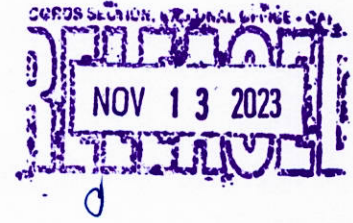




Republic of the Philippines
Department of Education
CARAGA REGION



November 10, 2023

REGIONAL MEMORANDUM
No. 1109, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
This Region

ACTIVITIES FOR THE 2023 PAMBANSANG BUWAN AT ARAW NG PAGBASA FOR
REGIONAL FUNCTIONAL DIVISIONS AND SCHOOLS DIVISION OFFICES

1. With reference to Unnumbered Memorandum DM-CI- 2023, dated October 26, 2023 from the Office of the Undersecretary for Curriculum and Teaching, all functional division offices in the region and twelve Schools Division offices are hereby informed on the conduct of 2023 Pambansang Buwan at Araw ng Pagbasa (PBAP) reading activities within the said respective offices in the month of November.
2. The aim of this is to foster a collective and unified advocacy among all Department of Education personnel in the region and divisions for the participation and implementation of National Reading Month activities within their respective offices. The overarching goal is to instill a shared commitment to the theme "PAGBASA: Pag-asa sa MATATAG na Kinabukasan," emphasizing the belief that literacy is a cornerstone for personal and societal advancement. This aim seeks to create a cohesive environment where educators collaboratively contribute to the promotion of reading, ultimately shaping a stronger and more literate future for learners and communities.
3. The different activities create a dynamic and inclusive reading culture within the DepEd Offices, fostering a sense of community and personal development through shared literary experiences. The activities are listed in the attached enclosures.
4. Offices are also encouraged to explore other activities to address the literacy needs of the personnel.
5. All DepEd personnel headed by the top management in their respective offices shall participate the nationwide synchronized reading on November 28, 2023 at exactly 9:00am Philippine Standard Time.
6. The Schools Division Offices through the Education Program Supervisor in Reading shall submit a division report on the conduct of the 2023 PBAP, duly signed by the Schools Division Superintendent, through the link at <https://tinyurl.com/2023-NRM-ACR> on or before December 15, 2023.

7. The Accomplishment report shall include a 5-minute video highlighting key moments, activities, and participant engagements throughout the Reading Month. Include in the ACR the snippets of book talks, reading challenges, list of recipients for the donated books, testimonials from beneficiaries, photos, sample accomplished reading logs and success stories.
8. Ensure the chosen time on the conduct of the reading activities shall not disrupt the regular office activities.
9. Culmination of the 2023 Pambansang Buwan at Araw ng Pagbasa reading activities shall be held on November 30 to December 5, 2023.
10. Immediate dissemination of and compliance with this Memorandum is desired.

MARIA INES C. ASUNCION
Director III
Officer In-charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, JR., CESO V
Assistant Regional Director 

Enclosures: As stated

References: Unnumbered Memorandum DM-CI- 2023, dated October 26, 2023

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

LEARNERS

LITERACY

READING MONTH

CLM/gsa
11/10/2023

**ACTIVITIES FOR THE 2023 PAMBANSANG BUWAN AT ARAW NG PAGBASA
FOR REGIONAL FUNCTIONAL DIVISIONS AND SCHOOLS DIVISION OFFICES**

A. "Share a Book Drive"

DepEd Offices in the Region and Schools Division Offices are encouraged to place designated boxes for story books donation in conspicuous location. Books will be given to schools with learners with limited access to such materials.

1. Communicate the "Share a Book Drive" to all DepEd personnel in the offices, highlighting the importance of boosting literacy and providing books to schools with limited resources. Each office shall provide donation box.
2. Create clear guidelines for suitable book donations, considering age appropriateness, diverse genres, and good condition. Share information on the target audience, focusing on schools with learners facing reading material challenges.
3. Direct each office to pick a visible spot for donation boxes, ensuring easy access and visibility to all employees.
4. Share posters or digital announcements outlining the purpose, guidelines, and drop-off locations for the "Share a Book Drive."
5. Appoint responsible individuals in each office to keep an eye on donation boxes, ensuring security and visibility.
6. Set a clear timeframe for collecting books, communicating start and end dates to all offices.
7. Form a team to sort through donated books, evaluating each against established criteria.
8. Work with logistics to transport books efficiently from offices to targeted schools, establishing a timeline for timely delivery.
9. Partner with school administrators to identify institutions in need, prioritizing those in underserved communities or with known literacy challenges.
10. Organize events at selected schools to distribute donated books, involving key stakeholders, office representatives, and local media (optional) to capture and share positive impacts.
11. Recognize contributions during distribution events, possibly with certificates or other recognition materials for active participants.

