



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

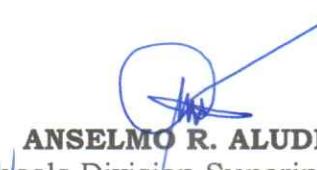
No. 127, s. 2026

**18 FEB 2026**

**PROJECT ISIPNAYAN 2026: MATH RECOVERY IN ACTION**

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

1. To strengthen learners' numeracy competence, the Schools Division of the City of Batac will implement Project ISIPNAYAN 2026: Math Recovery in Action from February until March 6, 2026.
2. This project aims to improve the numeracy skills and mathematical proficiency of struggling learners across all grade levels through a structured, intensive, and monitored remediation program. Specifically, the project aims to:
  - a. equip teachers with well-defined area focus to guide effective and targeted mathematics remediation;
  - b. encourage the schools to design and implement grade-level appropriate remediation activities that are aligned with priority mathematical competencies and developmental needs;
  - c. provide monitoring supervisors a framework to systematically monitor the fidelity of its implementation; and
  - d. enhance learners' mastery of foundational mathematics skills, ensuring measurable improvement by the conclusion of the intervention period.
3. In implementing the project, schools shall adhere to the prescribed weekly content focus, follow the established implementation guidelines, and comply with all monitoring requirements.
4. Schools are likewise required to document the progress of each learner enrolled in the program and submit a comprehensive narrative completion report at the conclusion of the intervention period.
5. Enclosed are the following for reference:
  - a. Enclosure 1: Content Focus
  - b. Enclosure 2: Mechanics of Implementation
  - c. Enclosure 3: Monitoring Tool in the Implementation of Project
  - d. Enclosure 4: Progress Tracking Template
  - e. Enclosure 5: Activity Completion Report Template
6. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

SDCB RECORDS UNIT  
 2602880

Encl.: As stated

Reference: None

To be included in the Perpetual Index

Under the following subject:

MATHEMATICS  
CELEBRATIONS AND FESTIVALS  
LEARNERS

CID/EBN/DM-Project ISIPNAYAN: Math Recovery in Action  
/26056/February 11, 2025

**Enclosure 1. Content Focus**

Week	Elementary		
	Kindergarten	Grades 1 and 2	Grades 3-6
1	Shapes	Skip counting	Multiplication Table
2	Number Recognition (1-10)	Addition	Division
3	Number Recognition (11-20)	Subtraction	Addition of Fractions
4	Writing Numbers (1-20)	Fraction and Time	Subtraction of Fractions

Week	Junior High School	Senior High School
1	Multiplication	Addition and Subtraction of Fractions
2	Division	Addition and Subtraction of Integers
3	Addition and Subtraction of Fractions	Addition and Subtraction of Algebraic Expressions
4	Addition and Subtraction of Integers	Factoring

## **Enclosure 2. Mechanics of Implementation**

1. Schools shall identify struggling learners using documented diagnostic, baseline, and formative assessment data to determine those with verified learning gaps.
2. Remediation sessions shall be conducted weekly, including during designated remedial periods, and shall focus on prescribed grade-level competencies through mastery-oriented instruction, guided practice, and corrective feedback.
3. Teachers shall utilize developmentally appropriate, contextualized, and learner-centered remediation materials aligned with the curriculum, including localized resources and approved materials from the Division LR portals.
4. Teachers shall regularly monitor and document learner progress using formative assessment tools and tracking sheets to guide instructional adjustments.
5. School Heads shall monitor implementation through classroom observations, review of remediation plans and records, and teacher consultations, and shall provide instructional coaching to ensure implementation fidelity.
6. Monitoring Supervisors and/or the Division Program Focal Person shall conduct scheduled visits to validate implementation, review documentation, and provide technical assistance to improve instructional quality.
7. Remediation activities shall be scheduled to support learner well-being without overburdening learners or disrupting core instructional time.
8. Schools shall inform parents and guardians of identified learners about the purpose, schedule, and expected outcomes of the remediation program and encourage stakeholder collaboration to support learner participation.
9. All learner data shall be handled with confidentiality and used exclusively for instructional and program improvement purposes in accordance with data privacy policies.
10. Schools shall submit accomplishment reports, learner progress data, and supporting documents after the intervention period as part of the official records of school-based mathematics programs.
11. The Division shall conduct a post-implementation review to assess outcomes, document good practices, and recommend improvements for future implementation cycles.
12. By March, the Division shall recognize the best-performing school(s) or implementer(s) of Project ISIPNAYAN based on established criteria, during an appropriate Division-recognized occasion.

