



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

25 September 2025

DIVISION MEMORANDUM
No. 674 s. 2025

**DIVISION TRAINING OF DEPED AND NON-DEPED TUTORS FOR ARAL-
READING PROGRAM IMPLEMENTATION (BATCH 2)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the enactment of the **Republic Act No. 12028 or the Academic Recovery and Accessible Learning (ARAL) Program Act of 2024**, and in line with **DM-OULS-2025-026, Regional Memorandum No. 595, s. 2025** and relative to SDO Tayabas' **TayaBasa Program**, this Office, through the **Curriculum Implementation Division (CID)**, announces the conduct of the **Division Training of DepEd and Non-DepEd Tutors for ARAL-Reading Program Implementation (Batch 2)** on **September 29 - October 1, 2025** at **Tagaytay Country Hotel, Tagaytay City**.

2. The training aims to:

- a. Familiarize participants with the ARAL Program: Provide a comprehensive overview of the program's goals, structure, and benefits;
- b. Enhance literacy and comprehension: Explore effective strategies for utilizing Filipino and English subjects to strengthen learners' literacy and comprehension skills;
- c. Innovate reading instruction: Introduce evidence-based approaches to teaching reading, focusing on learner-centered and interactive methods;
- d. Design engaging remediation activities: Equip participants with skills to develop interactive and engaging activities for remediation sessions, catering to diverse learner needs;
- e. Demonstrate innovative teaching competencies: Showcase effective teaching practices and strategies through class demonstrations, highlighting best practices in literacy instruction;
- f. Optimize teaching resources: Orient participants on the effective utilization of teaching guides and learner's workbooks, ensuring seamless integration into classroom practice; and
- g. Master learning session implementation: Provide a step-by-step guide on implementing learning sessions, ensuring participants understand.

3. Participants to this activity are select division personnel, school heads, teachers, and ARAL-Reading tutors. They can access and download the ARAL Resources from this link: <https://tinyurl.com/ARAL-ReadingResources>



Address: Brgy. Poto, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>

4. Attached are the Training Matrix, Terms of Reference and List of Participants.
5. Training expenses such as food, venue and accommodation, travel expenses, and other expenses incidental to the conduct of the training shall be charged to the downloaded ARAL – Reading Fund, in accordance with the usual accounting and auditing procedures.
6. Participants of public schools shall implement the Modular Distance Learning (MDL) on the said dates. They shall provide appropriate learning activities to all their learners online via Messenger chat to ensure learning continuity.
7. You may send all queries to the Curriculum Implementation Division (CID) through Luzviminda Cynthia Richelle F. Quintero, ARAL – Reading Focal via email luzvimindacynthiarichelle.quintero@deped.gov.ph or Tel. No. (042) 785 – 9615 local 107.
8. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: RA 12028

DM-OULS-2025-026

RM NO. 595, S. 2025

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

ARAL PROGRAM
ARAL-READING

CID- division training of deped of deped and non-deped tutors for aral-reading program implementation (batch 2)
CID3RB82-002169/September 25, 2025

Enclosure 1:

DIVISION TRAINING OF DEPED AND NON-DEPED TUTORS FOR ARAL-READING PROGRAM IMPLEMENTATION (BATCH 2)

Tagaytay Country Hotel, Tagaytay City

September 29 – October 1, 2025

PROGRAM MATRIX

Time	Session	Resource Person
Day 1		
7:45 a.m.– 8:00 a.m.	Arrival and Registration	
8:01 a.m.– 8:30 a.m.	Opening Program	
8:31 a.m. – 9:00 a.m.	Session 1a Status of Literacy in the Country	Aileen B. Panganiban
9:01 a.m. – 9:15 a.m.	Health Break	
9:16 a.m.–12:00 n.n.	Session 1b Understanding the ARAL Reading Program and Responsibilities of the School Head in the Implementation of the ARAL Reading Session 2 Implementing Guidelines of the ARAL Reading Program	Democrito C. Cabile Jr. Natalia A. Andaya
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m.– 1:10 p.m.	Energizer	
1:11 p.m.– 2:30 p.m.	Session 3 <u>Understanding the ARAL Tutees & The Teacher as ARAL Tutor</u> Session 3a From Struggle to Strength: Empowering ARAL Reading Learning through SEL Based Reading Remediation	Arlene D. Pagana Regicelle D. Cabaysa
2:31 p.m.- 2:45 p.m.	Health Break	
2:46 p.m.– 4:00 p.m.	Continuation of Session 3 Session 3b Profiling, Placement, Pathways, and Pedagogies Session 3c The Teacher as ARAL Tutor	Natalia A. Andaya Democrito C. Cabile Jr. Regicelle D. Cabaysa
4:01 p.m.– 4:30 p.m.	Reminders End-of-the-Day Evaluation	
Day 2		
7:45 a.m. – 8:00 a.m.	Wait-time	
8:01 a.m. – 8:15 a.m.	Management of Learning	
8:16 a.m. – 9:45 a.m.	Session 4 Final Validation of School Data	CID

