



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED QUEZON
RECORDS SECTION

UPLOADED

Date/Time: 06.19.26/12:39pm
By: Michelle De Mesa
Ref. No.: DM 0561, s. 26

19 June 2026

DIVISION MEMORANDUM
No. 0561, s. 2026

DEPLOYMENT, MONITORING AND REPORTING OF DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE) GOVERNMENT INTERNSHIP PROGRAM (GIP) BENEFICIARIES IN SUPPORT OF DEPED REMEDIATION PROGRAMS FOR LITERACY AND NUMERACY

To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
Concerned Elementary and Secondary School Heads
All Others Concerned

1. In reference to the Regional Memorandum No. 335 s. 2026 “**Identification, Screening, Deployment, Monitoring and Reporting of DOLE GIP Beneficiaries**” and Division Memorandum No. 460 s. 2026 titled “**Implementation of DOLE-DEPED GIP Under the ARAL Program**” this Office announces the list of approved interns/beneficiaries who will serve as tutors under ARAL Program in their respective school assignment.
2. The GIP aims to support academic recovery in public schools through deployment of qualified youth beneficiaries who shall serve as tutors in identified hardship-post and priority schools. Likewise, it provides beneficiaries with short-term work exposure, skills development, and public service experience.
3. The DOLE GIP beneficiaries shall serve as ARAL Program tutors from **June 22 to December 15, 2026**. Please see attached list of receiving schools and assigned GIP beneficiaries.
4. For the guidance and proper implementation of the GIP Program, an **Online Orientation** will be conducted on **June 22, 2026** at 9:00 AM via google meet link: <https://meet.google.com/qfm-mznb-opz> .
5. All school heads of the receiving schools and the approved GIP beneficiaries are expected to attend the orientation.



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE

6. For further information and inquiries, you may contact EPS Jaime F. Zara Jr at jaime.zarajr@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

cid-ims/jfz/rqn/06/19/2026



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure 1 to DM No. **0561** s.2026

**LIST OF DOLE GIP RECEIVING SCHOOLS AND BENEFICIARIES
UNDER THE ARAL PROGRAM FOR SY 2026-2027**

No.	NAME OF SCHOOL	District	Name of Beneficiary
1	Minahan Elementary School	General Nakar 1	Lorezeel B.. Nortez
2	San Andres Central ES	San Andres	Joana Marie M.. Acula
3	Burdeos Central School	Burdeos	Zeith Ashley Pepito V. Delacruz
4	Calutcot Integrated School	Burdeos	Justine L. Pujeda
5	Catanauan Central School	Catanauan 1	Shedelyn R. Pernia
6	Guinayangan Elementary School	Guinayangan South	Enrico J. Camba Jr.
7	Dahican Elementary School	Catanauan 2	Edward R. . Reanzares
8	Sto. Nino Ilaya NHS (formerly san Francisco B NHS – Sto. Nino Ilaya Ext)	Lopez East	Jenny Rose A.. Escobañas
9	Balesin Integrated School	Polillo	Carina R.. Delos Santos
10	Masanga Elementary School	Gen. Nakar 2	Claire S.. Ramos
11	Alitas Elementary School	Infanta	Jackie Lyn A. Valenzuela
12	Paaralang Elementarya ng Nagsinamo	Lucban	Nikki Anne C. Palmaria
13	Bongliw ES	Panukulan	John Rovick G. Arao
14	Pandan ES	Real	Reina Farah M. Ruanto
15	Malusak ES	Sampaloc	Jazz Mean A. Ulan
16	Pahinga Norte ES	Candelaria East	Jovilyn T. Panergalin
17	Mayapyap ES	Candelaria West	Rhomelyn A. Batralo
18	Dolores Central School Annex	Dolores	Dianna G. Armea
19	San Antonio Central School	San Antonio	Nikki R. Moratalla
20	Canda Elementary School	Sariaya East	Christine S.. Landingin
21	Lutgarda Causapin ES	Sariaya West	Jenelyn V. Sarito
22	Bukal Elementary School	Tiaong 1	Charry Mae J. Vergara
23	Lusacan Elementary School	Tiaong 2	Noel O. Oblipias
24	Dayap Elementary School	Agdangan	Rheyzabeth M.. Alvarez
25	Dela Paz Elementary School	Buenavista 1	Jenny Rose A.. Masipag
26	San Diego Elementary School	Buenavista 2	Aira B.. Endino
27	Bacong Ibaba Elementary School	General Luna	Abril P. Rejano
28	Olongtao Ibaba Elementary School	Macalelon	Jasper P. Alcrates
29	Bondoc Peninsula Agricultural HS	Mulanay 1	Joshua P.. Funtilar
30	Ilayang Yuni Elementary School	Mulanay 2	Roveann R. Sarabia
31	Padre Burgos Central ES	Padre Burgos	Rose Camia T. De Leon
32	Pitogo Community National HS	Pitogo	Meg Lalaine H. Valdez
33	Pugon Elementary School	San Francisco 2	Clyde Armel S. Alojado
34	Binay Elementary School	San Narciso 1	Franklin Frits F. Juri



