



Republic of the Philippines
Department of Education
CARAGA REGION



October 11, 2022

REGIONAL MEMORANDUM
No. 0880, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
Agusan del Norte, Agusan del Sur, Butuan City
and Surigao del Norte Divisions
This Region

MONITORING AND EVALUATION ON THE ADMINISTRATION OF SPECIAL
PROGRAM IN FOREIGN LANGUAGE (SPFL) - FUNCTIONAL LITERACY
ASSESSMENT FOR SY 2022-2023

1. To ensure the efficiency on the pilot administration of Special Program in Foreign Language – Functional Literacy Diagnostic Assessment, the Regional Monitoring Team shall monitor and evaluate the processes done before, during and after the conduct of the literacy assessment to five (5) SPFL implementing schools on October 13 and 14, 2022.
2. The monitoring will be done simultaneously with the following regional supervisors:

Divisions	Schools	Regional Monitoring	Division Focal
Agusan del Norte	Jagupit NHS	Elena N. Capangpangan	Lilibeth S. Apat
Agusan del Sur	Trento NHS	Gladys S. Asis	Ivy I. Naparan
	Lapinigan NHS	Elizabeth A. Bautista	Ivy I. Naparan
Butuan City	Agusan NHS	Maripaz F. Magno	Loinda S. Guerta
Surigao del Norte	Mainit NHS	Maria Consuelo C. Jamera	Mary Grace M. Tadulan

3. The result of this monitoring and evaluation shall be part of the effectiveness of the test administration scheme and utilization of data. Moreover, this will also be the basis on the adjustment and innovations to achieve the end goal of the program.
4. Attached is the Monitoring and Evaluation Form on the Administration of Special Program in Foreign Language-Functional Literacy Assessment for SY 2022-2023.
5. Traveling expenses of the regional/division monitoring shall be charged against local fund subject to usual accounting and auditing rules and regulations.



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5. For inquiries and other concerns, kindly contact Maria Consuelo C. Jamera, Education Program Supervisor, SPFL Regional Coordinator, Curriculum and Learning Management Division (CLMD), through email address: mariaconsuelo.jamera@deped.gov.ph.

6. Immediate dissemination of this Memorandum to the concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encls.: As stated

Reference: RM 0876, s. 2022

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

ASSESSMENT

MONITORING

SPECIAL PROGRAM

CLM/mcj
10/11/2022

Enclosure to Regional Memorandum No. 0880, s. 2022

Form 4

MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION
OF SPECIAL PROGRAM IN FOREIGN LANGUAGE-
FUNCTIONAL LITERACY ASSESSMENT
SY _____

(To be accomplished by the Division/Regional Monitoring Team)

School Name: _____ School ID: _____
School Head: _____ Contact No.: _____
School Address: _____ District: _____
Division: _____

A. Learners' Profile

Number of Learners									Type of Assessment
Grade Level Registrants			Actual			% of Assessment			
Male	Female	Total	Male	Female	Total	Male	Female	Total	☐ Diagnostic
									☐ Post Assessment

B. Observation Checklist

Areas	Indicators	Observed		Comments/ Observation
		Yes	No	
Pre-administration of SPFL-FLAT	1. Each administering teacher have the following materials:			
	1.1 SPFL-Functional Literacy Assessment Tool for the assigned grade level			
	1.2 Enough place for the administering teacher and the learners			
	1.3 List of Registrants with LRN alphabetically arranged regardless of gender under SPFL program			
	1.4 Schedule of Assessment			
	1.5 Rating Scale Sheet for the assessment			
During Assessment	2. The assessment is administered to target learners in the implementing SPFL schools.			
	3. Determine starting point based from the learners' grade level target skill.			
	4. The administering teacher conducts orientation to learners on the process of assessment			

	5. Learners were assessed individually			
	6. Each learner received the same assessment based on their grade level target skill			
	7. Rating Scale Sheet for the assessment is accomplished by the administering teacher while the assessment is going on			
Assessment Result	8. Account learners who undergo the assessment			
	9. Determine learners' level based on the grade level target primary skill			
	10. Assess the class risk based on the result of learner's individual level			
	11. Submit the accomplished rating scale sheet to the School Head/ Language Department Head			
	12. School Head/ Language Department Head consolidates the result of the assessment using Form 3			
	13. Submit/upload consolidated result to the Division SPFL Coordinator			

C. Other Concerns

General Findings/ Observation/ Problems encountered	Action Taken	Recommendations

Monitored and Evaluated by:

Certified by:

Division/Regional Monitor
Date Signed: _____

Division SPFL Coordinator
Date Signed: _____