



Republic of the Philippines  
Department of Education  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

---

September 9, 2024

Division Memorandum

No. 200s. 2024

**CONDUCT OF COORDINATION MEETING FOR ELEMENTARY AND SECONDARY  
SCHOOL HEADS & SCHOOL READING COORDINATORS IN THE DIVISION OF  
SORSOGON**

To: Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors/ OICs  
Cluster Heads  
Elementary & Secondary School Heads  
School Reading Coordinators

1. The Department of Education, through the Office of the Schools Division Superintendent, SDO- Sorsogon is slated to conduct a coordination meeting to school heads (Elem and Secondary) and School Reading Coordinators (Elem and Sec) for updates on reading innovations. These are the following schedule:

DISTRICT	DATE	TIME	PLACE
Bulan I & II	September 12, 2024	8:00 - 12:00	Bulan North CS A
Bulan III & IV		1:00 - 5:00	Bulan South CS
Irosin	September 13, 2024	8:00 - 12:00	Irosin Central School
Juban		1:00 - 5:00	Mario Guarina ES
Matnog	September 16, 2024	8:00 - 12:00	Matnog CS
Sta. Magdalena		1:00 - 5:00	Sta. Magdalena CS
Bulusan	September 20, 2024	8:00 - 12:00	Bulusan CS
Barcelona		1:00 - 5:00	Barcelona CS
Gubat	September 23, 2024	8:00 - 12:00	Prieto-Diaz CS
Prieto-Diaz		1:00 - 5:00	Gubat North CS
Donsol West I & II	September 24, 2024	8:00 - 12:00	Dancalan ES
Donsol East I		1:00 - 5:00	Donsol East CS

Magallanes	September 25, 2024	8:00 - 12:00	ELMCS
Pilar I & II	September 26, 2024	8:00 - 12:00	Pilar II CS
Pilar III		1:00 - 5:00	Salvacion ES
Castilla	September 27, 2024	8:00 - 12:00	Castilla CS
Casiguran		1:00 - 5:00	San Juan ES

2. This activity aims to:
  - a. review the Manual on how to use the Reading Profile Forms for Learners both in Elementary and Secondary level.
  - b. introduce and provide a soft copy of the Reading Profile Forms to facilitate the tracking and recording of the learners' reading progress.
  - c. provide each district a set of learning materials intended for primary level.
3. Participants are advised to bring flash drive, the MDRx for Reading Manual, blank copy of Class, Monthly/Quarterly and Individual Reading Profile Forms. All expenses relative to the implementation of this program shall be charged to school local funds/MOOE, subject to the usual accounting and auditing rules and procedures.
4. Compliance, immediate and wide dissemination of this memorandum are desired.

  
**WILLIAM E. GANDO, CESO VI**  
 Schools Division Superintendent

*fw*