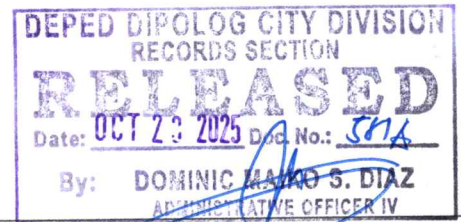




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



October 21, 2025

DIVISION MEMORANDUM

No. 51A series of 2025

CALL FOR APPLICATIONS AS ARAL EXTERNAL TUTORS

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID/SGOD)
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Other Concerned Personnel
This Division

1. The **Department of Education** in collaboration with the **Department of Labor and Employment (DOLE)** under its Government Internship Program (GIP) shall facilitate the hiring and deployment of qualified external tutors who will augment the teaching workforce in public schools with insufficient **ARAL (Academic Recovery and Accessible Learning) tutors**.

2. In support of this initiative, this Office through the Curriculum Implementation Division and in coordination with the Division Personnel Section, announces the call for applicants for the said position. Interested applicants shall send their application letter to Dr. Ma. Liza R. Tabilon CESO V, Schools Division Superintendent of DepEd Dipolog City Schools Division, and submit the properly sequenced and clearly tabbed pertinent documents to Ms. Love L. Ricafort, Administrative Officer IV, Division Personnel Section, **on or before 5:00 p.m. of October 28, 2025**.

3. Please refer to attached Regional Memorandum No. 556 s. 2025, paragraphs 5-6, for the DOLE-GIP qualifications. Attention is also invited to paragraph 7 for the terms of engagement and the stipend to be given.

4. Kindly see Enclosure 1 for the list of schools where hired applicants may be assigned. Please attach 2 printed copies of Enclosure 2 for the list of documents submitted.

4. For more information or clarification, please contact the following:

Cherry Mae B. Eltanal EdD

Education Program Supervisor in Filipino/ARAL-Reading Focal Person
filipino.dipolog@deped.gov.ph



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Ms. Love L. Ricafort
Administrative Officer IV
Division Personnel Section

5. Immediate and widest dissemination of this Memorandum to all concerned is desired.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent

Reference: RM 556 s. 2025
CID/EPS/CMBE
October 21, 2025



Address: Government Center, Sta. Isabel, Dipolog City
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd – Schools Division of Dipolog City



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure 1 of Division Memorandum No. ____ s. 2025

List of Schools as Possible Assignment of External Tutors

1. Barra Elementary School
2. Minaog Elementary School
3. Sinaman Integrated School
4. Sicayab National High School
5. Sangkol Elementary School (JBLJMS)
6. Cogon Elementary School
7. Cogon National High School
8. Punta National High School
9. Alberto Q. Ubay Memorial Agro-tech Science High School
10. Sta. Isabel Elementary School
11. Olingan Elementary School



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY

Enclosure 2 of Division Memorandum No. _____ s. 2025

Verification and Certification Sheet for Documents Submitted

Applicant's Name: _____

No.	Documents	Mark (/) if the document is submitted or (X) if not submitted	Remarks
1	CSC Form 212 in two (2) copies with latest 2x2 ID picture		
2	Certified photocopy of PRC identification Card		
3	Certified photocopy of LET/PBET Rating		
4	Certified photocopy of Transcript of Records (TOR)		
5	Copies of Service Record or a photocopy of Certificate of Employment (for those with teaching experience)		
6	Photocopies of Certificate of Trainings Attended		
7	Certified copy of Voter's ID or any proof of residency		
8	NBI clearance		
9	Certified photocopy of Birth Certificate		
10	Photocopy of Certification as TUPAD or 4Ps beneficiary (if applicable)		
11	Omnibus Certification as to authenticity and veracity of all documents submitted		

Documents Received by:

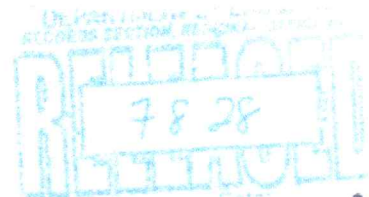
Signature Over Printed Name of Personnel Section In-charge

