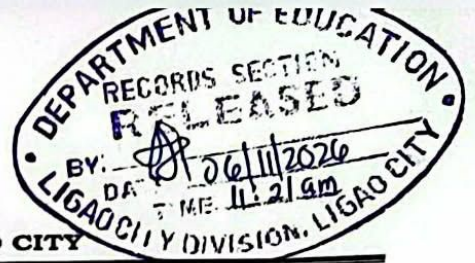




Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



61126286

June 11, 2026

DIVISION MEMORANDUM

No. **0199** s. 2026

SUBMISSION OF DOCUMENTARY REQUIREMENTS FOR THE REQUEST OF FUNDING FOR PAYMENT OF RENUMERATION OF ARAL TUTORS EXTERNAL TO DEPED AND PROCESSING OF VACATION SERVICE CREDITS OF DEPED TEACHING PERSONNEL DURING THE SUMMER REMEDIATION PROGRAM (SRP)

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the implementation of the 2026 Summer Remediation Program from May 6 to June 2, 2026, per DO No. 010, s. 2026, this memorandum is issued for the guidance of concerned personnel in the submission of documents for the remuneration and incentives of both internal and external tutors.

2. For **DepEd Teaching Personnel**, Vacation Service Credits shall be grated pursuant to *DM No. 001, s. 2026* and *DO No. 013, s. 2024*.

3. For the **tutors external to DepEd**, remuneration shall be based on the prime hourly teaching rate of a Teacher position, pursuant to Section 6.4.1, Chapter 6 of DBM Manual on Position Classification and Compensation and the actual number of tutoring hours rendered (*DM No. 001, s. 2026* and *DM No. 053, s. 2024*).

4. The following are the documents to be submitted in bunch, by school on or before **June 22, 2026**, at the Personnel Section.

- Annex A. Expression of Intent as an ARAL Tutor
- Annex C. Registry of External (non-DepEd) ARAL Tutor Applicants (if applicable)
- Annex E. ARAL Tutor Engagement Contract
- Annex F. DTR of ARAL Tutors and Support Aides
- Annex G. Accomplishment Report of ARAL Tutors and Support Aides

5. Enclosed in this Memorandum are the Annexes to be submitted.

6. For information, guidance and compliance.

NYMPHA D. GUEMO

Schools Division Superintendent

BudS/stm
06/11/2026



Address: Binatagan Ligao City, 4504
Telephone: (052) 485-2496
Email-Address: ligao.city@deped.gov.ph
Website: <https://depedligao.net>

Annex A. Template for Expression of Intent as an ARAL Tutor

Expression of Intent

I, _____ hereby express my intent to be an ARAL Tutor
(Complete Name)
in _____, _____ during the
(Name of School) (Address of the School)
implementation of the ARAL Program for SY _____. I am willing to attend an
orientation activity on the program implementation.

Furthermore, I hereby grant the Department of Education the right to collect
and process my personal information and profile as provided below, for purposes
relevant to the engagement of ARAL tutors in the Department.

Personal Information	
Age:	
Sex:	
Complete Residential Address:	
Mobile/Telephone Number:	

Academic and Employment Details	
Bachelor's Degree/Course (if undergrad) & Specialization:	
Present Employment (if any):	
Present Position (if any):	
Grade Level Assignment (if any):	
Length of Service as a Teacher (if any):	

Other Details	
With active application in DepEd? (Y/N)	☐ Yes ☐ No
➤ If yes, are you included in the CAR-RQA for SY 2025-2026?	☐ Yes ☐ No Please indicate SDO: _____
Based on the allowable schedule, how many hours per day are you able to commit to conducting tutorial sessions for the ARAL Program?	

Signature Over Printed Name
Date Signed: _____

Annex C: Registry of External (non-DepEd) ARAL Tutor Applicants

**DEPARTMENT OF EDUCATION
REGISTRY OF ARAL TUTOR APPLICANTS**

Name of Schools Division: _____

Name of School: _____

Total Number of applicants _____

NAME OF APPLICANT	BASIC INFORMATION		QUALIFICATIONS							ASSESSMENT RESULTS	REMARKS	RECOMMENDATION OF THE SCREENING COMMITTEE (Indicate Recommended if applicant is deemed qualified for hiring based on the set parameters)	FUND SOURCE (To be accomplished by the SDO)	APPROVAL (To be accomplished by the SDS, Affix signature if approved)
	ADDRESS	SEX (by birth)	LET/ PBET/ Other Licenses (Indicate Yes or No)	EDUCATION (Indicate highest educational attainment)	TRAINING (Indicate relevant training attended, if any)	EXPERIENCE (Indicate previous relevant experience, if any)	PERFORMANCE (Indicate performance rating, if any)	OTHERS (Indicate other relevant qualifications)	INTERVIEW (Score)					
1 JUAN C. DELA CRUZ														
2														
3														

Note: Attach the assessment criteria, tool, and rubrics used in the interview, learning facilitation demonstration/exercise, and written examination

Screening Committee

Annex E

ARAL TUTOR ENGAGEMENT CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement, made and entered into by and between:

The Department of Education - (Schools Division, DepEd Region NO. ____), a government agency with office address at _____, represented by (Schools Division Superintendent), (Designation, Office), herein referred to as the "FIRST PARTY",

-and-

at _____, of legal age, Filipino and with residence address at _____, hereinafter referred to as the "SECOND PARTY".