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE

35	Bani Elementary School	San Narciso 2	Zaira R. Acbang
36	Panaon Elementary School	Unisan	Jessica B. Manalo
37	Alabat Island National HS	Alabat	Kyna T. Acosta
38	Sta. Catalina Elementary School Annex	Atimonan 2	Aubrey Anne R. Paredes
39	Lamon Bay School of Fisheries - Annex	Calauag east	Anjenette D. Wabel
40	Pangahoy Elementary School	Calauag West	Irish B.. Lucas
41	Don Guillermo Eleazar ES	Guinyangan North	Ma. Geraldine J.. Gonowon
42	Bamban Elementary School	Gumaca East	Noel M. Morillo
43	Plaza Rizal Elementary School	Gumaca West	Rey Ann M. Casitas
44	Gomez Elementary School	Lopez West	Marriane V. Magpantay
45	Severo Tejada Integrated School	Perez	Rey Aldin P. Calvario
46	Plaridel Central ES	Plaridel	Aizelle I. Monterozo
47	Quezon Elementary School	Quezon	Mhay Andria B. Gutierrez
48	Sto. Nino Elementary School	Tagkawayan 1	Janette Joyce B. Tarrega
49	Tagkawayan Central ES	Tagkawayan 2	Marigold N. Cachuela
50	SDO Quezon CID	SDO Quezon	Rafael Uriel N. Flavier



CLMD-RM-2026-335

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

May 14, 2026

Regional Memorandum

No. 335 s. 2026

IDENTIFICATION, SCREENING, DEPLOYMENT, MONITORING, AND REPORTING OF DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE) GOVERNMENT INTERNSHIP PROGRAM (GIP) BENEFICIARIES IN SUPPORT OF DEPED REMEDIATION PROGRAMS FOR LITERACY AND NUMERACY

To **Schools Division Superintendents**
Assistant Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
Schools Division Office ARAL/SHS Remediation Focal Persons
Schools Division Office HRMO/Personnel Officers
Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. Pursuant to the partnership between the DepEd and DOLE on the implementation of the GIP in support of DepEd Remediation Programs for Literacy and Numeracy, this Office, through the Curriculum and Learning Management Division (CLMD), issues the enclosed Regional Terms of Reference (TOR) to guide all Schools Division Offices (SDOs) in the identification, screening, endorsement, deployment, supervision, monitoring, and reporting of DOLE-GIP beneficiaries.
2. The GIP aims to support academic recovery in public schools through the deployment of qualified youth beneficiaries who shall serve as tutors or tutor aides in identified hardship-post and priority schools.

The program likewise provides beneficiaries with short-term work exposure, skills development, and public service experience.

3. In view of field implementation concerns raised relative to coordination, document submission, and the proper assignment of roles, all SDOs are hereby directed to establish an internal implementation structure composed of the following personnel:
 - a. **SDO GIP Focal Person**, who shall serve as the primary program coordinator with the Regional Office, DOLE Provincial Office, schools, and other concerned offices;



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

- b. **SDO GIP Alternate Focal Person**, who shall assist the SDO GIP Lead Focal Person and serve as the alternate coordinator for GIP implementation within the SDO in the absence or unavailability of the Lead Focal Person;
 - c. **SDO HRMO/Personnel Representative**, who shall provide administrative support in the receipt, recording, completeness checking, safekeeping, and transmittal of application documents and intern records, without prejudice to the fact that ARAL-GIP beneficiaries are not DepEd employees and shall not be treated as plantilla, contractual, casual, job order, or contract of service personnel of DepEd;
 - d. **SDO ARAL/SHS Remediation Program Focal Person/ Supervisor**, who shall assist in the identification of school needs, instructional support requirements, learner intervention areas, and monitoring mechanisms;
 - e. **School Head or Authorized School Focal Person**, who shall supervise the day-to-day activities of the GIP beneficiary in the school assignment; and
 - f. **School ARAL/SHS Remediation Program Focal Person**, who shall act as Immediate Supervisor/Mentor to guide, monitor, validate attendance/accomplishments, and provide feedback on the performance of the GIP beneficiary.
4. To facilitate timely coordination with DOLE Regional Office IV-A and the concerned DOLE Provincial Offices, all SDOs are directed to submit the required focal person details, beneficiary allocation, target schools, and initial implementation data **on or before May 26, 2026, Tuesday**, through the prescribed Regional tracking tool. The deadline is set to allow the Regional Office sufficient time to consolidate, validate, and officially transmit the necessary information to DOLE RO IV-A for appropriate coordination with its Provincial Offices.
 5. Thereafter, SDOs shall ensure the timely submission of beneficiary documents, attendance records, accomplishment reports, and other required monitoring documents based on the schedule prescribed by DOLE and the Regional Office. Late, incomplete, or inaccurate submissions may affect the processing of beneficiary deployment, stipend, monitoring, and other related program requirements.
 6. SDOs are further reminded that the identification and processing of documents of GIP beneficiaries shall be undertaken in close coordination with the concerned DOLE Provincial Office.