- B. Reading Pantry.** DepEd Offices in the Region and Schools Division Offices establish a reading pantry accessible to all personnel stocked with a variety of reading materials. Each personnel will receive a reading challenge log to record the title and author of the books they have read along with reflection in each episode.
1. Identify a suitable and accessible location within the office premises to set up the Reading Pantry. Allocate shelves or storage space for a diverse range of reading materials, including books, magazines, and other literary resources.
 2. Conduct an initial inventory of available reading materials and categorize them based on genres, themes, or interests. Establish a system for regular rotation and replenishment of reading materials to keep the Reading Pantry dynamic and engaging.
 3. Inform all personnel about the Reading Pantry initiative. Highlight the benefits of reading, the variety of materials available, and the inclusive nature of the Reading Pantry.
 4. Provide each personnel with a personalized Reading Challenge Log. (See attached template).
 5. Design a series of reading challenges or themes to encourage diverse reading habits among personnel. Create a schedule for introducing new challenges daily or weekly to maintain enthusiasm.
 6. Designate a Reading Pantry coordinator or committee responsible for monitoring the usage of the Reading Pantry. Offer support and guidance to personnel seeking book recommendations or facing challenges in completing the reading challenges.
 7. Organize regular book club meetings or discussions for personnel to share their reading experiences and insights. Create a supportive and collaborative environment for sharing recommendations and discussing the impact of literature on personal and professional development.
 8. Establish a system for personnel to submit their reflections or comments after completing each book. Consider creating a platform, such as a shared document or dedicated forum, for personnel to share their thoughts and engage in discussions.
 9. Acknowledge and celebrate the achievements of personnel who actively participate in the Reading Pantry initiative. Consider introducing short recognition programs for individuals who consistently contribute to the reading challenges and reflections.
 10. Implement a feedback mechanism to gather suggestions and input from personnel on improving the Reading Pantry. Regularly assess the impact of the initiative through surveys or informal discussions to make necessary adjustments.
 11. Maintain documentation of the Reading Pantry's impact, including the number of participants, books read, and feedback received. Generate weekly



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reports to share with department leadership, showcasing the positive outcomes of the Reading Pantry initiative.

Reading Challenge Log Template:

Personal Information:

Name: _____ Designation: _____

Functional Division: _____ Date Started the Reading Challenge: _____

Challenge Period: _____ [Specify the duration of the challenge, e.g., Daily, Weekly, Monthly]

Challenge Theme/Category: _____ [Specify the theme or category of the current challenge]

Log Entries:

Date:	Title of the Book	Author	Reflection/Comments	Additional Notes:
MM/DD/YYYY	Book Title 1	Author 1	Reflections on the book, key takeaways, personal insights	Additional comments, recommendations, or notes related to your reading experience.

Completion Summary:

Total Number of Books Read: _____ [Enter the total number of books completed]
Favorite Book from the Challenge: _____ [Specify if there was a standout favorite]

Closing Reflection: *Reflect on the overall experience of the reading challenge, the impact on personal growth, and any plans for future reading goals.*

By signing below, I acknowledge the completion of the Reading Challenge and affirm that the information provided is accurate.

[Employee's Signature]: _____ **Date:** [MM/DD/YYYY]

(This template is designed to help employees document their reading journey, providing a structured format for recording book details, reflections, and overall experiences throughout the Reading Challenge.)

3. Book Talk. DepEd Offices in the Region and Schools Division Offices allocate a daily Drop Everything and Read (DEAR) session to share with their fellow office personnel about a book they have recently read.

1. Announce daily Drop Everything and Read (DEAR) sessions. Emphasize DEAR's goal: fostering a reading culture and encouraging personnel to share their reading experiences.
2. Allocate a specific daily time for DEAR, minimizing disruption. Communicate the DEAR time to all personnel through official channels.
3. Encourage personnel to share a recently read or current book. Emphasize diverse book selections to cater to varied interests.
4. Begin each DEAR session with a brief introduction. Allow each participant a time-limited "Book Talk."
5. Provide guidelines covering key points like title, author, genre, and a summary. Encourage personal insights and reasons for book recommendations. (See attached Book Talk Guideline Template)
6. Designate a facilitator for smooth transitions between Book Talks. Facilitator may handle Q&A sessions or discussions.
7. Implement a system for documenting discussed books. Create a shared document for personnel to enter book details.
8. Appreciate personnel actively participating in DEAR. Consider incentives for engaging Book Talks.
9. Acknowledge DEAR as voluntary. Allow flexibility for personnel to choose participation.
10. Gather feedback on session effectiveness. Encourage personnel to suggest improvements.
11. Consider a rotating schedule for different personnel to facilitate DEAR sessions or moderate Book Talks.
12. Continuously promote DEAR through various channels. Highlight benefits of sharing and discovering new books.
13. Weekly evaluate DEAR's impact on office culture. Adapt based on feedback to sustain enthusiasm for Book Talk initiative.