Collectively referred to as "Parties" and individually as a "Party".

WHEREAS, Article XIV, Section 1 of the 1987 Constitution provides that "the State shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all";

WHEREAS, Article XIV Section 2(1) of the 1987 Constitution states that "The State shall: (1) Establish, maintain, and support a complete, adequate, integrated system of education relevant to the needs of the people and society";

WHEREAS, the Department of Education (DepEd) has implemented the Academic-Recovery and Accessible Learning (ARAL) Program to ensure that learners who are struggling in their lessons, especially in Reading, Mathematics, and Science, will be able to attain the competencies set by DepEd in their respective levels, as mandated by Republic Act No. 12028; and

WHEREAS, DepEd may engage tutors and support aides deemed qualified, competent, and of good moral character for the effective implementation of the ARAL Program.

-WITNESSETH -

I. General Provisions

1. That the FIRST PARTY, in the exigency of the service, engages the services of the SECOND PARTY to facilitate the effective and efficient implementation of the ARAL Program;
2. That the SECOND PARTY has signified his/her intention, to which the FIRST PARTY has accepted, to provide the services needed by the latter;
3. That the SECOND PARTY hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the SECOND PARTY in his/her Personal Data Sheet, interview, and other qualification documents submitted to the FIRST PARTY;
4. That the SECOND PARTY hereby attests that he/she has not been previously dismissed from government service by reason of an administrative offense; and

that he/she has not already reached the compulsory retirement age of sixty-five (65);

II. Duties and Responsibilities of FIRST PARTY

5. That the FIRST PARTY is expected to perform the following functions:

- a. Conduct onboarding and orientation for the SECOND PARTY on the ARAL Program goals, curriculum, reporting requirements, and performance standards;
- b. Provide access to instructional materials, ARAL resource packages, learner profiles, and any other relevant documents necessary for the conduct of tutorial sessions;
- c. Assign the SECOND PARTY to designated learners, learning areas, and tutorial schedules based on the school's learner needs;
- d. Monitor the implementation of tutorial sessions, including learner progress and compliance with ARAL standards and guidelines;
- e. Validate and review the SECOND PARTY's Daily Time Record (DTR), Accomplishment Reports, and other required documentation;
- f. Ensure that remuneration or incentives due to the SECOND PARTY are processed in accordance with existing government rules, funding availability, and documentary requirements; and
- g. Ensure compliance with DepEd Child Protection Policy and other relevant laws, rules, and regulations to provide a safe and conducive tutorial environment.

III. Duties and Responsibilities of SECOND PARTY

6. That the SECOND PARTY is expected to perform the following functions:

- a. Deliver structured and developmentally appropriate tutorial sessions in Reading, Mathematics, and Science based on the ARAL Program curriculum and learner needs.
- b. Contextualize lesson plans and other ARAL resources to facilitate learning through relevant, appropriate, and responsive teaching strategies;
- c. Track learners' progress, update learners' records;
- d. Coordinate with the teacher-adviser before and after the tutorial session;
- e. Implements appropriate delivery modes and duration of tutorial sessions pursuant to Sections 16 and 17, Rule VI of the IRR of RA 12028; and
- f. Prepare and submit a monthly Accomplishment Report using the prescribed form, which shall include learners served, learning sessions conducted, and progress or feedback on the tutorial session.

7. That the frequency of engagement of the SECOND PARTY during the contracting period shall be based on the needs of learner participants, as determined by the FIRST PARTY based on assessments, due to the number of learners during a cycle of ARAL (i.e. one (1) quarter or two to three (2-3) months of the SY), may increase or decrease during the subsequent cycles;

8. That the SECOND PARTY may be engaged within the duration of the SY and Summer Classes; whereas the engagement may be conducted before, during, or after the regular class hours;
9. That the SECOND PARTY shall observe the standards of personal conduct in the discharge and execution of functions/services in accordance with the Code of Conduct and Ethical Standards for Public Officials and Employees under RA 6713;

IV. Data Privacy, Confidentiality, and Non-Disclosure Clause

10. Each Party in the performance of their respective duties and responsibilities under this Agreement and in the implementation thereof shall adhere to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012."
11. Any gathered data and information should be protected and respected during the term and even after the termination of this Agreement. The processing of any gathered data and information should be in compliance with the confidentiality and privacy requirements under the said law and applicable regulations.
12. The other Party shall not reproduce, share, distribute data and information derived by reason of this Agreement, to any third party, both local and international, without the express approval of DepEd.