In addition, SDOs may coordinate with the concerned Municipal and City Public Employment Service Offices (PESOs), as encouraged by DOLE RO IV-A, to facilitate the identification, referral, and initial coordination of prospective qualified beneficiaries within their respective localities.

7. All concerned offices shall ensure that the implementation of ARAL-GIP shall not unduly burden only one unit or person. The implementation shall be a

shared responsibility among the CID/SGOD, SDO GIP Focal Person, SDO HRMO/Personnel Representative, SDO ARAL/SHS Remediation Program Focal Person, School Head or Authorized School Focal Person, and School ARAL/SHS Remediation Program Focal Person.

8. Enclosed is the Terms of Reference for the Regional Implementation of the DOLE-GIP in Support of DepEd Remediation Programs for Literacy and Numeracy in DepEd Region IV-A CALABARZON for guidance and compliance.
9. For further inquiries and concerns, please contact **Hazel Angelyn E. Tesoro**, Regional Focal Person for ARAL and Reading Programs; **Gilbert O. Cruz**, Regional Focal Person for SHS and Mathematics Programs; and **Dr. Viernalyn M. Nama**, Chief Education Supervisor at the CLMD, through email at clmd.calabarzon@deped.gov.ph.
10. Immediate dissemination of and compliance with this Memorandum are desired.


CARLITO D. ROCAFORT
Director IV

02/ROC09

*Enclosure 1***TERMS OF REFERENCE FOR THE REGIONAL IMPLEMENTATION OF THE
DOLE GIP IN SUPPORT OF DEPED REMEDIATION PROGRAMS FOR
LITERACY AND NUMERACY IN DEPED CALABARZON REGION****I. Rationale**

The Department of Education, through its remediation programs for literacy and numeracy, continues to implement learning recovery initiatives intended to support learners who require additional academic assistance. These initiatives include structured remediation, tutoring, and other school-based learner support activities aligned with the Academic Recovery and Accessible Learning (ARAL) Program and other related remediation mechanisms.

In partnership with the Department of Labor and Employment through the Government Internship Program, qualified youth beneficiaries shall be deployed to assist schools as tutors or tutor aides in identified hardship-post and priority schools. The engagement of GIP beneficiaries is intended to support learning recovery while providing the beneficiaries with meaningful work exposure, skills development, and public service experience.

This Terms of Reference is issued to provide clear operational guidance to all SDOs and schools on the identification, screening, endorsement, deployment, supervision, monitoring, reporting, and coordination of GIP beneficiaries in support of DepEd remediation programs for literacy and numeracy.

II. Objectives

This Terms of Reference (TOR) aims to:

- guide all SDOs in the identification, screening, endorsement, deployment, monitoring, and reporting of GIP beneficiaries;
- ensure the proper deployment of qualified GIP beneficiaries to identified hardship-post and priority schools needing support for literacy and numeracy remediation;
- define the roles and responsibilities of the Regional Office, SDOs, HRMO/Personnel support staff, ARAL/SHS Remediation Program Focal Persons, school heads, immediate supervisors/mentors, DOLE counterparts, PESOs, and GIP beneficiaries;
- establish a clear coordination mechanism among DepEd Region IV-A, DOLE RO IV-A, DOLE Provincial Offices, Municipal/City PESOs, SDOs, and schools;
- ensure timely submission of required documents, attendance records, accomplishment reports, monitoring forms, and other supporting documents; and

- promote shared responsibility among concerned offices to avoid overburdening any single unit or personnel.

III. Scope and Coverage

This TOR shall apply to all Schools Division Offices and public schools in DepEd Region IV-A CALABARZON participating in the implementation of DOLE-GIP in support of DepEd remediation programs for literacy and numeracy.

The GIP beneficiaries shall be deployed to identified hardship-post or priority schools based on school need, readiness, accessibility, availability of qualified beneficiaries, and the allocation approved or coordinated with DOLE.

The GIP beneficiaries shall not be considered DepEd employees. Their engagement shall be governed by DOLE-GIP guidelines, the internship agreement, and the DepEd-DOLE implementation arrangements.

IV. Definition of Terms

For purposes of this TOR, the following terms shall be understood as follows:

Government Internship Program (GIP) refers to the internship program implemented by DOLE which provides qualified youth beneficiaries with opportunities to gain practical work exposure in government agencies and public service settings.

GIP Beneficiary refers to a qualified individual endorsed, processed, and engaged under the DOLE-GIP who shall be deployed to assist in DepEd remediation-related academic and administrative tasks.