Date Received: _____



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director



OCT 13 2025

October 7, 2025

REGIONAL MEMORANDUM
No. 556, s. 2025

**FACILITATION OF HIRING AND DEPLOYMENT OF EXTERNAL TUTORS FOR
THE IMPLEMENTATION OF THE ARAL PROGRAM IN PARTNERSHIP WITH THE
DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE)**

To: Schools Division Superintendents
This Region

1. In support of the Department of Education's (DepEd) **National Learning Recovery Program (NLRP)** through the **ARAL (Academic Recovery and Learning Program)**, which seeks to address learning loss and enhance foundational literacy and numeracy among learners, **DepEd Region IX** shall facilitate the hiring and deployment of **External Tutors** to public schools with insufficient ARAL tutors.
2. This initiative is in collaboration with the **Department of Labor and Employment (DOLE)** under its **Government Internship Program (GIP)**, pursuant to **DOLE Department Order No. 204, s. 2019** ("Revised Guidelines for the Implementation of the Government Internship Program"), and consistent with **DepEd Order No. 14, s. 2023** (Policy Guidelines on the Implementation of the National Learning Recovery Program) and **DepEd Memorandum No. 30, s. 2023** (Implementation of the National Learning Camp and Other Learning Recovery Programs).
3. This inter-agency initiative aims to:
 - 3.1 Strengthen the implementation of the ARAL Program by augmenting tutoring manpower in public schools;
 - 3.2 Provide short-term employment opportunities to qualified Education graduates and young professionals through DOLE's GIP;
 - 3.3 Ensure that learners in schools with limited teachers or tutors continue to receive remedial and enrichment learning support; and
 - 3.4 Foster DepEd-DOLE collaboration in advancing national learning recovery efforts.
4. The **Schools Division Offices (SDOs)** shall **facilitate the application, screening, and endorsement** of qualified External Tutors to the nearest **DOLE Provincial or Field Offices** for hiring under the Government Internship Program (GIP). Specifically, the SDOs shall:
 - Disseminate information to potential applicants, especially Education graduates and unemployed teachers;
 - Receive and pre-screen applications based on DOLE GIP qualifications;
 - Coordinate with the DOLE Field Office for validation, endorsement, and hiring procedures;
 - Identify and prioritize ARAL-implementing schools with inadequate tutoring personnel; and
 - Supervise and monitor the performance of deployed tutors in coordination with school heads.
5. External Tutors must satisfy the **DOLE-GIP qualifications**, as follows:
 - 5.1 **Filipino citizen**, aged 18-30 years old;



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

- 5.2 Unemployed and a graduate of an **education-related program** (e.g., BEEd, BSEd, or allied fields);
- 5.3 Has **no prior work experience** in government and has not been a GIP beneficiary; and
- 5.4 Preferably a member of a vulnerable or priority sector, such as **TUPAD or 4Ps beneficiaries, identified by DOLE.**

6. Individuals aged **over 31 years old** may still qualify under the following conditions as stipulated in **DO 204-A, s. 2019**:

- Those with no work experience or with intermittent work experience;
- Those who are unemployed due to layoff or termination resulting from the closure of establishments; and
- Those who have been displaced or are about to be displaced due to natural or man-made disasters.

7. For the terms of engagement, the following shall be noted:

- 5.1 External Tutors shall be engaged for a fixed period (typically **3-6 months**) as prescribed in **DOLE Department Order No. 204, s. 2019**.
- 5.2 They shall receive a **stipend equivalent to 75% of the regional minimum wage**, funded through DOLE-GIP.
- 5.3 They will perform tutoring duties under the supervision of the School Head and ARAL Program Focal Person, guided by DepEd's learning recovery materials and monitoring tools.

8. The DepEd Regional Office IX, through the Curriculum and Learning Management Division (CLMD), shall coordinate closely with DOLE Regional Office IX for implementation oversight, data consolidation, and reporting

9. All Division Offices are directed to submit: **a list of schools identified for tutor deployment; and a summary report of qualified applicants** endorsed to DOLE on or before **October 30, 2025**.

10. DOLE issuances and advisories are attached to this memo for reference.

10. For more information and/or clarifications, please contact the CLMD Chief, Dr. Eugenio B. Penales through the EPS in Kindergarten, Marie Concepcion L. Celesio, EdD through marieconcepcion.celesio@deped.gov.ph.

11. For the information, guidance, and compliance of all concerned


RUTH L. FUENTES, CESO III
Regional Director

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