Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 November 2026

DIVISION MEMORANDUM
No. 1725 s. 2026

ARAL IN ACTION: EMBEDDING MULTIFUNCTIONAL LITERACY AND APPLIED NUMERACY ACROSS THE CURRICULUM: WORKSHOP ON DESIGNING INTEGRATED LITERACY AND NUMERACY LEARNING PACKAGE

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

1. Pursuant to Republic Act No. 12028, DepEd Order No. 18, s. 2025, and Unnumbered Joint Memorandum dated October 27, 2026, this Office will hold the **ARAL in Action: Embedding Multifunctional Literacy and Applied Numeracy Across the Curriculum: Workshop on Designing Integrated Literacy and Numeracy Learning Package** on **November 06-08, 2026** at **Tagaytay Country Hotel, Tagaytay City**.

2. This activity aims to:

a. Analyze curriculum standards and learning competencies to identify opportunities for embedding literacy and numeracy skills in contextualized learning experiences.
b. Apply quality assurance standards and validation tools in reviewing the contextualized learning packages and instructional materials.
c. Demonstrate commitment to instructional and collaborative practices that promote the development and continuous improvement of quality, learner-centered contextualized learning resources.
d.Examine and consolidate validation results, comments, and recommendations to ensure the alignment of learning packages with curriculum standards, ARAL objectives, and quality assurance requirements.
e. Enhance and finalize contextualized learning package components by incorporating agreed-upon revisions that strengthen the integration of Multifunctional Literacy and Applied Numeracy across learning areas.
f. Demonstrate collaborative professionalism and commitment to quality by actively participating in the review, refinement, and finalization process of learning resources.

3. Participants to this activity are select Schools Division Office personnel, school heads, assistant school head designates, and teachers. Participants are requested to bring their own laptop, charger, and extension cord for the preparation of outputs. List of participants may be accessed through this link: https://tinyurl.com/ARAL-in-Action-6-8-Nov-2026.

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4. Enclosed are the indicative program of activities (Enclosure 1) and terms of reference (Enclosure 2).

5. Accommodation, board and lodging of participants relative to the conduct of this activity shall be charged to Program Support Funds; while transportation and other incidental expenses shall be charged to school/local funds, in accordance with existing budgeting, accounting, auditing, and procurement laws, rules and regulations. Room assignments of participants can be accessed through this link: https://tinyurl.com/ARAL-in-Action-Room-Assignment.

6. The meal schedule is as follows:

Meal	**Day 1**	**Day 2**	**Day 3**
Breakfast 6:00 – 7:30 a.m.	SDO Personnel (including TWG)	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers
AM Snacks 9:00 – 9:15 a.m.	SDO Personnel (including TWG)	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers
Lunch 12:00 – 1:00 p.m.	SDO Personnel (including TWG)	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers
PM Snacks 3:00 – 3:15 p.m.	SDO Personnel (including TWG)	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers
Dinner 6:00 – 6:30 p.m.	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers	SDO Personnel (including TWG), School Heads, Asst. SH Designates, Teachers	

7. In connection with the implementation of the activities stipulated in this Memorandum, personnel who are authorized to render services beyond their regular working hours, during weekends, holidays, or other non-working days may be granted Vacation Service Credits (VSC) for teaching personnel or Compensatory Time-Off (CTO) credits for eligible non-teaching personnel, subject to existing laws, rules, regulations, and applicable DepEd and Civil Service Commission–Department of Budget and Management issuances. This Memorandum is issued pursuant to Republic Act No. 4670, otherwise known as the Magna Carta for Public School Teachers; DepEd Order No. 013, s. 2024, entitled Revised Guidelines on the

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Grant of Vacation Service Credits for Teachers; CSC–DBM Joint Circular No. 2, s. 2015, entitled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees; DepEd Order No. 026, s. 2025, entitled Guidelines on the Payment of Overtime Services of Teachers; and other applicable laws, rules, and regulations.

8. This Memorandum shall also serve as **travel order** of the participants.

9. Immediate and wide dissemination of this Memorandum is highly desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: RA 12028, DO 18, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

ARAL PROGRAM
TRAINING
WORKSHOP

CID- aral in action: embedding multifunctional literacy and applied numeracy across the curriculum: workshop on designing integrated literacy and numeracy learning package
CIDTOJ56-003919/November 03, 2026

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Enclosure 1

Indicative Program of Activities
Teachers

Time	Day 1	Day 2	Day 3
6:00 a.m. – 8:00 a.m.		**BREAKFAST**	
8:00 a.m. – 8:15 a.m.		Management of Learning	
8:15 a.m. – 9:00 a.m.		Plenary Session 1: **Research Presentation** ***From Strugglers to Readers: Assessing the Efficacy of the Academic Recovery and Accessible Learning (ARAL) Program in Improving Learner Reading Proficiency at Mayuwi Integrated School*** *Speaker/ Presenter:* ***Joel dela Cruz*** *School Principal I* *Mayuwi Integrated School*	Plenary Session 4: **ARAL in Action: Sharing of Experiences and Best Practices** Guest Speaker: ***Dr. Regin Rex Tosco*** *Chief – CID* *SDO Cavite City*
9:00 a.m. – 9:15 a.m.		**SNACKS**	
9:15 a.m. – 10:00 a.m.		Plenary Session 2: **ARAL in Action: SDS Time** *Speaker:* ***Celedonio B. Balderas Jr.*** *SDS*	Plenary Session 4 *(continuation)*