Tutor refers to a GIP beneficiary assigned to assist in literacy, numeracy, tutoring, learner support, preparation of instructional materials, learner monitoring, and other related remediation activities.

SDO GIP Lead Focal Person refers to the designated SDO personnel who shall serve as the primary coordinator for GIP implementation within the SDO.

SDO GIP Alternate Focal Person refers to the designated SDO personnel who shall assist the SDO GIP Lead Focal Person and serve as the alternate coordinator for GIP implementation within the SDO in the absence or unavailability of the Lead Focal Person.

SDO HRMO/Personnel Representative refers to the designated SDO personnel who shall provide administrative and documentary support in

the receipt, recording, completeness checking, safekeeping, and transmittal of application documents and intern records.

SDO ARAL/SHS Remediation Program Focal Person/Supervisor refers to the designated SDO personnel who shall assist in identifying school needs, instructional support requirements, learner intervention areas, and monitoring mechanisms.

School Head or Authorized School Focal Person refers to the school-level official who shall oversee the day-to-day implementation of the program in the receiving school.

Immediate Supervisor/Mentor refers to the designated school personnel, preferably the School ARAL/SHS Remediation Program Focal Person or other authorized personnel, who shall guide, monitor, validate attendance/accomplishments, and provide feedback on the performance of the GIP beneficiary.

DOLE Provincial Office Contact Person refers to the DOLE-designated provincial counterpart who shall coordinate with the SDO on beneficiary processing, documentary requirements, orientation, deployment, stipend-related concerns, monitoring, and reporting.

Municipal/City Public Employment Service Office (PESO) refers to the local employment facilitation office that may assist in the identification, referral, and initial coordination of prospective GIP beneficiaries within its locality, subject to DOLE and DepEd coordination mechanisms.

V. Implementation Structure and Roles of Key Offices/Persons

The implementation of the DOLE GIP in support of DepEd remediation programs shall be undertaken through coordinated action among the DepEd Regional Office IV-A and its Schools Division Offices (SDOs), DOLE RO IV-A and its Provincial Offices, Municipal/City Public Employment Service Offices (PESOs), receiving schools, and the GIP beneficiaries.

A. DepEd Regional Office IV-A

The DepEd Regional Office IV-A, through the Curriculum and Learning Management Division (CLMD), shall serve as the regional coordinating office for the implementation of the GIP in support of ARAL, literacy, numeracy, SHS remediation, and other related learning intervention initiatives.

The DepEd Regional Office shall:

- coordinate with DOLE RO IV-A on implementation arrangements, beneficiary allocation, provincial coordination, PESO coordination, and program concerns;

- issue regional implementation guidelines, templates, tracking tools, reporting mechanisms, and related instructions;
- consolidate SDO focal person details, HRMO/Personnel support details, target schools, beneficiary allocations, and other implementation data;
- transmit consolidated implementation data to DOLE RO IV-A for coordination with concerned DOLE Provincial Offices;
- provide technical assistance to SDOs on ARAL, literacy, numeracy, SHS remediation, and related instructional requirements;
- monitor SDO compliance with deadlines and required submissions;
- elevate policy and implementation concerns to DOLE RO IV-A and/or DepEd Central Office, as necessary; and
- prepare consolidated regional accomplishment, monitoring, and implementation reports.

B. DOLE RO IV-A and DOLE Provincial Offices

DOLE RO IV-A and its concerned Provincial Offices shall coordinate with DepEd Region IV-A, SDOs, and other concerned offices in accordance with DOLE-GIP guidelines and internal implementation arrangements.

The DOLE counterpart shall:

- provide guidance on eligibility, application requirements, documentary compliance, and processing;
- provide instructions on application forms, internship agreements, orientation, stipend processing, insurance, termination, replacement, monitoring, and related requirements;
- receive and validate documentary requirements, subject to DOLE guidelines;
- process stipends and related benefits in accordance with DOLE-GIP rules;
- coordinate with DepEd on deployment, monitoring, reporting, and implementation concerns;
- facilitate coordination with concerned Municipal and City PESOs, as appropriate, for the identification and referral of prospective qualified beneficiaries; and
- assist in addressing implementation concerns within its authority.

C. Schools Division Offices

Each SDO shall establish an internal implementation structure composed of the following:

- SDO GIP Focal Person/ SDO HRMO/Personnel Representative;
- SDO GIP Alternate Focal Person/ SDO ARAL/SHS Remediation Program Supervisor; and

- data/reporting support personnel, as may be necessary.

