



Republic of the Philippines  
**Department of Education**

## VI. Roles and Responsibilities

10. For the standard and efficient implementation of the Phil-IRI, Table 2 shows the roles and responsibilities of the different levels of governance.

**Table 2. Roles and Responsibilities**

| Activity  | Responsible Bureau/Unit/Person   |
|---|--|
| Uploading of Phil-IRI to the LRMDS portal   | Bureau of Learning Resources (BLR)<br>DepEd Central Office                   |
| Orientation-training to Teachers on the Administration of the Tools   | Region/Division EPS in charge of<br>ELLN/Languages with HRDD and CID         |
| Reproduction and Distribution of the Phil-IRI Materials   | School (c/o School MOOE funds)   |
| Administration of Group Screening Test (GST) and accomplishment of forms  | Filipino and English subject teachers for<br>Grades 3 to 6                   |
| Administration of Individualized Graded Passages and accomplishment of forms  | ELLN trained teachers or classroom<br>teachers trained on the administration |
| Collection of copies of the accomplished Phil-IRI forms showing results of the assessment and analysis of results to plan, design/redesign and implement school-wide reading programs | School Head in collaboration with teachers                                   |
| Analysis of data to design or modify literacy instruction at the classroom and/or student level (i.e., individualized reading remediation plans).                                     | Classroom teachers   |
| Capacity building for teachers on the conduct of additional assessment training programs and interventions  | Region/Division EPS in charge of<br>ELLN/Languages                           |
| Development and Maintenance of School Phil-IRI Database   | School/School Head or designated staff                                       |

11. The teachers who will administer the Phil-IRI should read the manual thoroughly and prepare all the necessary materials and forms prior to the scheduled date of test administration. The details on the mechanics of the administration, which include directions for administering, scoring and interpreting data, are contained in the manual of administration. The Handbook for Reading Intervention as part of the Phil-IRI material or other appropriate reading activities can be used as guide or reference for interventions.

12. The schools/school heads shall ensure that a school database of Phil-IRI results will be developed and maintained. This will provide historical data for the school as they analyze the trends and develop more appropriate interventions for our learners.