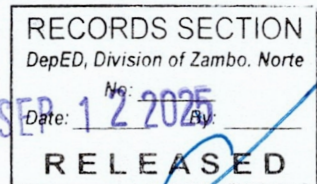




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

September 11, 2025

DIVISION MEMORANDUM

No. 439, s. 2025

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the District
Elementary and Secondary School Heads
All Others Concerned

SUBMISSION OF LIST OF ARAL TUTEES AND CORRESPONDING TUTORS

1. Pursuant to the implementation of the **Academic Recovery and Accessible Learning in Reading (ARAL-Reading) Program**, all schools are hereby directed to submit the list of identified ARAL tutees together with their assigned tutors.
2. The tutor-tutee ratio shall be maintained at **1:15**. Grouping shall be based on the learners' reading profiles as follows:
 - **Key Stage 1 (Grades 1-3):**
 - ✓ **CRLA Low Emergent Readers**
 - ✓ **CRLA High Emergent Readers**
 - **Key Stages 2 and 3 (Grades 4-10):**
 - ✓ **ARAL Basic Readers** – Phil-IRI frustration readers whose reading ability is focused on alphabet knowledge, phonological awareness, phonics, decoding, and word recognition.
 - ✓ **Other Phil-IRI Frustration Readers** – learners with reading gaps in fluency and comprehension. These learners are not included as ARAL tutees but shall be provided with **room-based targeted interventions and remediation** by their respective teachers.
3. Schools shall ensure proper profiling and matching of tutees with qualified tutors, guided by the learners' reading assessment results (CRLA and Phil-IRI).
4. The tutorial classes under the ARAL Program shall officially commence on **October 8, 2025 for Grades II to X**, while **Grade I tutorial sessions will begin on November 3, 2025**, immediately after the conduct of the CRLA Middle of School Year Assessment (CRLA MoSY).
5. For proper monitoring and consolidation, the following submission process shall be observed:
 - Step 1 – School Level**
 - The list of ARAL tutees **by class** shall be accomplished by the assigned tutors through this link: <https://tinyurl.com/LIst-of-ARAL-Tutors-and-Tutees>, not later than **September 30, 2025**.



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- The School Head shall prepare a **consolidated report** on the number of tutors and tutees, including other pertinent program details, and submit it in hard copy to the District Office.

Step 2 – District Level

- The District ARAL Coordinator shall consolidate all school submissions.
- The consolidated district report shall be **duly signed and confirmed by the PSDS**.

Step 3 – Division Level

- Both the school and district consolidated reports shall be submitted to the Schools Division Office, through **EPS Grace T. Dela Cruz of the Curriculum Implementation Division**, not later than **October 10, 2025**.
- The prescribed reporting format is provided in **Annex A and Annex B**.

6. In instances where schools require additional tutors beyond the available internal pool, they may engage the services of external volunteers such as teacher applicants, pre-service teachers pursuant to Republic Act No. 11713 or the *Excellence in Teacher Education Act*, participants of the Department of Labor and Employment's Government Internship Program (GIP), and Job Order personnel funded by the Local Government Unit (LGU). Said volunteers shall be duly issued a Certificate of Recognition for the services rendered, which may serve as supporting document in their application for permanent appointment.

6. Immediate and wide dissemination of this Memorandum is desired.

MAJARANI M. JACINTO EdD, CESO V
Office of the Schools Division Superintendent

CIDgtdc/ SUBMISSION OF LIST OF ARAL TUTEES AND CORRESPONDING TUTORS / DM24-2025/09102025



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Annex A of Division Memorandum No. _____, s. 2025

District Consolidated ARAL Report

District: _____

Number of Schools: Elem: _____ Sec. _____

Total Number of...

ARAL KS1 Low Emergent Readers: _____

ARAL KS1 Low Emergent Tutor(s): _____

ARAL KS1 High Emergent Readers: _____

ARAL KS1 High Emergent Tutor(s): _____

ARAL KS2 Basic Readers: _____

ARAL KS2 Basic Tutor(s): _____

ARAL KS3 Basic Readers: _____

ARAL KS3 Basic Tutor(s): _____

Prepared by:

Confirmed by:

District ARAL Coordinator

Contact Number: _____

PSDS



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Annex B of Division Memorandum No. _____, s. 2025

School Consolidated ARAL Report:

District: _____ School: _____ School ID: _____

Total Number of...

ARAL KS1 Low Emergent Readers: _____	ARAL KS1 Low Emergent Tutor(s): _____
ARAL KS1 High Emergent Readers: _____	ARAL KS1 High Emergent Tutor(s): _____
ARAL KS2 Basic Readers: _____	ARAL KS2 Basic Tutor(s): _____
ARAL KS3 Basic Readers: _____	ARAL KS3 Basic Tutor(s): _____
Classes for KS1 LE Readers: _____	Class Time: _____
Classes for KS1 LE Readers: _____	Class Time: _____
Classes for KS2 Basic Readers: _____	Class Time: _____
Classes for KS3 Basic Readers: _____	Class Time: _____
Number of Internal Tutors: _____	Number of External Tutors: _____

Prepared by:

Confirmed by:

 School ARAL Coordinator
 Contact Number: _____

 School Head
 Contact Number: _____