The SDO shall:

- designate official focal and alternate focal persons and representatives for the implementation of the program;
- coordinate with the Regional Office, concerned DOLE Provincial Office, Municipal/City PESOs, and receiving schools;
- identify hardship-post and priority schools needing support for literacy, numeracy, ARAL, SHS remediation, and other learning intervention programs;
- determine the number of needed beneficiaries per school, district, municipality, or city;
- assist in the identification, validation, and endorsement of prospective qualified beneficiaries;
- consolidate and check beneficiary documents prior to submission or endorsement to DOLE;
- maintain a division-level master list of beneficiaries, school assignments, immediate supervisors/mentors, deployment status, and related records;
- ensure that each beneficiary has a clear assignment, work schedule, task list, and designated immediate supervisor or mentor;
- guide schools in identifying appropriate remediation-related tasks for beneficiaries;
- monitor attendance, accomplishments, performance, and implementation concerns;
- submit required reports, attendance records, monitoring documents, and other pertinent documents within the timelines prescribed by DOLE and the Regional Office; and
- promptly report issues such as non-reporting, resignation, misconduct, safety concerns, replacement needs, or deployment changes.

D. SDO GIP Focal Person

The SDO GIP Lead Focal Person shall:

- serve as the primary coordinator for GIP implementation in the division;
- communicate with the Regional Office, DOLE Provincial Office, Municipal/City PESO, schools, and concerned SDO units;
- lead the consolidation of school needs and beneficiary deployment plans;
- coordinate the identification, validation, and endorsement of qualified beneficiaries;
- ensure that receiving schools understand the purpose of the program, allowable tasks, supervision arrangements, reporting requirements, and escalation procedures;
- coordinate orientation activities with DOLE and concerned SDO units;

- consolidate accomplishment reports, attendance records, monitoring forms, and related submissions;
- assist in resolving field-level concerns; and
- submit updates to the Regional Office as required.

E. SDO GIP Alternate Focal Person

- assist the SDO GIP Focal Person in the overall coordination and implementation of the GIP within the division;
- serve as alternate coordinator in the absence or unavailability of the SDO GIP Focal Person;
- support communication with the Regional Office, DOLE Provincial Office, Municipal/City PESO, schools, and concerned SDO units;
- assist in consolidating school needs, beneficiary details, deployment plans, and related implementation data;
- support the identification, validation, and endorsement of qualified beneficiaries;
- assist in monitoring school compliance with program instructions, allowable tasks, supervision arrangements, reporting requirements, and escalation procedures;
- help coordinate orientation activities, meetings, and other implementation-related engagements with DOLE, schools, and concerned SDO units; and
- perform other coordination and support functions as may be assigned by the SDO GIP Focal Person or the Schools Division Office.

F. SDO HRMO/Personnel Representative

The SDO HRMO/Personnel Representative shall:

- provide administrative and documentary support in the implementation of the program;
- assist in receiving, logging, checking, organizing, securing, and transmitting application documents and beneficiary records;
- conduct completeness checking of documents based on the checklist and instructions provided by DOLE and/or the Regional Office;
- maintain records of endorsed, accepted, deployed, withdrawn, and replaced beneficiaries;
- provide technical guidance on documentation, recordkeeping, and data privacy;
- assist in validating attendance and supporting documents needed for stipend processing, when necessary; and
- perform other administrative support functions related to documentation and records management.

The involvement of the HRMO/Personnel Representative shall be limited to administrative and documentary support. The engagement of GIP beneficiaries shall not be treated as DepEd hiring, appointment,

promotion, employment, or personnel action. No employer-employee relationship with DepEd shall be created by the assignment of GIP beneficiaries to schools or offices.

G. SDO ARAL/SHS Remediation Program Focal Person

The SDO ARAL/SHS Remediation Program Focal Person shall:

- provide technical support to ensure that the deployment of GIP beneficiaries is aligned with ARAL, literacy, numeracy, SHS remediation, and other learning intervention priorities;
- assist in identifying schools, learners, grade levels, learning areas, or intervention groups requiring support;
- provide guidance on appropriate tutoring, learner support, remediation, and monitoring activities;
- assist in determining instructional support requirements per school;
- provide technical assistance on learning intervention plans, tutoring structures, and learner progress monitoring;
- assist in the orientation or instructional training of beneficiaries assigned to tutor or tutor-aide functions;
- monitor the instructional relevance and quality of beneficiary outputs; and
- provide feedback to the SDO GIP Focal Person for reporting and program improvement.

H. Municipal/City Public Employment Service Offices

The concerned Municipal or City PESO may:

- assist in the local coordination of prospective GIP beneficiaries;
- help identify and refer qualified youth within the municipality or city where target schools are located;
- assist in disseminating information on the GIP opportunity, when requested by DOLE or the SDO;
- refer potential applicants to the SDO or DOLE Provincial Office based on the agreed coordination process;
- provide local support in verifying availability or locality-based information of prospective beneficiaries, when necessary and allowed by applicable rules; and
- assist in addressing local coordination concerns related to beneficiary identification and referral.

