



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

22 Jul 2026

**DIVISION MEMORANDUM**

CID-2026-114

**Processing of Honorarium Claims of Non-DepEd ARAL Summer Tutors**

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

1. In accordance with existing policies and subject to the availability of funds, Non-DepEd Tutors who rendered services during the Summer ARAL Program shall be entitled to receive the corresponding honorarium.
2. Only Non-DepEd Tutors whose names were officially encoded and duly submitted to the Regional Office shall be eligible to receive the corresponding honorarium.
3. A separate memorandum shall be issued regarding the availability and release of funds. In anticipation of the issuance of said memorandum, all concerned schools are hereby directed to prepare, complete, and submit the required supporting documents on or before **August 5, 2026**, to facilitate the timely processing of honorarium claims.
4. The following documentary requirements shall be submitted:
  - a. Letter of Intent of the Non-DepEd Tutor;
  - b. Notarized Engagement Contract;
  - c. Consolidated Registry of Non-DepEd ARAL Volunteer Applicants duly approved by the District Selection Committee;
  - d. Daily Time Record (DTR), duly certified and approved by the School Head;
  - e. Accomplishment Report, duly approved by the School Head;
  - f. Class List and ARAL Class Program, duly approved by the School Head;
  - g. Approved Letter of Intent to Conduct the Summer ARAL Program; and
  - h. Payroll (Excel Format).
5. All templates and required documents may be accessed through this link:  
<https://bit.ly/ARALTutorsDocs>
6. For inquiries, contact John Jerson P. Constantino, EPS at 09285059602.
7. Immediate dissemination of this Memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent





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Encl.: N o n e

Reference: N o n e

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

**PROGRAMS**

Judith B. Alba/CID/MLA – processing of honorarium claims of non-deped aral summer tutors  
0497/July 22, 2026

