



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

15 Sep 2025

DIVISION MEMORANDUM

CID-2025-277

ADDITIONAL INFORMATION ON THE CONDUCT OF DIVISION TRAINING FOR
ARAL TEACHERS AND VOLUNTEERS ON THE IMPLEMENTATION OF
ARAL PROGRAM BY DISTRICT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. In reference to Division Memorandum CID-2025-269 *Training Orientation for School Leaders on the Implementation of ARAL Program* and Division Memorandum CID-2025-270 *Series of Capability-Building for ARAL Teachers and Volunteers*, please be informed of the following additional details:

- a. All District and identified Host Schools' Technical Working Groups, PMTs, M&E, and Resource Persons are directed to conduct pre-work activities on **September 14, 2025** in their respective venues as preparation.
- b. Teaching and non-teaching personnel involved in this activity, which falls on a weekend, may be granted **Service Credits** or **Compensatory Time-Off (CTO)** upon submission of proper documentation and requirements. This is pursuant to DepEd Order No. 53, s. 2003 (*Updated Guidelines on the Grant of Service Credits to Teachers*) and CSC-DBM Joint Circular No. 2, s. 2004.
- c. The following are the **assigned monitors** for the actual training on **September 15-16, 2025**:
 - i. All Municipalities:
 1. Ruth L. Estacio, CESO V, SDS
 2. Atty. Nelyn B. Frinal, CESO VI, SDS
 3. Ma. Shirley Cardinal, SGOD Chief
 4. Donna S. Panes, CID Chief
 5. John Jerson P. Constantino, Division ARAL Focal
 6. Ranolyn Undray, Accountant III
 7. Grace Albarracin, AO IV
 8. Leonila Tabaranza, AO IV
 9. Aracelli Dinopil, SEPS-M and E
 10. Rehanee P. Sambuto, SEPS-HRTD
 11. Madina Logoiuman, EPS-HRTD
 12. Jestoni Sales, EPS-M and E
 - ii. Alabel
 1. Judith Alba, EPSVR
 2. Reynaldo Tagala, EPSVR
 3. Ronah Faith Jucoy, Master Trainer



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- iii. Malungon
 - 1. Analiza A. Domingo, EPS
 - 2. Jessa Ann Nioda, Master Trainer
 - iv. Malapatan
 - 1. Aurelio Cagang, EPSVR
 - 2. Charis P. Velasco, Master Trainer
 - v. Glan
 - 1. Mario Donio, EPSVR
 - 2. Melchor Maguan, EPSVR
 - 3. Kye Xylene Zabala, Master Trainer
 - vi. Maasim
 - 1. Edmund Gulam, EPSVR
 - vii. Kiamba
 - 1. Edward Ryan F. Gulam, EPSVR
 - 2. Marlou De Arce, EPSVR
 - d. Enclosed is the monitoring tool for reference and use.
- 2. For inquiries, contact John Jerson P. Constantino, EPS at 09285059602.
 - 3. Immediate dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

TRAINING PROGRAMS

Judith B. Alba/CID/MLA – additional information on the conduct of division training for aral teachers and volunteers on the implementation of aral program by district
0859/September 15, 2025



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Monitoring Tool for Division Training on ARAL Program Implementation

(To be accomplished by Monitoring and Evaluation Team)

Purpose: To monitor and assess the conduct of Division Training by District on ARAL Program Implementation, particularly its effectiveness, efficiency, and proper utilization of funds.

- ☒ **Legend**
- **E** – Evident
- **NE** – Not Evident

• **A. Attendance and Participation**

Indicators	E	NE	Remarks
100% of the target participants (DepEd and Non-DepEd) attended the training	<input type="checkbox"/>	<input type="checkbox"/>	
All invited speakers are present	<input type="checkbox"/>	<input type="checkbox"/>	
District Head and ARAL Coordinator are present and actively managing the activity	<input type="checkbox"/>	<input type="checkbox"/>	
Participants are engaged and participative during sessions	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance sheets, photos, or equivalent documentation are available	<input type="checkbox"/>	<input type="checkbox"/>	

• **B. Program Management & Oversight**

Indicators	E	NE	Remarks
Presence of PMT (Program Management Team) member per Session Hall	<input type="checkbox"/>	<input type="checkbox"/>	
Presence of Monitoring and Evaluation (M&E) personnel (1 per training hall)	<input type="checkbox"/>	<input type="checkbox"/>	
Roles and responsibilities of organizers clearly observed (division, district, host school)	<input type="checkbox"/>	<input type="checkbox"/>	
Time management observed (sessions started/ended on schedule)	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation of sessions conducted (photos, reports, narratives)	<input type="checkbox"/>	<input type="checkbox"/>	

• **C. Logistics and Facilities**

Indicators	E	NE	Remarks
Host school facilitated the training needs effectively	<input type="checkbox"/>	<input type="checkbox"/>	
Training halls meet the ratio of 1:50–60 participants	<input type="checkbox"/>	<input type="checkbox"/>	
Training halls are clean, orderly, and conducive for learning	<input type="checkbox"/>	<input type="checkbox"/>	
Sound system is audible and functioning well	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate seating arrangements provided	<input type="checkbox"/>	<input type="checkbox"/>	
Proper ventilation/air-conditioning available	<input type="checkbox"/>	<input type="checkbox"/>	
Accessibility of comfort rooms maintained	<input type="checkbox"/>	<input type="checkbox"/>	
Safety protocols (emergency exits, first aid, etc.) are in place	<input type="checkbox"/>	<input type="checkbox"/>	

• **D. Provision of Food and Materials**

Indicators	E	NE	Remarks
Teachers are provided with complete and sumptuous snacks and meals	<input type="checkbox"/>	<input type="checkbox"/>	
Trainers'/Speakers' materials (handouts, guides, PowerPoint) are prepared and presented	<input type="checkbox"/>	<input type="checkbox"/>	
Training program matrix and schedule was presented	<input type="checkbox"/>	<input type="checkbox"/>	

• **E. Learning Delivery and Quality**

Indicators	E	NE	Remarks
Speakers delivered the content clearly and effectively	<input type="checkbox"/>	<input type="checkbox"/>	
Training sessions aligned with ARAL Program goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	
Strategies used (lectures, workshops, group work) encouraged active participation	<input type="checkbox"/>	<input type="checkbox"/>	



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Participants were given opportunities to ask questions and share experiences	<input type="checkbox"/>	<input type="checkbox"/>	
Feedback sessions, M and E or reflection activities conducted	<input type="checkbox"/>	<input type="checkbox"/>	

• **F. Fund Utilization and Transparency**

Indicators	E	NE	Remarks
Utilization of funds is evident in provisions (food, materials, venue, logistics)	<input type="checkbox"/>	<input type="checkbox"/>	
No wastage or unnecessary expenditures observed	<input type="checkbox"/>	<input type="checkbox"/>	

• **G. Overall Effectiveness**

Indicators	E	NE	Remarks
Training objectives were achieved	<input type="checkbox"/>	<input type="checkbox"/>	
Participants demonstrated learning/understanding of ARAL Program	<input type="checkbox"/>	<input type="checkbox"/>	
Participants expressed satisfaction with training organization	<input type="checkbox"/>	<input type="checkbox"/>	
Training contributed to readiness for ARAL implementation	<input type="checkbox"/>	<input type="checkbox"/>	

- Observations: _____
- Recommendations: _____

Name/Signature of M&E Monitor: _____

Date: _____