The role of the PESO shall be facilitative and coordinative. Final screening, acceptance, processing, and engagement of beneficiaries shall remain subject to DOLE-GIP guidelines and the official coordination arrangements among DOLE, DepEd, and concerned offices.

I. Receiving Schools

Each receiving school shall designate the following:

- School Head (or authorized school focal person);
- School ARAL/SHS Remediation Program Focal Person;
- Immediate Supervisor/Mentor; and
- attendance and accomplishment record validator.

The receiving school shall:

- confirm the school's need and readiness to receive GIP beneficiaries;
- identify the learners, grade levels, learning areas, or intervention groups to be supported;
- designate the immediate supervisor or mentor of the beneficiary;
- orient the beneficiary on school rules, work expectations, safety protocols, child protection, data privacy, and expected conduct;
- provide a safe and appropriate work area for the beneficiary;
- validate attendance, daily tasks, and accomplishment reports;
- ensure that beneficiaries are not assigned hazardous, political, personal, or non-program-related tasks;
- immediately report attendance issues, misconduct, safety concerns, resignation, or non-compliance to the SDO GIP Focal Person; and
- provide feedback on beneficiary performance.

J. School ARAL/SHS Remediation Program Focal Person / Immediate Supervisor-Mentor

The School ARAL/SHS Remediation Program Focal Person, acting as Immediate Supervisor/Mentor, shall:

- provide day-to-day guidance to the GIP beneficiary;
- assign specific academic, learner support, monitoring, documentation, or administrative tasks aligned with literacy, numeracy, ARAL, SHS remediation, and other learning intervention activities;
- ensure that assigned tasks are age-appropriate, safe, ethical, non-highly technical, and aligned with the beneficiary's capacity and approved work plan;
- monitor daily attendance and accomplishments;
- review and sign performance logs, attendance sheets, and accomplishment reports;
- provide coaching and feedback;
- ensure that the beneficiary observes professionalism, confidentiality, and proper conduct;
- monitor the quality of learner support or tutoring assistance provided; and
- submit required feedback forms or performance evaluation documents.

K. GIP Beneficiaries

The GIP beneficiaries shall:

- participate in orientation and training activities required by DOLE and DepEd;
- report to their assigned school or office according to the approved schedule;
- perform assigned tutoring, learner support, documentation, monitoring, coordination, and administrative tasks consistent with the approved work plan;
- maintain regular communication with the immediate supervisor/mentor, school head, SDO GIP Focal Person, and DOLE counterpart, as necessary;
- observe professionalism, punctuality, accountability, confidentiality, and proper conduct at all times;
- comply with school policies, child protection guidelines, data privacy requirements, and safety protocols;
- accomplish required attendance records, performance logs, accomplishment reports, and other monitoring documents; and
- immediately inform the immediate supervisor/mentor and SDO GIP Focal Person of any concern affecting attendance, performance, or continuation in the program.

VI. Identification and Prioritization of Beneficiaries

In identifying prospective beneficiaries, SDOs shall consider the following criteria, subject to DOLE-GIP guidelines:

- at least Senior High School graduate and compliant with DOLE age and eligibility requirements;
- preferably qualified unemployed Licensure Examination for Teachers passers may also be considered, provided they meet DOLE-GIP requirements;
- unemployed and available for the required period of engagement;
- residing in or near the identified hardship-post or priority school, preferably within the same municipality, city, or nearby barangay;
- with good academic standing, preferably with strong performance in English, Filipino, Mathematics, Science, or other relevant learning areas;
- with demonstrated interest or aptitude in education, teaching, tutoring, mentoring, youth work, community service, or learner support;
- with good communication and interpersonal skills;
- flexible and adaptable to assigned tasks;
- willing to be assigned in hardship-post, remote, or priority schools;
- with no existing work, schooling, or personal commitment that will conflict with the program schedule; and
- with prior tutoring, volunteer work, youth leadership, education, or community service experience, when applicable.

SDOs may coordinate with Municipal and City PESOs to assist in locating, informing, and referring prospective qualified beneficiaries, especially those residing in or near the target school communities.

VII. Documentary Requirements

Subject to the final checklist and instructions of DOLE, prospective beneficiaries may be required to prepare the following:

- latest DOLE-GIP application form with 2x2 picture;
- valid government-issued ID or other accepted proof of identity;
- proof of age, if not reflected in the submitted ID;
- SHS diploma, certificate of completion, or other proof of educational qualification;
- transcript of records, Form 137/138, certificate of grades, or equivalent document, when applicable;
- national skills certificate or certification of competency;
- Landbank account number, as required by DOLE; and
- other documents that may be required by DepEd RO and SDOs, DOLE RO IV-A, or the concerned DOLE Provincial Office.

