



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

29 October 2026

SCHOOLS DIVISION MEMORANDUM

No. 376 s. 2026

**SUBMISSION OF PERTINENT PAPERS OF ARAL PROGRAM
TUTORS**

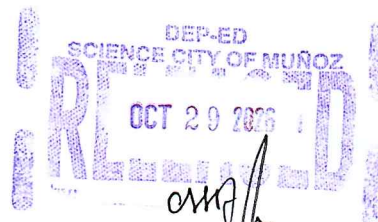
To: Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Memorandum No. 01, s. 2026 titled Guidelines on the Engagement of Academic Recovery and Accessible Learning (ARAL) Program Tutors and Support Aides, this Office announces the Submission of Application Documents and Pertinent Papers of prospective ARAL Program Tutors on or before November 03, 2026.
2. Enclosed with this issuance is the list of required documents to be submitted.
3. Prospective external ARAL Tutors shall submit their application documents to the school where they intend to serve as tutors. School heads shall receive and review the submitted documents and ensure their completeness, authenticity, veracity, and compliance with the requirements prior to endorsement of documents submitted by the ARAL Tutors to the Schools Division Office.
4. Likewise, school heads shall submit the Registry of ARAL Tutors per Learning Area (Annex D in DM 01, s. 2026).
5. The said DepEd Memorandum and the template of the Personal Data Sheet can be accessed through <https://tinyurl.com/n3juptur>.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent *ilg*

Encl: as stated
Reference: as stated

To be indicated in the Perpetual Index
under the following subjects:
ARAL Program
ARAL Tutors
CID/AGM/Submission of Pertinent Papers of External Tutors
048/October 26, 2026



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Enclosure to Schools Division Memorandum No. ~~376~~ s. 2026

PERTINENT PAPERS TO BE SUBMITTED

For ARAL Tutors falling under:

- a. DepEd Teaching Personnel
- b. Remaining Licensure Examination for Teachers (LET)-eligible applicants in the recent and / or previous Registries of Qualified Applicants (RQAs)
- c. Other LET-eligible teacher applicants in the RQAs who did not meet the cut-off score per existing DepEd hiring guidelines

The following must be submitted:

1. Expression of intent, using the prescribed template in Annex 1 of DM No. 1, s. 2026
2. ARAL Tutor Engagement Contract (all pages must be signed by the ARAL Tutor and the school head, ensuring correctness and completion of details, found in Annex E of DM No. 1, s. 2026) **for those under items b and c**

For ARAL Tutors falling under:

- d. Other LET-eligible in the locality, such as but not limited to teachers from private schools, SUCs/ LUCs, and other teaching practitioners in the community
- e. Retired professional teachers
- f. Para-teachers who possess relevant experience and competency to provide academic support to learners
- g. Non-licensed education graduates
- h. Pre-service teachers
- i. Other licensed professionals
- j. Other individuals in the community deemed qualified, competent, and of good character

The following must be submitted:

1. Expression of intent, using the prescribed template in Annex 1 of DM No. 1, s. 2026
2. Duly accomplished Personal Data Sheet (PDS) using the CS Form No. 212, Revised 2025
3. Photocopy of Certificate or any proof of LET Eligibility/ Rating/ License/ ID for **licensed teachers and other licensed professionals**
4. Copy of valid permit issued by the Professional Regulation Commission (PRC) **for para-teachers**
5. Original copy of certification of good moral character issued by authorized entity (Barangay Clearance and/or certification from Teacher Education Institutions (TEIs) **for pre-service teachers**



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6. Any available copy of grades or photocopy of scholastic/ academic records such as but not limited to Transcript of Records (TOR)
 7. Photocopy of certificate/s of relevant training, if available
 8. ARAL Tutor Engagement Contract (all pages must be signed by the ARAL Tutor and the school head, ensuring correctness and completion of details, found in Annex E of DM No. 1, s. 2026)



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