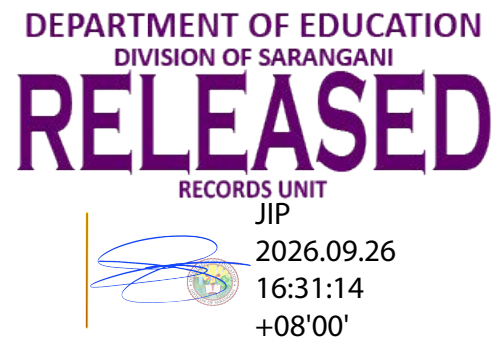




Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI



24 Sept 2026

DIVISION MEMORANDUM

CID-2026-177

ENCODING AND UPDATING OF ARAL PROGRAM DATA, TEACHERS AND
LEARNERS' PROFILES, AND END-OF-TERM 1 REPORTS IN
PROJECT LiTrack FOR SY 2026-2027

To: Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads Concerned

1. In reference to Division Memorandum CID-2026-050, titled *Implementation and Roll-Out of Project LiTrack: Literacy Tracking & Analytics Dashboard for ARAL and English Data Monitoring*, all schools are hereby enjoined to update and complete the required data entries in Project LiTrack, particularly those of the ARAL Program, Teacher and Learner Profiles, and End-of-Term Reports, for the consolidation, validation, and updating of Term 1 reports.

2. School Heads, together with their respective Master Teachers and ARAL Coordinators, are directed to ensure that all concerned teachers, including class advisers, ARAL teachers, and subject teachers, completely encode and update the required data in the system. School-level validation shall be undertaken to ensure the completeness, accuracy, consistency, and reliability of all submitted information before consolidation.

3. Schools are likewise reminded that data may be updated weekly or monthly, as applicable to the prescribed reporting requirement. The system automatically closes two (2) weeks after the scheduled reporting or updating period, after which entries can no longer be encoded. Hence, all concerned personnel are strongly advised to accomplish the required entries within the prescribed timeline. Incomplete or late entries will not be reflected in the division's consolidated reports and may affect the determination of program support from the Regional Office, Central Office, and internal and external stakeholders.

4. To access the Project LiTrack portal, concerned personnel may visit:

Portal: <https://arallitrack.com>

or scan the **QR Code** provided below:



5. For guidance on the proper use and operation of the system, all teachers, School Heads, ARAL Coordinators, and other concerned personnel may access the



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
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available print and video manuals through the following link:
<https://bit.ly/LiTrackManuals>



6. For inquiries, contact John Jerson P. Constantino, EPS, at 09285059602.
7. Immediate dissemination with this Memorandum is desired.

Digitally signed by
Frinal Nelyn Botes
Adobe Acrobat version:
2023.008.20470

ATTY. NELYN B. FRINAL, CESO VI
Schools Division Superintendent

Encl.: none

Reference: Division Memorandum CID 2026-050

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

PROJECTS

LEARNERS

REPORTS

PROGRAM

JJPC/CID-IMS/MLA – encoding and updating of aral program data, teachers and learners' profiles, and end-of-term 1 reports
in project litrack for SY 2026-2027
0740/September 24, 2026