	on ARAL Tutors and Tutees	
9:46 a.m. – 10:00 a.m.	Health Break	
10:01 a.m.–10: 30 a.m.	Confusabet Activity	Rempson P. Sumilang
10:31 a.m.- 11:00 a.m.	Session 5a ARAL Reading for Key Stage 1	Arlene D. Pagana
11:01 a.m. -12:00 n.n.	Microteaching for ARAL Reading for Key Stage 1	Arlene D. Pagana
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m.– 1:10 p.m.	Energizer	
1:11 p.m.– 2:00 p.m.	Session 5b ARAL Reading for Key Stage 2 and 3	Aileen B. Panganiban
2:01 p.m. – 3:00 p.m.	Microteaching for ARAL Reading for Key Stage 2 & 3	Aileen B. Panganiban
3:01 p.m.– 3:15 p.m.	Health Break	
3:16 p.m.– 4:00 p.m.	Session 5c ARAL Reading Plus for Key Stage 2 and 3	Rempson P. Sumilang
4:01 p.m.– 4:30 p.m.	Microteaching for ARAL Reading Plus for Key Stage 2 and 3	Rempson P. Sumilang
4:31 p.m. – 5:00 p.m.	Reminders End-of-the-Day Evaluation	
Day 3		
7:45 a.m. – 8:00 a.m.	Wait-time	
8:01 a.m. – 8:15 a.m.	Management of Learning	
8:16 a.m. – 10:00 a.m.	Continuation of Microteaching for ARAL Reading (All Stages)	Arlene D. Pagana Aileen B. Panganiban Rempson P. Sumilang
10:01 a.m.–10:15 a.m.	Health Break	
10:16 a.m. –12:00 a.m.	Continuation of Microteaching for ARAL Reading (All Stages)	
12:01 p.m.–1:00 p.m.	Lunch Break	
1:01 p.m.– 1:15 p.m.	Energizer	
1:01 p.m.- 2:00 p.m.	Session 6 ASAL Program for ARAL Program	Joseph Jay U. Aureada
2:00 p.m.– 3:00 p.m.	Session 7 ARAL Tutor Teaching Load Simulator and Monitoring Tool Sy 2025-2026	CID
3:01 p.m.- 3:15 p.m.	Health Break	
3:16 p.m. 3:45 p.m.	Reminders End-of the Day Evaluation	
3:46 p.m. – 4:30 p.m.	Pledge of Commitment and Closing Program	
4:31 p.m. onwards	Home Sweet Home	

Enclosure 2:

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager (SGOD-HRDS)	Luzviminda E. Saldares	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and the details of the program design. - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. - Leads the debriefing sessions with the PMT and resource speakers. - Prepares the CPD documents for submission to the PRC through the NEAP-R. - Leads in crafting the Program Completion Report.
Learning Manager (CID)	Edwin R. Rodriguez Luzviminda Cynthia Richelle F. Quintero Christian J. Bables	<ul style="list-style-type: none"> - Leads the conduct of the program per session room. - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons. - Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. - Facilitates management of learning activities as scheduled and as needed. - Facilitates integration session at the end of the intervention, including preparation of Work Application Plan.

		<ul style="list-style-type: none"> - Ensures that the pre-assessment is administered. - Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M and E Coordinator.
Resource Speakers	<p>Cynthia Zorilla Head Teacher IV</p> <p>Rempson P. Sumilang Assistant Principal</p> <p>Democrito Cabile Principal I</p> <p>Regicelle D. Cabaysa Principal I</p> <p>Ronan R. Ranillo Principal III</p> <p>Natalia A. Andaya Principal I</p> <p>Lorynel De Sagun Head Teacher III</p>	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions. - Provides expert content input during learning sessions.
M&E Coordinator (SGOD-SMME)	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. - Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. - Applies process observation and prescribed tools to monitor and evaluate program delivery. - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.