Book Talk Guidelines Template:

Title: _____
Author: _____ Genre: _____
(Specify the genre or category of the book.)

Brief Summary: (Provide a concise summary of the book. Highlight key plot points without giving away major spoilers.)

Encouraging Personal Insights:

A. Personal Insights: (Share personal insights gained from reading the book. Discuss how the book impacted you emotionally or intellectually.)

B. Favorite Quotes: (Optionally, share any favorite quotes from the book. Highlight passages that resonated with you.)

C. Reasons for Recommendation: (Explain why you recommend the book to others. Mention specific aspects that make it worth reading.)

General Tips:

1. Time Limit:
 - Keep your Book Talk within a specified time limit.
 - Ensure everyone has an opportunity to share.
2. Engage the Audience:
 - Encourage questions or comments from the audience.
 - Foster a collaborative discussion during and after the Book Talk.
3. Diversity:
 - Aim for diversity in book selections.
 - Consider recommending books from various genres and authors.

Note: These guidelines are meant to enhance the quality and consistency of Book Talks. Participants are encouraged to tailor their discussions to their unique experiences with each book.

DEAR Session Schedule Template:

Objective: To allocate a specific daily time for Drop Everything and Read (DEAR) sessions while minimizing disruption and ensuring effective communication to all personnel.

DEAR Session Schedule

Day: [Specify the day(s) of the week] **Time:** [Specify the start and end time]

Guidelines:

1. Select a consistent time slot each day for DEAR sessions. Ensure the chosen time minimizes disruption to regular office activities.
2. Communicate the designated DEAR time to all personnel through official channels.
3. Allow for flexibility in the schedule to accommodate varying workloads. Consider adjustments based on department needs or special circumstances.
4. Set automated reminders for DEAR sessions on office calendars. Use messaging platforms to send reminders before the scheduled time.
5. Encourage personnel to share any concerns or suggestions regarding the timing.

Note: The schedule may need weekly review to ensure it aligns with the changing needs of the office. Any adjustments to the DEAR schedule will be communicated in advance.

D. Reading Ambassador. DepEd Officials and other stakeholders are invited to serve as reading ambassadors for a week. Ambassadors, known for their love of reading and enthusiasm to inspire others, will:

- Read stories of group of learners or broadcast via local TV or Radio.
- Be featured weekly as the reading ambassador on the Division FB Page.

This procedure aims to leverage the influence of DepEd Officials and stakeholders as Reading Ambassadors to promote a culture of reading, inspire learners, and engage the community through various platforms.

1. Identify and invite DepEd Officials and stakeholders known for their love of reading and enthusiasm to inspire others. Communicate the purpose of the Reading Ambassador and the commitment expected during the designated week.
2. Conduct orientation for selected Reading Ambassadors, providing guidelines on reading stories effectively to groups of learners. Familiarize ambassadors with the platform and process for broadcasting stories via local TV or radio.
3. Establish a rotating schedule for Reading Ambassadors, ensuring coverage throughout the designated period. Coordinate with ambassadors to confirm their availability and preferences for reading sessions.
4. Encourage Reading Ambassadors to choose stories that align with the theme of the reading initiative and are suitable for the target audience. Provide a curated list

of recommended stories for those who may need assistance in selecting appropriate material.

5. Facilitate reading sessions where ambassadors can either physically read stories to a group of learners or record and broadcast via local TV or radio. Ensure that the reading sessions are engaging, age-appropriate, and promote a love for literature.
6. Coordinate with local TV and radio stations to schedule the broadcast of Reading Ambassador sessions. Provide necessary support for technical aspects, such as recording equipment or live broadcasting facilities.
7. Feature each Reading Ambassador weekly on the Division's official Facebook Page. Share information about the ambassador, their favorite books, and the impact of reading in their lives.
8. Promote Reading Ambassador sessions through various communication channels, including social media, newsletters, and official announcements. Encourage schools and communities to tune in or attend physical reading sessions to maximize the program's reach.
9. Incorporate interactive elements into the reading sessions, such as Q&A sessions or discussions about the stories. Encourage audience participation, especially in the case of physical reading sessions with learners.
10. Collect feedback from both Reading Ambassadors and the audience to assess the effectiveness of the program. Use feedback to make necessary adjustments and improvements for future Reading Ambassador initiatives.
11. Acknowledge and appreciate the efforts of Reading Ambassadors through formal recognition ceremonies or certificates. Express gratitude through public acknowledgments and highlight the positive impact of their involvement.