10:00 a.m. – 11:00 p.m.		Plenary Session 3: **Session with the LR Team** *Facilitator:* ***LR Team***	
11:00 a.m. – 12:00 p.m.		Breakout Session 1 Venues: Pavilion (Araling Panlipunan) CALABARZON Hall A (English) CALABARZON Hall B (Filipino) New Building 1 (MAPEH) New Building 2 (EPP/TLE) Grand Ballroom-Kawit (GMRC/Values Education) Grand Ballroom-Imus (Science) Grand Ballroom-Rosario (School Heads, Asst. School Head Designates and PMT)	
12:00 p.m. – 1:00 p.m.		**LUNCH**	
1:00 p.m. – 3:00 p.m.		Breakout Session 2 Venues: Pavilion (Araling Panlipunan) CALABARZON Hall A (English)	Clearinghouse Closing

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		CALABARZON Hall B (Filipino) New Building 1 (MAPEH) New Building 2 (EPP/TLE) Grand Ballroom-Kawit (GMRC/Values Education) Grand Ballroom-Imus (Science) Grand Ballroom-Rosario (School Heads, Asst. School Head Designates and PMT)	
3:00 p.m. – 3:15 p.m.		**SNACKS**	
3:15 p.m. – 5:00 p.m.	Travel Time	Breakout Session 3 Venues: Pavilion (Araling Panlipunan) CALABARZON Hall A (English) CALABARZON Hall B (Filipino) New Building 1 (MAPEH) New Building 2 (EPP/TLE) Grand Ballroom-Kawit (GMRC/Values Education) Grand Ballroom-Imus (Science)	Home Sweet Home

		Grand Ballroom-Rosario (School Heads, Asst. School Head Designates and PMT)	
5:00 p.m. – 5:30 p.m.	Registration / Setting in		
5:30 p.m. – 6:30 p.m.	**DINNER**		
6:30 p.m. – 8:00 p.m.	Opening Program Venue: Grand Ballroom (Plenary Hall)		

Note:
Breakout Session includes workshop/writeshop, presentation, critiquing, adjustment and finalization of outputs.

Indicative Program of Activities
School Heads and CID Personnel

Time	**Day 1**		**Day 2**	**Day 3**
	SDO/CID	**School Heads**		
6:00 a.m. – 8:00 a.m.	Travel Time		**BREAKFAST**	
8:00 a.m. – 8:15 a.m.			Management of Learning	
8:15 a.m. – 9:00 a.m.	Preliminary Preparations		Plenary Session 1: **Research Presentation** ***From Strugglers to Readers: Assessing the Efficacy of the Academic Recovery and Accessible Learning (ARAL)***	Plenary Session 5: **ARAL in Action: Sharing of Experiences and Best Practices** Guest Speaker: ***Dr. Regin Rex Tosco*** *Chief – CID*

			Program in Improving Learner Reading Proficiency at Mayuwi Integrated School *Speaker/ Presenter:* ***Joel dela Cruz*** *School Principal I* *Mayuwi Integrated School*	*SDO Cavite City*
9:00 a.m. – 9:15 a.m.			**SNACKS**	
9:15 a.m. – 10:00 a.m.			Plenary Session 2: **ARAL in Action: SDS Time** *Speaker:* ***Celedonio B. Balderas Jr.*** *SDS*	Plenary Session 5 *(continuation)*
10:00 a.m. – 11:00 a.m.			School Heads' Breakout Session	
11:00 a.m. – 12:00 p.m.		Travel Time	Plenary Session 3: **ARAL in Action with the CID Chief** *Speaker:* ***Edwin R. Rodriguez*** *CES-CID* *SDO Tayabas City*	
12:00 p.m. – 1:00 p.m.	**LUNCH**		**LUNCH**	
1:00 p.m. – 2:00 p.m.			Plenary Session 4: **ARAL in Focus: The Top Management Hour** *Speaker:* ***Top Management*** *SDO Tayabas City*	Clearinghouse

2:00 p.m. – 3:00 p.m.		Arrival Registration / Setting in	Plenary Session 4 *(continuation)*	Closing
3:00 p.m. – 3:15 p.m.	**SNACKS**			
3:15 p.m. – 5:00 p.m.	MAARUGA TayaBasa Framework Status checking / updating cum SIIF Implementation		Validation of Developed Learning Resources	Home Sweet Home
6:00 p.m. – 6:30 p.m.	**DINNER**			
6:30 p.m. – 8:00 p.m.	Opening Program			

Enclosure 2

Terms of Reference

Assignment	Terms of Reference
Education Program Supervisor	▪ Ensure the complete attendance and active participation of all registered participants. ▪ Handle break out sessions with their group. ▪ Ensure that the group presents output on the allotted and prescribed time.
Writers	▪ Prepare and develop contextualized teaching and learning resources of the appropriate grade level assigned to them. ▪ Present outputs within the allotted and prescribed time as expected. ▪ Ensure that the outputs are accurate, up-to-required standards, checked for errors, and follow the LR quality standards.
Documenter	▪ Ensure proper documentation of the entire activity. ▪ Takes pictures of the various aspects of the activity. ▪ Prepares final reports.
PMT	▪ Prepare certificates of participation. ▪ Responsible for the daily attendance and meal registration. ▪ Ensure that participants have proper room assignments. ▪ Prepare accomplishment reports.

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