Documenter (SGOD-HRDS)	Luzviminda E. Saldares Jerome A. Javin	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template. - Take photos of the different parts of the program delivery.
Secretariat (SGOD-HRDS)	Luzviminda E. Saldares Adrian R. Aguirre	<ul style="list-style-type: none"> - Attends to registration needs of learners/participants. - Ensures that the learners/participants fill up attendance sheets every day. - Prepares directory of participants based on registration forms. - Assists in the distribution of learning materials and supplies. - Assists in posting and collection of session outputs. - Compiles session documents and learning resource materials.
Welfare Officer (SGOD-School Health Unit)		<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health, and wellness of learners/participants, PMT, and resource persons are adequate and available at all times in the venue. - Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.).
Logistics Officer (SGOD-HRDS)	Luzviminda E. Saldares	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. - Leads ocular inspection of venues to ensure adherence to standards and specifications.

		<ul style="list-style-type: none"> - Checks that session rooms are always ready for use and conducive to learning.
Finance Officer/s	Benjamin A. Millares Agnes M. Lozadas	<ul style="list-style-type: none"> - Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. - Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. - Monitors and documents all disbursements against budget to support liquidation. - Liquidates all fund disbursement and prepares a financial report.

Enclosure 3:

LIST OF PARTICIPANTS

NO.	SCHOOL/ DIVISION UNIT	NAME	POSITION
1	DIVISION PERSONNEL OSDS	Celedonio B. Balderas Jr.	Schools Division Superintendent
2	OSDS	Herbert D. Perez	Assistant Schools Division Superintendent
3	CID	Edwin R. Rodriguez	CID Chief
4	CID	L. C. Richelle F. Quintero	Education Program Supervisor
5	CID	Christian J. Bables	Education Program Supervisor
6	CID	Jerome A. Chavez	Education Program Supervisor
7	CID	Generosa F. Zubieta	Education Program Supervisor
8	CID	Mildred Z. Galleno	Education Program Supervisor
9	CID	Michael Leonard D. Lubiano	Education Program Supervisor
10	CID	Adrian R. Aguirre	Administrative Officer/ Technical Support
11	ICT	Jerome A. Javin	Data Analyst/ ICT Staff
12	SGOD	Luzviminda E. Saldares	Senior Education Program Specialist
13	SGOD	Montano L. Agudilla Jr.	Education Program Specialist II
14	RESOURCE PERSON Tayabas West Central School III	Natalia A. Andaya	Principal I
15	Luis Palad Integrated HS	Cynthia Zorilla	Head Teacher IV
16	Rosario Quesada Integrated NHS	Rempson P. Sumilang	Assistant Principal
17	Pandakake Integrated School	Democrito Cabile	Principal I
18	Lalo Elementary School	Regicelle D. Cabaysa	Principal I

19	Tayabas East Central School	Ronan R. Ranillo	Principal III
20	Alsam Integrated School	Lorynel De Sagun	Head Teacher III
	SCHOOL HEAD		
21	Calumpang Integrated School	Honesto P. Caagbay Jr.	Principal I
22	Domoit Elementary School	Baby Lyn T. Olandes	Head Teacher III
23	Gibanga Elementary School	Aldwin V. Capistrano	Head Teacher III
24	Tayabas West Central School II	Girlye G. Abaricia	Head Teacher III
25	ALS	Diorel Carl M. Del Rosario	ALS Teacher Volunteer
26	ALS	Angelyn D. Sornillo	ALS Teacher Volunteer
27	ALS	Anabelle R. Cabriga	ALS Teacher Volunteer
28	ALS	Baby Nercie R. Faustino	ALS Teacher Volunteer
29	ALS	France Erick Torres	ALS Teacher Volunteer
30	ALS	Danica L. Doria	ALS Teacher Volunteer
	NON-DEPED TUTORS (EXTERNAL)-ELEMENTARY		
31		Shirley E. Mendoza	GIP
32		Yedda Marie C. Llanora	GIP
33		Kamla J. Ordillano	GIP
34		Diana Mae U. Unlayao	GIP
35		Justine Kaye M. Cocadiz	GIP
36		Ana Trichia Reyes Natay	Locally Funded Teacher
	NON-DEPED TUTORS (EXTERNAL)-SECONDARY		
37		Leandro C. Araneta	GIP
38		Charrity P. Cantos	GIP
39		Tricia Ann A. Ambas	GIP

