



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID – 2025 – 0392

To : Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division (CID)
Chief of Schools Governance and Operations Division (SGOD)
Public Schools District Supervisors
Principals/School Heads

Subject : **DUTIES AND RESPONSIBILITIES OF THE LISTED SCHOOL READING AND LITERACY EDUCATION FOCAL AND ALTERNATE FOCAL**

Date : JuLy 14, 2025

This Office issues the **List of School Reading and Literacy Education Focal and Alternate Focal** which should be carried out for the School Year 2025-2026 and onwards.

The said list is also being issued to clearly describe the job of the School Reading Program as anchored on **Basa Panabo, Panalo Reading Program** (Division Memorandum-CID – 2024 – 0454, re: Guidelines on the Division Reading Program to Strengthen Reading in the Different Key Stages).

Compliance with and wide dissemination of this memorandum is instructed.


JINKY B. FIRMAN PhD., CESO VI
Schools Division Superintendent

RELEASED

JUL 15 2025

RECORDS SECTION SDO PANABO CITY
BY 

Enclosed: As stated.
CID/je/iep



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Duties and Responsibilities

1. Develop a school-wide reading program anchored on **Basa Panabo, Panalo Reading Program** that enumerates and delineates goals and strategies to help promote high-level literacy.
2. Coordinate actions and tasks in the implementation of the School Reading Program to the Public Schools District Supervisors and Education Program Supervisors.
3. Alternate Reading Focal shall assist the School Head/Reading Focal in the management of the program through regular monitoring, review and mapping of targets, and preparation of progress report.
4. The School Head/Reading Focal, Master Teachers and Alternate Reading Focal shall take part in the development of policies and strategies that promote reading proficiency across learning areas.
5. Recommend adjustment in policies and practices when deemed necessary and productive in the implementation of the School Reading Program.
6. Lead in the administration of standardized reading tests like the Comprehensive Rapid Literacy Assessment (CRLA) and Philippine Informal Reading Inventory (PHIL IRI), consolidate scores thereof.
7. Identify gaps and areas for improvement and report them to the School Head/Reading Focal for action planning/readjustment of plan.
8. Suggest for establishment of partnership with external stakeholders for logistical support in the implementation of the program.
9. Attend in meetings and conferences and prepare minutes to inform the School Head/Reading Focal and teachers thereof.
10. Convene teachers, at least every quarter, to facilitate dissemination of relevant information.
11. Delegate tasks to grade level coordinators.
12. Do other tasks when reasonably determined from time to time.



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SCHOOL READING AND LITERACY EDUCATION FOCAL and ALTERNATE FOCAL

BASA PANABO, PANALO READING PROGRAM

SCHOOLS	FOCAL	ALTERNATE FOCAL
A.O Floirendo ES	CYRUS C. CACHUELA	Jeany B. Sudaria
Concordia Sison ES	Jonalyn Badua	Maresa S. Maiz
Dalisay Village ES	WINSTON MARK COQUILLA	Rheena Queen Mendoza
DMJ Memorial ES	ANNA MAE T. FUENTES	Johnna Pano
Nanyo ES	LEONORA D CANETE	Jackielyn D. Tajurao
P. Changco ES	NIDA M. COMPUESTO	Elhen Mary C. Marcial
Rodrigo D. Mabitad ES	Rubie G. Labanon	Yvette G. Gonio
Roxas ES	MIRASOL V. DIANA	Annie Rose M. Dela Cruz
Sindaton ES	Janeth Gomez	Chariz Daya
Southern Davao ES	Jywell Pacana	Bernadeth R. Colinco
Tibungol ES	Edgardo D. Pamugas III	Jessa Mae A. Verzano
Valentin Daquio ES	RUEL B. RAMOS	Sharon Claire I. Absin
A.O. Floirendo ES II	DANTE G. MILLANES	Ma. Lynn J. Pizon
Cabili ES	MARJORIE S. BALDESTAMON	Kervy Reil Depositario
Doña Nenita ES	ELSIE M. CARBALLO	Madeline A. Misoles
Gredu ES	FELECIANO S. CATBAGAN	Katrina C. Gonzales
Panabo Central ESSC	Ramelyn Antalan	Gina Gumilan
Rizal ES	ROSEMARIE S. PATRIARCA	Maria Frances Joy M. Padillos
Salvacion ES	MYLENE S. CASTILLO	Jona Joy O. Ruaya
San Francisco ES	LIZLE Y. DELOS REYES	Fanielane Basadre
San Pedro ES	HELEN MAY T.DELADA	Corona D. Bongcaras
San Vicente ES	JEMIMA R. DEIPARINE	Jocelyn Alagon Lyneth Baptisata
Sto Niño ES	Jocelyn Ada	Al Jay Soliva
Buenavista ES	LOVELY KAREN C. MELENCION	Irene S. Dahi
G.L. Dondoy CES	ROSSELLE N. PASAPORTE	Mary Joy L. Daigidigan
JP Laurel ES	JOY D. COZO	Karen Saman
Katualan ES	MAC DONALD P. JABONILLO	Mylene P. Alabat
Kiotoy ES	ULYSES T. MACATOL	Archel A. Aguilon
L. Concepcion IS	ARNEL T. DUROPAN	Maureen Lowie G. Salahid
Mabunao ES	ROBERTO C. CANDELASA JR.	Apriel Joy E. Cultura
Narciso Galapin ES	Christy M. Pantonial	Ryan O. Tablada
San Roque ES	EMILY L. IBO	Denna Jane O. Kampag
Sta. Cruz ES	Maria Teresa S Amora	Airian Gerundio
Tagurot ES	EDRALIN A. GUMILAN	Luzminda A. Tesado
Consolacion ES	MYLA P. BERGONIA	Michelle Bugsad



