



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **482**, s. 2025

21 JUL 2025

**ADMINISTRATION OF THE REGIONAL READING ASSESSMENT TOOLS
(FUNCTIONAL LITERACY ASSESSMENT TOOL AND LANGUAGE
ENHANCEMENT THROUGH READING ASSESSMENT)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. In view of Regional Memorandum No.905, s. 2025, titled Administration of the Regional Reading Assessment Tools (Functional Literacy Assessment Tool and Language Enhancement Through Reading Assessment), the Department of Education Regional Office I, through the Curriculum and Learning Management Division (CLMD), hereby issues updated guidelines on the administration and utilization of the regionally developed reading assessment tools. This issuance supersedes Provision No.5 of Regional Memorandum No. 1612, s. 2024, by reclassifying the tools as either mandatory assessment instruments or progress monitoring tools, depending on their intended purpose and target learner group.

2. Beginning this school year, the Functional Literacy Assessment Tool (FLAT) and the Language Enhancement Through Reading Assessment (LETRA) shall be administered in specific cases to provide targeted support for the implementation of the ARAL Program and the ongoing review of the Reading First for Region I initiative.

3. The Language Enhancement Through Reading Assessment (LETRA) tools, in both English and Filipino, shall remain **mandatory** for Grade 11 and 12. These assessments must be administered twice each school year:

- Beginning of School Year (BOSY): June to August
- End of School Year (EOSY): January to March

The result shall be submitted via an official link, which will be issued through a separate memorandum.

4. The Functional Literacy Assessment Tool (FLAT) for Grades 1 to 6, and the LETRA tools for Grades 7 to 10, both English and Filipino, shall serve as **mandatory** progress monitoring tools for learners identified as **emerging readers or frustration level readers**. These assessments shall be administered during the second and third quarters of the school year. Results must be submitted through a designated link to be issued separately. The primary purpose of these assessments is to monitor learner's reading growth and to ensure that teacher-led interventions are producing measurable improvements.

5. It is important to emphasize that the timeline and implementation mechanics of the regionally developed tools are carefully structured to avoid any overlap with the schedule of national reading assessments.

6. For any inquiries or clarifications, please contact the CLMD at (072) 682-2324, local 120, or via email at clmd.region1@deped.gov.ph

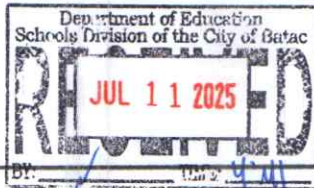
7. For your information, guidance and strict compliance.


ANSELMO R. ALUDINO
Schools Division Superintendent

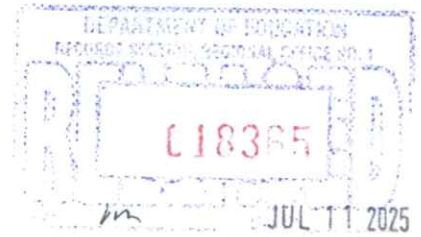
Encl.: as stated
Reference: Regional Memorandum No. 905, s. 2025
To be included in the Perpetual Index
Under the following subject:

GUIDELINES READING ASSESSMENT

ZSP/DM_AdministrationFLAT_LETRA
2510409/5166/July 16, 2025



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 905 s. 2025

ADMINISTRATION OF THE REGIONAL READING ASSESSMENT TOOLS
(FUNCTIONAL LITERACY ASSESSMENT TOOL AND LANGUAGE
ENHANCEMENT THROUGH READING ASSESSMENT)

To: Schools Division Superintendents

1. The Department of Education Regional Office I, through the Curriculum and Learning Management Division (CLMD), hereby issues updated guidelines on the administration and utilization of the regionally developed reading assessment tools. This issuance supersedes Provision No. 5 of Regional Memorandum No. 1612, s. 2024, by reclassifying the tools as either mandatory assessment instruments or progress monitoring tools, depending on their intended purpose and target learner group.

2. Beginning this school year, the Functional Literacy Assessment Tool (FLAT) and the Language Enhancement Through Reading Assessment (LETRA) shall be administered in specific cases to provide targeted support for the implementation of the ARAL Program and the ongoing review of the Reading First for Region One initiative.

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6. For your information, guidance, and strict compliance.



TOLENTINO G. AQUINO
Director IV 

Encl.: None

Reference: RM No. 1612, s.2024

To be indicated in the Perpetual Index

Under the following subjects:

GUIDELINES READING ASSESSMENT

CLMD-jps/jdd/RM_ReadingAssessmentTools
July 10, 2025



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