DIVISION MEMORANDUM
NO. 07, s. 2017

DIVISION LITERACY OBSERVATION WORKSHOP FOR ELEMENTARY SCHOOL HEADS OF THE READING RECOVERY PROGRAM

TO: Public Schools District Supervisors
   Elementary School Heads Concerned

1. In line with implementation of the Reading Recovery Program in our division, a Division Literacy Observation Workshop for Elementary School Heads of the Reading Recovery Program shall be conducted on February 6-7, 2017 in a venue to be announced later.

2. The activity aims to:
   a. Upgrade the participant’s awareness of the Reading Recovery Program.
   b. Enhance the knowledge, skills and orientation of school heads in administering and analysing the observation survey tasks for literacy achievement.
   c. Support the Reading Recovery Program and implementation plan.

3. Participants are the 39 elementary school heads in the 20 districts with the Reading Recovery Program.

4. Travel and registration fee of P 600.00 shall be charged each participant to cover meals and accommodation for 2 days charged to the school’s MOOE, while materials shall be charged to the Division’s HRTD subject to the usual accounting and auditing rules and regulations.

5. Attached is the Program of Activities.

6. Immediate dissemination of this Memorandum is desired.

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

READING TRAINING PROGRAM
# TWO-DAY LIVE-OUT LITERACY OBSERVATION SURVEY WORKSHOP
FOR SCHOOL HEADS OF READING RECOVERY SCHOOLS
January 6-7, 2017

## PROGRAM OF ACTIVITIES

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1</th>
<th>Day 2</th>
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<tbody>
<tr>
<td>8:00 – 9:00</td>
<td>Registration</td>
<td>Management Of Learning (MOL)</td>
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<tr>
<td>9:00 – 10:00</td>
<td>OPENING PROGRAM</td>
<td>Concepts About Print</td>
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<td>10:00 – 11:00</td>
<td>Orientation Gina B. Pantoja</td>
<td>Conventions</td>
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<tr>
<td>11:00 – 12:00</td>
<td>Getting to Know You</td>
<td>Running Records</td>
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<td>12:00 – 1:00</td>
<td>NOON BREAK</td>
<td>NOON BREAK</td>
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<td>1:00 – 2:00</td>
<td>Letter Identification</td>
<td>Quantifying the Running Records</td>
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<tr>
<td>2:00 – 3:00</td>
<td>Word Reading</td>
<td>Interpretation and Analysis of Running Records</td>
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<td>3:00 – 4:00</td>
<td>Writing Vocabulary</td>
<td>Observation Survey Summary Sheet/ An Analysis of the Child's Strategic Activity</td>
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<td>4:00 – 5:00</td>
<td>Hearing and Recording Sounds In Words</td>
<td>CLOSING PROGRAM</td>
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### Officers of the Day

- Gina B. Pantoja, Ed.D
- Michelle Anne D. Ogolinola
- Rona S. Rodriguez

### Trainers/Facilitators:
- CPS – I (RR Coordinator)
- VS
- JAMES

### Support Staff:
- Arolina Borja
- Sonne May Cristina
- SGOD
- SGOD