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Datu Abdul ES	OSCAR G. PALES	Grace G. Petallar
Kasilak ES	IRIS G. SEPARIS	Mary Jean P. Ballena
Katipunan ES	JULIUS B. JUEN	Jo-Ann Ruiz
Licanan ES	Reynaldo Morales	Mary Sol L. Seguia
Little Panay ES	Eric Paquera	Rocelyn D. Tagod
Malativas ES	Alfredo O. Ogue Jr.	Ma. Emelyn F. Alinas
Namuag ES	ANA LYN S. NANOL	Laurene L. Libre
New Visayas CES	Johanna P. Linterna	Jeanly M. Madelo
Teofanis Gerona ES	Anbella G. Eleria	Michelle A. Dumay
Waterfall ES	Sambay S. Luma	Joy L. Canezares
A.O. Floirendo NHS	CHONALYN DOCTORA	Anelyn Bulahan Honey Mae Badilles
Cagangohan NHS	RUSTICO P. HERNANDEZ JR.	Mary Leony Petty Jen A. Loyola
Desiderio N. Dalisay NHS	Ermelinda Torres	Hannah G. Donasco
Don Manuel Javellana NHS	Arlene Jumamoy	Jocelyn B. Eyorcadas Ivy Marie P. Lumangcas
Kasilak NHS	RONILO REVAMONTE	Carlito C. Taclob
Kauswagan NHS	Glenn Patriarca	Richelle Alisoso Rhea Jean Vidal
Little Panay NHS	Jeanette Jorolan	Edlan Terefe L. Lumangyao
Lorenzo T. Concepcion IS	Arnel Duropan	Maureen Lowie G. Salahid
Mabunao NHS	MELCHORA O. DUMBASE	Angelika Maye G. Maniscan Extension-Glenebeth O. Rama
Malativas NHS	Rene Capuyan	John Joey Atuel
Manay NHS	Jason Juen	Babylyn E. Lozada
Nanyo NHS	Gabriel Alfonso	Fortune Angel I. Bonotan
Panabo City NHS	MANUEL M. ESPERANZA	Shin Grace P. Echavez Michelle Suhayon
Panabo City SHS	MYRNA E. PURIFICACION	Ma. Trisha Rio
Quezon NHS	Rosienes D. Diorda	Ehla Amor V. Ligad
San Vicente NHS	BEHNJO S. MARTIN	Gerika Aiko Dumanayos Desibel Dahan
Sindaton NHS	RONILO B. LABRADOR	Lechelle T. Ormo
Southern Davao NHS	SARAH JANE R. OMBLERO	Crisel Suan

Prepared:

IRYHN E. PETALCORIN

Public School District Supervisor
Reading & Literacy Education Focal