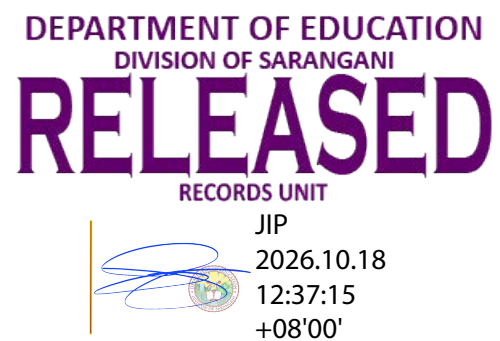




Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI



15 Oct 2026

DIVISION MEMORANDUM
CID-2026-203

REITERATION OF THE GUIDELINES ON THE ENGAGEMENT OF NON-DEPED
TUTORS UNDER THE ACADEMIC RECOVERY AND ACCESSIBLE
LEARNING (ARAL) PROGRAM

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

1. In reference to DepEd Memorandum No. 001, s. 2026, on the Engagement of Non-DepEd Tutors under the Academic Recovery and Accessible Learning (ARAL) Program, all schools implementing the ARAL Program are hereby directed to strictly observe and comply with the prescribed policies, procedures, documentary requirements, and contractual obligations governing the engagement of Non-DepEd Tutors.
2. This Memorandum is issued to ensure uniform implementation of the ARAL Program across the Schools Division of Sarangani, promote transparency and accountability, and guarantee that all Non-DepEd Tutors engaged by schools possess the required qualifications and supporting documents in relation to deployment or rendering of services.
3. For purposes of the ARAL Program, **Non-DepEd Tutors** may include, but are not limited to:
 - a. Practice Teachers/Pre-Service Teachers;
 - b. Registry of Qualified Applicants (RQA) passers;
 - c. Community Volunteers;
 - d. Education or Non-education graduates;
 - e. Retired teachers;
 - f. Learning facilitators; and
 - g. Other qualified individuals who meet the qualifications prescribed under the ARAL Program guidelines.
4. All schools are reminded that the engagement of Non-DepEd Tutors may be undertaken under any of the following arrangements:
 - a. **Voluntary Service**
 - i. Non-DepEd Tutors may render services on a voluntary basis without compensation, subject to the execution of the prescribed ARAL Engagement Contract and compliance with all documentary requirements.
 - b. **Compensated Service**
 - i. Where compensation is provided, the source of funds and terms of payment shall be clearly stipulated in the ARAL Engagement Contract and shall be subject to existing



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accounting, auditing, budgeting, and procurement rules and regulations. Allowable sources may include:

1. ARAL Program funds;
2. Local/MOOE funds;
3. Special Education Fund (SEF), PLGU, MLGU or BLGU;
4. Donations;
5. DOLE-TUPAD Program;
6. Save the Children or other NGOs;
7. Sponsored/Grants;
8. Other authorized sources consistent with existing government policies.

5. Schools are reminded that the nature of service (voluntary or compensated) must be explicitly reflected in the engagement documents.

6. For deployment, all Non-DepEd Tutors shall accomplish and sign the prescribed ARAL Engagement Contract. The contract shall be completely filled out, signed by all concerned parties, and supported by the required documentary attachments before submission for notarization. No Non-DepEd Tutor shall be recognized as an ARAL Volunteer, nor shall any services they render be acknowledged, without the properly executed engagement documents.

7. To streamline compliance, the following documentary requirements shall be observed:

- a. For RQA-Based Non-DepEd Tutors – If the Non-DepEd Tutor is selected from the Registry of Qualified Applicants (RQA) for teacher applicants, only the following documents shall be submitted:
 - i. Annex A – Expression/Letter of Intent;
 - ii. Annex E – ARAL Engagement Contract;
 - iii. Copy of the RQA Summary of Results.
- b. For Practice Teachers, Community Volunteers, and Other Non-RQA Tutors – For all other Non-DepEd Tutors who are not engaged through the RQA, schools shall require the complete set of assessment and engagement documents, including:
 - i. Annex A – Expression/Letter of Intent;
 - ii. Annex E – ARAL Engagement Contract;
 - iii. Annex C – Assessment Form;
 - iv. Other documentary requirements prescribed under the ARAL guidelines.

8. School Heads are directed to ensure completeness, accuracy, and validity of all documents to be submitted.

9. To facilitate compliance with the requirements on the engagement of Non-DepEd Tutors, all concerned School Heads, ARAL Coordinators, and Non-DepEd Tutors are advised to access and download the prescribed ARAL forms, annexes, templates, and relevant reference materials through the official link below:

<https://bit.ly/ARALTutorsDocs>



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The repository shall contain, among others:

- a. DepEd Memorandum on the Engagement of Non-DepEd Tutors under the ARAL Program;
- b. Annex E – ARAL Engagement Contract;
- c. Annex C – Assessment Form;
- d. Annex A – Letter of Intent;
- e. Prescribed templates and supporting forms; and
- f. Other pertinent ARAL Program guidelines and references.

10. All concerned are encouraged to carefully review the contents of the DepEd Memorandum and the accompanying annexes to ensure full compliance with the prescribed requirements, procedures, and documentary submissions in relation to the engagement and deployment of Non-DepEd Tutors. Schools are likewise advised to use only the prescribed forms and templates available in the repository to ensure uniformity, completeness, and proper documentation of all ARAL engagements.

11. For inquiries, contact John Jerson P. Constantino, EPS at 09285059602.

12. Wide and immediate dissemination of 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: As stated

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

LITERACY
NUMERACY

ARAL PROGRAM
ENGAGEMENT

NON-DEPED VOLUNTEERS

JJPC/CID-IMS/MLA – reiteration of the guidelines on the engagement of non-deped tutors under the academic recovery and accessible learning (aral) program

0815/October 15, 2026



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