VIII. Coordination and Submission Flow

The following coordination and submission flow shall be observed:

1. The DepEd RO shall identify school needs and determine the number of GIP beneficiaries needed per SDO as per the advice of the DOLE RO IV-A, following funding concerns and limitations.
2. The SDO shall submit to the Regional Office the focal person details, target schools, and beneficiary details through the prescribed regional tracking tool.
3. The DepEd RO shall consolidate SDO submissions and officially transmit the necessary information to DOLE RO IV-A.
4. DOLE RO IV-A shall coordinate with the concerned DOLE Provincial Offices regarding the SDO focal persons, beneficiary distribution, target areas, and expected document submissions.
5. The concerned DOLE Provincial Office, in coordination with the SDO GIP Lead and Alternate Focal Persons, may involve Municipal and City PESOs in the identification and referral of prospective qualified beneficiaries.
6. Upon confirmation of the DOLE Provincial Office contact person and submission mechanism, the SDO shall coordinate with the concerned DOLE Provincial Office.
7. The SDO may coordinate with Municipal and City PESOs for locality-based referrals, subject to the agreed coordination mechanism with DOLE.
8. The SDO shall consolidate and check beneficiary application documents, then transmit or endorse documents to the concerned DOLE Provincial Office through the agreed mechanism.
9. The SDO shall likewise submit scanned copies of the consolidated beneficiary documents to the DepEd RO through the official email

address of the Curriculum and Learning Management Division at clmd.calabarzon@deped.gov.ph, copy furnished the Office of the Regional Director through region4a@deped.gov.ph.

10. DOLE shall validate and process applications in accordance with its guidelines.
11. DOLE and DepEd shall coordinate the conduct of orientation, signing of internship agreements, deployment, monitoring, and reporting.
12. Beneficiaries shall report to their assigned schools only upon official instruction and completion of required processing.

IX. Timelines and Deadlines

All SDOs shall submit the required initial implementation data **on or before May 26, 2026** through the prescribed regional tracking tool. The submission shall include (1) SDO GIP lead focal person/ HRMO/Personnel representative details, (2) SDO GIP alternate focal person/ ARAL/SHS Remediation supervisor details, (3) target schools, (4) beneficiary profile and eligibility information, and (5) school-level coordination details.

Activity/ Requirement	Responsible Office/ Personnel	Deadline/ Schedule
1. Submission of initial implementation data through the prescribed regional tracking tool	Schools Division Offices	May 26, 2026
2. Submission of complete hard copies of beneficiary application requirements to the SDO for checking, consolidation, and endorsement	Schools / GIP Beneficiaries / SDOs	May 29, 2026
3. Transmittal or endorsement of checked and consolidated beneficiary documents to the concerned DOLE Provincial Office through the agreed submission mechanism	Schools Division Offices	June 01, 2026
4. Submission of scanned copies of consolidated beneficiary documents to the DepEd Regional Office through clmd.calabarzon@deped.gov.ph , copy furnished region4a@deped.gov.ph	Schools Division Offices	June 02, 2026
5. Pre-work activities / onboarding tasks, including completion of templates and worksheets, profile confirmation, document checking, onboarding forms, and initial instructions	DepEd RO CLMD / SDOs / GIP Beneficiaries	June 4, 2026 – Morning
6. Orientation meeting with GIP Tutors, including program overview, deployment expectations, reporting, and payroll reminders	DepEd RO CLMD / GIP Beneficiaries	June 4, 2026 – Afternoon
7. Continuation of orientation meeting, including program policies and operating guidelines, roles and responsibilities, monitoring, supervision, and Q&A	DepEd RO CLMD / DOLE / GIP Beneficiaries	June 5, 2026 – Entire Work Day
8. Target start of deployment / implementation of GIP Tutor engagement	DOLE / DepEd RO / SDOs / Receiving Schools	June 2026
9. Conduct of school-level orientation and contextualized training for deployed	Receiving Schools / School Head /	Upon deployment /

Activity/ Requirement	Responsible Office/ Personnel	Deadline/ Schedule
GIP Tutors, including school protocols, work schedule, assigned tasks, supervision arrangements, reporting requirements, attendance monitoring, accomplishment reporting, and other school-specific instructions	School ARAL or SHS Remediation Focal Person / Immediate Supervisor-Mentor	before actual assumption of assigned tasks
10. Target implementation period of GIP Tutor engagement	DOLE / DepEd RO / SDOs / Receiving Schools	June to November 2026
11. Submission of DTR/biometrics, accomplishment reports, and other payroll-supporting documents	Receiving Schools / SDOs / GIP Beneficiaries	Before every payroll cycle
12. Target stipend processing schedule, subject to timely submission and DOLE processing	DOLE / Concerned Offices	Every 15th and 30th of the month

The deadline is intended to provide the Regional Office sufficient time to consolidate SDO submissions and officially transmit the necessary information to DOLE RO IV-A for proper coordination with the concerned DOLE Provincial Offices and, when applicable, Municipal and City PESOs.