**Enclosure 3: Monitoring Tool in the Implementation of Project ISIPNAYAN:  
MATH IN ACTION**

School Visited: \_\_\_\_\_  
Date of Visit/Monitoring: \_\_\_\_\_  
Name of School Head/Coordinator: \_\_\_\_\_

Monitoring Area	Yes/No/ Partial	Remarks/ Observations
1. An orientation was conducted.		
2. Baseline assessment data were available.		
3. Master list of learners for remediation was prepared.		
4. Parents/guardians were informed of learner participation.		
5. Remediation sessions are conducted weekly as scheduled.		
6. Sessions focus on prescribed grade-level priority competencies.		
7. Remediation activities are developmentally appropriate.		
8. Teaching strategies to promote mastery of foundational skills are identified.		
9. Attendance of learners is regularly monitored.		
10. Division-provided LR portal resources are utilized.		
11. Teacher-developed materials are documented		
12. The school has a mechanism to support the project implementers		
13. Learner progress tracking sheets are maintained		
14. Challenges and implementation gaps are documented.		
15. Best practices and innovations are identified.		

**Other Comments/Observations:**

Prepared by:

Noted:

## **<Monitoring Supervisor>**

**MARILOU B. SALES**  
Chief Education Supervisor

**Enclosure 4. Progress Tracking Template**

Note: The specified column shall be checked only after the learner has demonstrated mastery of the prescribed skills for the indicated focus area.

Prepared by:

Certified True and Correct:

<Teacher-implementer>  
<Position>

**<School Head>**  
**<Position>**

## Enclosure 5. Activity Completion Report Template

### ACTIVITY COMPLETION REPORT

**School:** \_\_\_\_\_

**School Head:** \_\_\_\_\_

**Math Coordinator:** \_\_\_\_\_

**Inclusive Dates of Implementation:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

#### I. Executive Summary

Provide a concise one paragraph summarizing the implementation of the project, including the key strategies employed, number of learners served, and overall outcomes.

#### II. Profile of Participants

Indicate the number of learners who participated in the program, disaggregated by grade level and sex.

Grade Level	Number of Learners		Total
	Male	Female	
Grand Total			

#### III. Strategies Employed

Provide a brief narrative description of the intervention activities conducted per week. Indicate the strategy used, how it was implemented, and the intended or observed learning outcomes.

Week No.	Strategy Employed	Description of the Strategy/ Mechanics of Implementation

#### IV. Learning Outcomes

Complete the table and provide a brief narrative analysis highlighting trends, improvements, or concerns observed across the weeks of implementation.

Week No.	Grade Level	Number of Target Learners	Number of Learners Achieving Proficiency	% of Learners Achieving Proficiency
1	Kinder			
	1			
	2			
	3			
	4			
	5			
	6			

#### V. Issues, Concerns, and Action Taken

Identify challenges encountered during implementation and the corresponding corrective measures undertaken.

Week No.	Issues and Concerns	Action Taken

**VI. Feedback from Learners, Parents, and Teacher-Implementers**  
*Summarize feedback from learners, parents, and teacher-implementers, focusing on program effectiveness, engagement level, and recommendations for sustainability.*

**VII. Photo Documentation**  
*Attach properly labeled photos of remediation sessions, indicating the date, grade level, and activity conducted.*

Prepared by:

<Name of Math Coordinator>  
Position

Certified True and Correct:

<School Head>  
Position