



Republic of the Philippines
Department of Education
CAGAYAN DE ORO CITY

REVISION OF CAGAYAN DE ORO
CAGAYAN DE ORO CITY
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[Signature]

Office of the Schools Division Superintendent

21 August 2024

DIVISION MEMORANDUM

No. 615 s.2024

**ENGLISH READING KIT (ERK) UTILIZATION TRACKING & MONITORING
AND SUBMISSION OF REPORT**

To : Asst. Schools Division Superintendent
SGOD/CTD Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads/Principals
This Division

1. In line with the Division's commitment to enhance literacy and foster a culture of reading among our learners, this Office emphasizes the importance of monitoring and tracking the utilization of the English Reading Kit (ERK). Effective implementation and accountability regarding the use of these resources are crucial in the reading proficiency of the learners.
2. In view of the above, all school heads are directed to track and monitor the utilization of the materials.
3. Further, you are to submit monthly accomplishment reports detailing the successes, challenges encountered, and feedback from both teachers and students regarding the materials to the Google link <https://tinyurl.com/MONTHLY-ERK-UTILIZATION-REPORT>
4. The ERK utilization tracking and monitoring template can be accessed through this link: <https://tinyurl.com/ERK-UTILIZATION-TOOL>.
5. Immediate dissemination and compliance with this Memorandum are desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

LEARNING RESOURCES MONITORING TOOL

PWT/ERK utilization tracking & monitoring

August 21, 2024



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