each region. The Central Office shall download the funds to the regions and the Regional Offices (ROs) shall download funds to the respective School Division Offices (SDOs) for utilization within the 2024-2025 school year.

School Testing Coordinators and Learning Resource Coordinators shall manage the distribution and storage of the assessment materials. The printed materials shall be provided to the teachers for its due purpose and should not be used as practice exercises on the classroom rather as an assessment to determine the intervention to be provided to the learner.

All eligible expenses shall be charged to **2024 Basic Education Curriculum (BEC) Funds** subject to the existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.

To facilitate the monitoring of the implementation of the utilization of funds, one (1) Regional Supervisor shall be designated by the Regional Office to prepare a consolidated Accomplishment Report. Hence, the Curriculum and Learning Management Division (CLMD) Chief or the designate shall review the Accomplishment Report and shall be approved by the Regional Director. The template of the Accomplishment Report is provided in Annex 2 of this guidelines.

To ensure submission of the Accomplishment Report of each Region, the said report shall be submitted to the Office of the Director, Bureau of Learning Delivery (BLD) upon completion of the activity on or before the end of the 2024 fiscal year. Moreover, the Teaching and Learning Division (TLD) shall closely monitor the submission of the said report.

For more information and clarifications, please contact the Bureau of Learning Delivery-Teaching and Learning Division, 4th Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at bld.tld@deped.gov.ph or at telephone number (02) 8687-2948.

Handwritten signature

Copy furnished:

REVSEE A. ESCOBEDO
Undersecretary for Operations