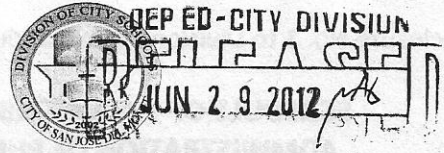




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose del Monte



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June 26, 2012


Division Memorandum

No. 108 s. 2012

To: Public Schools District Supervisors  
Public Elementary School Principals/OICs

### Schedule of PHIL-IRI Administration and Submission of Reports

1. The Philippine Informal Reading Inventory (Phil-IRI) is one of the most useful classroom tools in assessing pupil's reading ability. The results can give the teachers information on the level of their pupils' performance in reading by actual observation.
2. In this light, principals and teachers are required to keep the Phil-IRI test with utmost confidentiality and thus test should not in any way be posted or exposed to pupils to maintain reliability and validity until the appropriate time of administration.
3. In addition, principals and teachers are encouraged to utilize Phil-IRI pretest and post-test results for planning effective reading program to improve the reading instruction in their respective schools.
4. Furthermore, regular classes should be observed during the administration of Phil-IRI. Each Phil-IRI teacher-administrator is advised to strictly follow the mechanics and schedule of the administration to avoid delayed submission of reports to the Division Office.
5. This SY 2012-2013, each school will receive Phil-IRI materials for reproduction. Photocopying of Phil-IRI materials should be shouldered by the concerned schools.
6. Pretest and Post-test Phil-IRI results should be submitted in soft copy (MS Excel 2003 ver.) to Mr. Arthur F. Francisco, Division Coordinator – ICT.
7. Enclosure No. 1 contains the schedule of Phil-IRI administration and submission of reports.
8. Immediate and wide dissemination of the contents of this memorandum is desired.

  
DR. AMANCIO S. VILLAMEJOR JR., CESO IV  
Schools Division Superintendent

**SCHEDULE OF THE DISTRIBUTION, REPRODUCTION BY SCHOOLS AND ADMINISTRATION OF PHIL-IRI TEST AND SUBMISSION OF REPORTS**

**PHIL-IRI PRE-TEST SY 2012-2013**

DATE	ACTIVITY
July 3-6	Reproduction of Pretest Forms for Oral Reading in English and Filipino for Grade 2-6.
July 9-12	Administration of Oral Reading Pretest in English for Grades 2-6.
July 13, 16-18	Administration of Oral Reading Pretest in Filipino for Grades 2-6.
July 19-27	Encoding and School Validation of Results in Grades 2-6. (Oral Reading)
July 30-31	Submission to the Division Office of soft copies of <b>VALIDATED</b> Phil-IRI Pretest Result (Oral Reading) in English and Filipino for Grades 2-6.
September 25-28	Reproduction of Pretest Forms for Silent Reading in English and Filipino for Grade 2-6.
October 1-4	Administration of Silent Reading Pretest in English for Grades 2-6.
October 5, 8-10	Administration of Silent Reading Pretest in Filipino for Grades 2-6.
October 11-12	<b>Second Quarter Examination</b>
October 15-19	Encoding and School Validation of Results in Grades 2-6. (Silent Reading)
October 22-23	Submission to the Division Office of soft copies of <b>VALIDATED</b> Phil-IRI Pretest Result (Silent Reading) in English and Filipino for Grades 2-6.

**PHIL-IRI POST-TEST SY 2012-2013**

DATE	ACTIVITY
January 4-9	Reproduction of Post-test Forms for Oral and Silent Reading in English and Filipino for Grade 2-6.
January 10-11	<b>Third Quarter Examination</b>
January 14-16	Administration of Oral Reading Post-test in English for Grades 2-6.
January 17, 18, 21	Administration of Oral Reading Post-test in Filipino for Grades 2-6.
January 22-24	Administration of Silent Reading Post-test in English for Grades 2-6.
January 25, 28, 29	Administration of Silent Reading Post-test in Filipino for Grades 2-6.
January 30 – February 6	Encoding and School Validation of Results in Grades 2-6. (Oral and Silent Reading)
February 7-8	Submission to the Division Office of soft copies of <b>VALIDATED</b> Phil-IRI Post-test Result (Oral and Silent Reading) in English and Filipino for Grades 2-6.

For additional information, please contact:

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(submit online @ arthur\_rules1980@yahoo.com)