V. Remuneration and Funding

13. That in view hereof, the Second Party is hereby engaged to render service as ARAL Tutor for the period _____ to _____, and shall be provided remuneration based on the prime hourly teaching rate of a Teacher I position, computed based on the number of actual teaching hours to be given on a monthly basis; subject to existing rules and guidelines and subject to applicable taxes and liabilities, if any, and corresponding deductions for tardiness, undertime and absence incurred during the engagement;
14. That the engagement between the FIRST PARTY and SECOND PARTY shall be funded through _____ for the fiscal year covering the effectivity period of this Agreement.

VI. Termination of Agreement

15. Either Party may pre-terminate this Agreement, by sending written notice to the other Party, at least thirty (30) days prior to the intended date of termination. The receiving Party may expressly waive the 30-day waiting period and opt for the immediate termination of this Agreement;
16. The FIRST PARTY may immediately terminate this Agreement, at any period upon written notice to the SECOND PARTY, for unsatisfactory performance, conflict of interest, or for any of the grounds determined by the FIRST PARTY.

In addition, any violation of the warranties or provisions under this Agreement is a ground for termination.

VII. Amendments

17. This Agreement may not be amended for any purpose, and no modifications or supplements may be made except in writing and properly executed by the Parties. The Agreement shall remain in full force and effect unless duly amended, or until its expiration or termination.

VIII. Separability

18. In the event that any of the provisions of this Agreement or any document that may be executed in connection therewith shall be declared invalid, illegal, or unenforceable in any respect by a competent authority, the validity, legality, and enforceability of the remaining provisions of this Agreement or any document that may be executed in connection therewith shall not in any way be affected or impaired and shall remain in full force and effect.

IX. Settlement of Differences

19. The Parties shall exert their best efforts to properly resolve any differences or disagreements with respect to any issue that may arise in connection with this Agreement. It shall be settled through amicable means, such as but not limited to, mutual consultation and negotiation.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____, 20__ at _____ City, Philippines.

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) _____) S.S.

BEFORE ME, a Notary Public for and in the City of _____, this _____ personally came and appeared:

Name	Competent Evidence of Identity	Date and Place of Issue
<i>(Name of DepEd Representative)</i>		

known to me and to me known to be the same person who executed the foregoing Agreement, and acknowledged to me that the same is his free and voluntary act and deed and that of the entity he represents.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, this _____, at _____.

NOTARY PUBLIC

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 202____.

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES) _____) S.S.

BEFORE ME, a Notary Public for and in the City of _____, this _____ personally came and appeared:

Name	Competent Evidence of Identity	Date and Place of Issue
(Name of Tutor)		

known to me and to me known to be the same person who executed the foregoing Agreement, and acknowledged to me that the same is his free and voluntary act and deed and that of the entity he represents.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal, this _____, at _____.

NOTARY PUBLIC

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 202____.

Annex F. Daily Time Record of ARAL Tutors and Support Aides

DAILY TIME RECORD OF ARAL TUTOR
For the month of _____ 2025

Full Name of ARAL Tutor/Support Aide: _____

DepEd School: _____

Inclusive Period: _____

Date	Time In	Time Out	Late/Undertime/Absences (Hours and Minutes)	Remarks

I CERTIFY that the above is true and correct report of the work performed, record of which was made the time of arrival at and from departure from the school.

<<NAME OF ARAL TUTOR/SUPPORT AIDE>>

ARAL Tutor

VERIFIED as to the prescribed number of hours of engagement

<<NAME OF SCHOOL HEAD>>

School Head

Annex G. Accomplishment Report of ARAL Tutors/Support Aide

ACCOMPLISHMENT REPORT OF ARAL TUTOR/SUPPORT AIDE
For the Month of _____ 2025

Full Name of ARAL Tutor: _____
 School: _____ (do not abbreviate)
 Area of Specialization: Reading/Science/Mathematics (indicate all that applies)
 Inclusive Period: _____

Week	Date and Time	Subject	Learners Served	Grade Level	Accomplishments (For tutors, include learning sessions conducted, and progress or feedback on the tutorial sessions. For support aides, include types of support provided.)
Week 1	August 04, 2025 05:00 pm to 06:00pm (Monday)	Reading	• Name of Learner 1 • Name of Learner 2	Grade 2	• Accomplishment 1 • Accomplishment 2 • Accomplishment 3
	August 06, 2025 05:00 pm to 06:00pm (Wednesday)	Math	• Name of Learner 1 • Name of Learner 2 • Name of Learner 3 • Name of Learner 4 • Name of Learner 5 • Name of Learner 6 • Name of Learner 7 • Name of Learner 8	Grade 1	• Accomplishment 1 • Accomplishment 2 • Accomplishment 3
Week 2	August 12, 2025 08:00 am to 09:00am (Wednesday)	Reading	• Accomplishment 1 • Accomplishment 2	Grade 1	• Accomplishment 1 • Accomplishment 2 • Accomplishment 3

(Add additional rows as necessary)

Prepared by:
 <<Name of ARAL Tutor/Support Aide>>
 ARAL Tutor

Attested by:
 <<Name of School Head>>
 School Head
 Date of Signing: _____