E. Reflection Stations: "Journey through Words"

DepEd Offices in the Region and Schools Division Offices shall establish a Reflection Station. By implementing reflection stations, participants can actively engage in self-reflection, contributing to a collective narrative of the Reading Month's impact on individuals within the community. This shall be done during the culmination activity.

Objective: To provide participants with a dedicated space for self-reflection on their Reading Month experiences, fostering a sense of personal growth and connection through literature.

Materials Needed:

1. Large boards or paper sheets for each reflection station.
2. Writing materials (pens, markers, etc.).
3. Prompts printed or written on separate sheets for each station.
4. Decorative elements (optional) to create an inviting atmosphere.

Procedure:

1. Station Setup:

- Identify suitable locations within the event venue for reflection stations, ensuring they are easily accessible and well-lit.

- Set up large boards or paper sheets on easels, tables, or mounted on walls, creating designated reflection spaces.
- 2. Prompts and Instructions:**
 - Clearly display the prompts on each board or paper sheet. Sample prompts may include:
 - "My Favorite Book: _____"
 - "Most Impactful Reading Experience: _____"
 - "Reading Goals Achieved: _____"
 - Additional prompts based on the theme or focus of the Reading Month.
 - 3. Decorate the Stations (Optional):**
 - Add decorative elements to make the reflection stations visually appealing and inviting. Consider incorporating book-related graphics, quotes, or images to enhance the literary theme.
 - 4. Reflection Period:**
 - Allocate sufficient time during the closing ceremony for participants to visit the reflection stations.
 - Encourage individuals to jot down their thoughts, memories, and reflections related to the provided prompts.
 - 5. Uninterrupted Reflection:**
 - Ensure that participants have a quiet and uninterrupted space to engage in their reflections. If possible, create a contemplative ambiance with soft background music or literary quotes.
 - 6. Assistance and Guidance:**
 - Assign volunteers or event staff near the reflection stations to provide assistance if needed, answer questions, or offer additional writing materials.
 - 7. Anonymous Contributions (Optional):**
 - Provide the option for participants to contribute their reflections anonymously. This can encourage more candid and honest responses.
 - 8. Photography:**
 - Consider having a designated photographer capture moments at the reflection stations. Participants may appreciate having visual memories of their reflections.
 - 9. Collection or Display:**
 - Collect the written reflections at the end of the event or display them in a designated area for all participants to appreciate.
 - 10. Compilation for Documentation:**
 - Compile the reflections into a document that can be shared digitally or physically. This serves as a lasting memento of the Reading Month celebration.

F. Closing Ceremony Activities: "A Literary Finale"

DepEd Offices in the Region and Schools Division Offices shall conduct a closing ceremony. This sequence of activities aims to create a memorable and appreciative atmosphere during the closing ceremony, recognizing the efforts of all those involved in making the Reading Month celebration a meaningful and impactful experience.

Offices may also modify the suggested activities and sequence.

1. Begin the ceremony with a warm welcome from the event organizers. Deliver opening remarks to set the tone for the closing ceremony, expressing excitement and gratitude.
2. Showcase a recap a maximum of 5-minute video highlighting key moments, activities, and participant engagements throughout the Reading Month. Include snippets of book talks, reading challenges, and community events.
3. Express gratitude to key contributors, including organizers, volunteers, sponsors, and any special guests. Present certificates of appreciation or small tokens of recognition (optional).
4. Acknowledge the significance of the reflections and express gratitude to participants for sharing their personal literary journeys. (Reflection Stations: "Journey through Words")
5. Acknowledge and celebrate participants who actively contributed to reading challenges, book talks, and other activities. Present certificates or awards to individuals or teams for their achievements.
6. Invite Reading Ambassadors to share their reflections on the Reading Ambassador program. Allow them to express the impact of their role and any memorable experiences.
7. Dedicate a segment to express gratitude to sponsors or any stakeholders who supported the Reading Month celebration. Acknowledge their contributions to the success of the event.
8. Showcase the impact of book donations, community outreach programs, or any literacy initiatives undertaken during the Reading Month. Share success stories and testimonials from beneficiaries.
9. Deliver closing remarks to summarize the achievements and highlights of the Reading Month celebration. Express gratitude to all participants, sponsors, and contributors for their collective efforts in making the event a success.
10. Include a literary-themed performance, such as a dramatic reading, poetry recital, or a short play. This adds a creative and entertaining element to the ceremony.
11. Feature a closing video message from a prominent figure, such as the head of the department or a respected literary figure. This message can express appreciation, highlight the significance of reading, and encourage a continued love for literature.
12. Distribute book-themed souvenirs or bookmarks to participants as a token of appreciation for their involvement in the Reading Month celebration.
13. Conclude the formal ceremony with a closing reception. Provide refreshments and create a casual atmosphere for participants to mingle, share final thoughts, and celebrate the success of the Reading Month.