



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

01 SEP 2026

DIVISION MEMORANDUM
No. 399 s. 2026

**ORIENTATION ON THE PREPARATION FOR EXTERNAL TUTORS' REMUNERATION IN
THE ACADEMIC RECOVERY AND ACCESSIBLE LEARNING (ARAL) PROGRAM**

To: OIC-Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. Relative to the implementation of ARAL Program, this Office shall conduct an **Orientation on the Preparation for External Tutors' Remuneration in the Academic Recovery and Accessible Learning (ARAL) Program** on September 4, 2026. The venue will be announced later.
2. The conference aims to:
 - a. orient ARAL focal persons on the policies, guidelines and procedures governing the remuneration of External Tutors under the ARAL Program;
 - b. clarify the documentary requirements, timelines, and responsibilities of schools and district offices in processing the remuneration of external tutors; and
 - c. ensure the accurate and complete preparation, verification, and submission of all required documents to facilitate the timely processing and remuneration.
3. The list of participants for this activity is found in Enclosure No. 1 of this Memorandum.
4. Expenses relative to the conduct of the above-mentioned activity shall be charged against the ARAL Fund while transportation of participants is chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum serves as an Authority to Travel of the identified participants.



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6. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

ACADEMIC

RECOVERY

ORIENTATION



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Enclosure number 1 - Division Memorandum No. 399 s. 2026

Participants

Number	Name	Position
1	Denmark Llanera	Division Accountant
2	Darwin Brillo	HRMO
3	Merlie J. Rubio EdD	EPS-Filipino/OIC CES
4	Edwin Jason Duenas PhD	EPS-LRMS
5	Elenia Baranda	EPS-Mathematics
6	Andres Quiachon	EPS-Science
7	Ruth Gervero PhD	EPS-ALS/SNED/MG
8	Carleen Amistoso	GIP
9	Rocelyn Binibii	GIP
10	Zaldy B. Caalam	Public Schools District Supervisors
11	Calin A. Bernales EdD	Public Schools District Supervisors
12	Judith P. Tu EdD	Public Schools District Supervisors
13	Fe D. Banez EdD	Public Schools District Supervisors
14	Ma. Theresa V. Villagrancia	Public Schools District Supervisors
15	Reynaldo D. Azcarraga PhD	Public Schools District Supervisors
16	Lalain E. Delos Santos	Public Schools District Supervisors
17	Johnny A. Pugon	PID-Dumarao
18	Mae G. Frac	PID-Dumalag
19	Glenda G. Gervero PhD	PID- Tapaz East
20	Raul L. Jimenez	PID- Tapaz West
21	District ARAL Coordinators	18 Districts