



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 106, s.2023

MAR 10 2023

**CONDUCT OF 10-MINUTE LITERACY AND NUMERACY ACTIVITIES
BEFORE THE START OF CLASSES**

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Literacy and Numeracy are foundational to engagement in education and lifelong achievement. Thus, strong literacy and numeracy help students to learn, experiment, reason, and create, to be active and informed citizens, and to contribute meaningfully to building the nation.

2. Adherent to the MATATAG Agenda of the Department of Education, Literacy and Numeracy Excellence (LiNE) Program of DepEd Region VI, the Division Literacy and Numeracy Roadmap, particularly to the Division-initiated Program Reading Engagement for Academic Development Plus Numeracy (READ Plus), this Office, through the Curriculum Implementation Division announces the **Conduct of the 10-minute Literacy and Numeracy Activities before the Start of Classes in all public elementary and secondary schools effective immediately.**

3. This activity generally aims to increase learners' foundational skills in literacy and numeracy. Specifically, this activity aims to:

- develop the learners' skills in learning to read, reading to learn, and basic numeracy skills of K to 12 learners;
- enhance learners' confidence in alphabet knowledge, decoding, word recognition, vocabulary, fluency, and reading comprehension;
- master the four fundamental operations in Mathematics and understand word problems;
- recognize the impactful efforts of the literacy and numeracy implementers; and
- strengthen the implementation of READ Plus, LiNE, and the DepEd MATATAG Agenda.

4. The Guidelines for the Conduct of the 10-minute literacy and numeracy activity are contained in Enclosure No. 1 of this Memorandum, while the Daily Literacy and Numeracy Log for monitoring and reporting purposes is attached as Enclosure No. 2.

5. Education Program Supervisors, Public Schools District Supervisors, Education Program Specialists II for ALS, and Other SDO Personnel shall regularly monitor the implementation of the 10-minute literacy and numeracy activities in schools.

6. Immediate dissemination of and compliance with this Memorandum are highly desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Enclosure No. 1 to Division Memorandum No. 104 s., 2023

**GUIDELINES FOR THE CONDUCT OF 10-MINUTE LITERACY AND
NUMERACY ACTIVITIES**

1. All public elementary and secondary schools are enjoined to Conduct daily 10-minute literacy and numeracy activities before the start of classes in the morning. Schools are required to include/ allot 10-minute time in their class programs for this purpose.
2. All teachers handling the first period regardless of their specialization/ learning area taught shall conduct the 10-minute literacy and numeracy activities/exercises for their learners such as, but limited to flash cards, charts, short reading selections/texts, poems, and literacy games, while numeracy activities may include drill cards, Spencer cards, manipulatives, Math games, and short word problems among others.
3. Teachers shall prepare all the necessary materials to be used during the conduct of the 10-minute activities and shall be placed in the literacy and numeracy corners for easy access by the learners.
4. The Daily Literacy and Numeracy Log (see Enclosure No. 2) shall be used to record the literacy and numeracy strategies employed by the teacher and to ensure its daily implementation. This will be accomplished by the teacher handling the first period who is in-charge of the 10-minute conduct of the literacy and numeracy activities.
5. All elementary and secondary school heads shall regularly monitor the conduct of the 10-minute literacy and numeracy activities in their schools and shall make a monthly report of the best practices, issues and concerns, and interventions provided.
6. Education Program Supervisors in English, Filipino, Mathematics, Kindergarten/SPEd, Education Program Specialists for Alternative Learning System, and Public Schools District Supervisors shall spearhead the Division Monitoring and Technical Assistance Team.
7. The Division Monitoring Team shall visit schools and provide on-the-spot literacy and numeracy activities to random learners across grade levels to check and evaluate the literacy and numeracy status of the school which will become the bases for the team's technical assistance. Results of the focus group discussion (FGD) with teachers may also be included in the report.



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

Enclosure No. 2 to Division Memorandum No. 104 s., 2023

DAILY LITERACY AND NUMERACY LOG
for the Month of _____

Name of Teacher : _____
Grade and Section : _____
School : _____
District : _____

| Date | Activities | | Materials Used | Remarks |
|------|------------|----------|-------------------|---------|
| | Literacy | Numeracy | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