40		Nonalyn C. Dangaran	GIP	
41		Rouie Ann Mabuting Padua	Locally Funded Teacher	
42		Kaye Angelen Carillo Raca	Locally Funded Teacher	
43	Alsam Integrated School	Clarine De Guzman	Teacher I	Grade Level 2 & 3
44	Busal Integrated School	Dexter C. Maaliw	Teacher I	1 & 2
45		Regbert N. Oabel	Teacher I	7 -10
46	Calumpang Integrated School	Clarissa S. Lames	Teacher III	2
47		Estelita S. Grayda	Teacher III	6
48	Cipriano J. Querubin ES (Wakas ES)	Erlinda C. Calabano	Teacher III	2
49		Mary Jane N. Amanquiton	Teacher II	4
50	Dapdap Integrated School	Jerson G. Anareta	Teacher III	8
51		Josephine C. Paderes	Teacher III	1
52	Domoit Elementary School	Gina P. Samonte	Teacher I	3
53	East Palale Elementary School	Michelle P. Gaelo	Teacher I	1 & 2
54	Eugenio Francia Integrated School	Lyra R. Nanez	Teacher III	1
55		Rowena A. Paderagao	Teacher II	2
56	Froilan E. Lopez Elementary School	Marry Jane R. Tadosa	Teacher II	1
57		Novelyn C. Caponpon	Teacher II	2

58	Gibanga Elementary School	Juliet V. Recto	Teacher II	4, 5 & 6
59	Ilasan Integrated School	April May Q. Ramilo	Teacher I	5
60		Daisy Marie R. Lavado	Teacher II	1
61		Roschelle L. Moreno	Teacher III	2
62		Desirre V. Ramiro	Teacher I	8
63	Ipilan-Alitao Elementary School	Maribeth R. Eguia	Master Teacher I	1
64		Maricel M. Ranillo	Teacher II	4, 5 & 6
65	Katigan-Alupay Elementary School	Shara Lou P. Reyes	Teacher I	3 & 4
66	Lakawan Elementary School	Arlyn S. Bermudez	Teacher I	1
67	Lalo Elementary School	Jay Mark C. Pabelonia	Teacher III	6
68	Lawigue Elementary School	Jessamae M. Cabriga	Teacher II	1
69		Walter R. Pagana	Master Teacher I	3
70	Malao-a/Calantas Elem School	Anabel D. Ermidilla	Teacher 1	2
71	Masin Elementary School	Princess Camelle C. Roces	Teacher II	1 & 2
72	Mate Integrated School	Lorelie N. Racelis	Teacher III	1
73		Merlinda T. Salgado	Teacher I	9
74	Mayuwi Integrated School	Michelle A. Anyayahan	Master Teacher I	1
75		Jestoni V. Llamas	Teacher II	5
76		Marcos L. Palma Jr.	Teacher II	7

77	North Palale Elementary School	Myrah T. Cabuyao	Teacher III	4
78	Pandakake Integrated School	Sariah Letz E. Ambas	Teacher II	3
79		Emerenciana P. Valencia	Teacher I	10
80	Potol Elementary School	Catherine Y. Telebrico	Teacher II	2
81	South Palale Elementary School	Rhona R. Reyes	Teacher I	3
82		Blanca C. Castillo	Master Teacher I	5
83	Talolong Integrated School	Zyrine Jean L. Revellame	Teacher I	3
84	Tayabas East Central School	Rosa Ursolino	Teacher III	3
85		Annabel B. Malvar	Master Teacher I	6
86	Tayabas West Central School I	May L. Halili	Teacher III	1
87		Anna Karmella M. Pinohermoso	Teacher III	6
88	Tayabas West Central School II	Marissa R. Capistrano	Master Teacher I	4
89	Tayabas West Central School III	Erika Jane M. Avelledo	Teacher I	2
90	Tayabas West Central School IV	Glades B. Etcubanas	Teacher II	1
91		Jocelyn C. Zagala	Teacher II	2
92	Valencia Elementary School	Mia Katrine N. Barao	Teacher 1	1 & 2
93	West Palale Elementary School	Erika Roshelle R. Ursolino	Teacher III	1
94		Loregen C. Gapasangra	Teacher III	3

95	Buenaventura Alandy National HS	Allysa Joy R. Gigantoni	Teacher I	7 - 10
96	Rosario Quesada Integrated NHS	Alison T. Potestades	Teacher II	7-10
97	Tayabas City National High School	Joel M. Bregondo Jr.	Teacher III	7-8
98	West Palale National High School	Johncent Roy C. Tibordo	Master Teacher	7
99	Luis Palad Integrated High School	Kharen F. Reyes	Teacher I	7
100		Deseree P. Suello	Teacher I	7
101		Buenas Princess Jalbuena	Teacher I	8
102		Tesalonica C. Abesamis	Master Teacher	7
103		Jay An I. Torres	Teacher III	9
104		Florian D. Cañete	Teacher I	9
105		Rona Elarco	Teacher III	10
106		Arlene R. Oabel	Master Teacher	10