



Republic of the Philippines

## Department of Education

REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY

21 Apr 2025

### DIVISION MEMORANDUM

No. 173 s. 2026

### CALL FOR ARAL SUMMER PROGRAM TUTORS

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads, Public Elementary and Secondary/Integrated Schools

1. Pursuant to DepEd Memorandum No. 001, s. 2026 (Guidelines on the Engagement of ARAL Program Tutors and Support Aides) and in support of the implementation of the Academic Recovery and Accessible Learning (ARAL) Summer Program, this Office hereby directs all school heads to initiate the Call for ARAL Tutors for their respective schools.
2. This Memorandum applies to all public elementary and secondary schools within the Schools Division of Angeles City that will implement the ARAL Summer Program for SY 2025–2026.
3. School Heads shall issue a **School Memorandum/Call for ARAL Tutors** stipulating the following:
  - a. School name and program coverage
  - b. Functions and nature of engagement of ARAL Tutors
  - c. Qualifications and selection criteria (per DO No. 18, s. 2025 and DM No. 001, s. 2026)
  - d. Documentary requirements and deadline of submission
  - e. Timeline of selection activities

Applications shall be submitted to the School Head through the Administrative Officer II (AO II) or equivalent, who shall check the completeness, authenticity, and veracity of the documents. Schools may facilitate online submission to ensure timeliness.

4. For the minimum and preferred qualifications for ARAL Tutors, please refer to item number 14 of the enclosure of DM no. 001, s. 2026.

5. The Screening Committee (chaired by the Public Schools District Supervisor, with the School Head and AO/non-teaching staff) shall review applications, conduct evaluations, and recommend qualified applicants. Results shall be submitted to the Schools Division Superintendent (SDS) using **Annex C (Registry of ARAL Tutor Applicants)** and **Annex D (Registry of ARAL Tutors per Learning Area)**. Approved applicants shall execute the **ARAL Tutor Engagement Contract (Annex E)** facilitated by the HRMO.



**Address:** Jesus Street, Pulungbulu, Angeles City  
**Telephone No.** (045) 901-9498  
**Email Address:** angeles.city@deped.gov.ph



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6. School Heads are directed to issue their **Call for Tutors** immediately upon receipt of this Memorandum. The submission of consolidated lists of applicants to the Division Office shall be completed **not later than May 4, 2026**.
7. For the purpose of uniformity in communication, the sample school memorandum for the call for application is found in the enclosure.
8. Immediate dissemination and strict compliance with this Memorandum is desired.



**ENGR. EDGARD C. DOMINGO, PhD, CESO V**  
Schools Division Superintendent *Edgardo Domingo*

Encl: As stated

Reference: DepEd Memorandum No. 001, s. 2026

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

HIRING  
SELECTION

CID/Chief ES/April 21, 2026



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Enclosure to Division Memorandum No. 173, s. 2026

SCHOOL MEMORANDUM No. \_\_\_\_, s. 2026

### CALL FOR ARAL SUMMER PROGRAM TUTORS

To: All Teaching and Non-Teaching Personnel Interested Applicants

#### 1. Purpose

Pursuant to Division Memorandum No. \_\_\_\_, s. 2026 and DepEd Memorandum No. 001, s. 2026, this School hereby announces the Call for ARAL Summer Program Tutors to support the implementation of the Academic Recovery and Accessible Learning (ARAL) Program for SY 2025–2026.

#### 2. Functions and Nature of Engagement

ARAL Tutors shall:

- a. Deliver structured tutorial sessions in Reading, Mathematics, and Science.
- b. Track learner progress and coordinate with teacher-advisers.
- c. Implement appropriate delivery modes and session duration.

Tutors may be internal (DepEd teachers) or external (LET-eligible applicants, retired teachers, para-teachers, pre-service teachers, licensed professionals, or other qualified individuals). External tutors shall be engaged under Job Order (JO) consistent with CSC-COA-DBM rules.

#### 3. Qualifications

Minimum Qualifications:

- a. Teachers, para-teachers, pre-service teachers, retired teachers, non-licensed graduates, or other licensed professionals.
- b. Competency in teaching the assigned subject area.
- c. Completion of mandatory training to be provided by DepEd.
- d. Good moral character and no record of criminal offense.

Preferred Qualifications:

- a. Prior tutoring or teaching experience.
- b. Residency within the school's community/barangay.
- c. Subject specialization in Reading, Mathematics, or Science.

#### 4. Documentary Requirements

Applicants shall submit the following:

- a. Expression of Intent (Annex A template)
- b. Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2025)
- c. Photocopy of relevant licenses/permits (if applicable)
- d. Certification of good moral character (Barangay Clearance or TEI certification for pre-service teachers)
- e. Transcript of Records or scholastic records (for validation of education)
- f. Certificates of relevant training (if available)



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5. Submission of Applications

Applications shall be submitted to the School Head through the Administrative Officer II (AO II) or equivalent, who shall check the completeness, authenticity, and veracity of the documents. Online submission may be facilitated to ensure timeliness.

6. Deadline

All applications must be submitted on or before [insert date, e.g., May 4, 2026].

7. Screening and Selection

The School Screening Committee, chaired by the PSDS, shall evaluate applicants based on the prescribed qualifications and criteria. Recommended applicants shall be endorsed to the Schools Division Superintendent (SDS) for approval.

8. Immediate dissemination and compliance with this Memorandum is directed.