



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

**RELEASED**  
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Office of the Schools Division Superintendent

26 June 2023


DIVISION MEMORANDUM

No. 135, s. 2023

**SUBMISSION OF Q4 SCHOOL READING PROFILE AND PROGRESS REPORT**

To : Public Schools Division Supervisors  
Public Elementary / Secondary School Heads  
ELLN District Coordinators  
Reading Teachers

1. To account and track the learners' reading proficiency, the office announces the submission of Q4 Reading Profile and Progress Report in hardcopy and softcopy on or before June 30, 2023. The Report in hardcopy shall be forwarded to the DO through the PSDS and the softcopy shall be submitted to the school heads. The School Reading report shall be a basis for the continuing interventions before a learner transition to the next grade level.
2. The following documents shall be included in the progress report ( a , b and c)
  - a. Reading Profile compiled per class/ school/ district
  - b. Summary of Reading profile ( OPCRf reading rate)
  - c. School Reading Terminal Report
  - d. Attach **Reading Tracer** to school report card ( requirement for incoming Grade 7 learners)
3. For information, guidance, and compliance of all concerned

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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SDO Tabuk City L & D Databank System Link: <https://tinyurl.com/SDOTabukCityLNDaBaSy>