SDOs shall observe the submission timelines prescribed by DOLE and the Regional Office for beneficiary documents, attendance records, accomplishment reports, monitoring forms, and other supporting documents required for processing, deployment, stipend release, and program monitoring.

Any delay, incompleteness, or inaccuracy in the submission of documents and reports shall be immediately communicated to the Regional Office, together with the reason for delay and the proposed action to resolve the concern.

SDOs are advised to submit documents and updates ahead of the deadline whenever available to avoid delays in provincial coordination, PESO referral, validation, deployment, and stipend processing.

X. Orientation and Training

All GIP beneficiaries shall undergo orientation prior to or upon deployment.

The orientation shall cover:

- program background, objectives, and duration;
- roles and responsibilities of DOLE, DepEd, schools, supervisors, PESOs when involved, and beneficiaries;
- duties and responsibilities in the assigned school or office;
- expected tasks and prohibited tasks;
- work schedule, attendance, performance logs, and reporting;
- stipend processing and required supporting documents;
- school rules and office protocols;
- child protection policy and learner safeguarding;
- data privacy and confidentiality;

- workplace safety and health reminders;
- proper conduct and decorum, professionalism, and communication channels; and
- process for reporting concerns, absences, resignation, or deployment issues.

DepEd, through the SDO and receiving schools, shall provide instructional orientation or training to prepare beneficiaries for tutoring, learner assistance, preparation of learning materials, and other literacy and numeracy remediation-related tasks.

XI. Allowable Tasks of GIP Beneficiaries

GIP beneficiaries may perform the following tasks, subject to the supervision of school personnel:

- assist in the conduct of literacy and numeracy tutoring or remediation sessions;
- assist learners in reading, numeracy, study skills, and learning tasks;
- prepare simple learning materials, worksheets, flashcards, learner activity sheets, and other teacher-approved materials;
- assist in learner attendance tracking for remediation sessions;
- help organize learner profiles, intervention records, and progress monitoring forms;
- assist in encoding, filing, and organizing remediation-related school data;
- assist teachers in preparing learning spaces and materials for intervention activities;
- support school-led learner engagement and academic recovery activities;
- provide peer-learning or near-peer tutoring support, where appropriate; and
- perform other remediation-related academic and administrative tasks assigned by the school head or immediate supervisor/mentor.

XII. Prohibited Tasks

GIP beneficiaries shall not be assigned to:

- substitute for regular teaching personnel;
- handle classes without supervision;
- perform tasks requiring professional license, legal authority, or plantilla accountability;
- administer high-stakes assessments without supervision;
- discipline learners in place of authorized school personnel;
- perform hazardous, unsafe, or physically risky work;
- perform personal errands for school personnel;
- engage in political, partisan, campaign-related, or advocacy activities not related to the program;

- collect money, handle school funds, or process financial transactions;
- access confidential learner records beyond what is necessary for assigned tasks and without supervision;
- work beyond approved hours or outside approved assignment without authority; and
- perform tasks unrelated to GIP implementation, learner support, remediation, or school-approved administrative assistance.

XIII. Work Schedule, Attendance, and Performance Logs

1. The work schedule of GIP beneficiaries shall follow the approved internship agreement and applicable DOLE-GIP guidelines.
2. The schedule shall be agreed upon by DOLE, DepEd, the school, and the beneficiary, subject to program requirements.
3. The school shall maintain daily attendance records of beneficiaries.
4. Attendance records shall be validated by the immediate supervisor/mentor or school head.
5. Beneficiaries shall maintain performance logs or accomplishment reports indicating tasks performed, learners assisted, materials prepared, and other outputs.
6. Attendance and accomplishment reports shall be submitted to the SDO GIP Focal Person based on the timeline required for stipend processing.
7. Late, incomplete, or inaccurate submission of attendance and accomplishment documents may delay processing of stipend.

XIV. Reporting Requirements

A. School Level

The school shall maintain and submit the following:

- daily attendance record;
- daily or weekly performance log;
- summary of learners assisted or remediation activities supported;
- issues and concerns report, if any;
- accomplishment report; and
- performance feedback form.

B. SDO Level

The SDO shall maintain and submit the following:

- master list of GIP beneficiaries;
- school deployment list;
- attendance and accomplishment summary;
- issue and concern tracker;
- replacement, withdrawal, or termination report, if applicable;
- consolidated monitoring report; and

- other reports required by DOLE or the Regional Office.

C. Regional Level

The Regional Office shall maintain and consolidate the following:

- regional master list;
- SDO allocation and deployment tracker;
- provincial and PESO coordination tracker, when applicable;
- consolidated issues and actions taken;
- regional accomplishment report; and
- reports required by DOLE and DepEd Central Office.

XV. Monitoring and Evaluation

Monitoring shall be conducted jointly or separately by DOLE and DepEd, as needed.

The monitoring shall cover:

- deployment status;
- attendance and punctuality;
- appropriateness of assigned tasks;
- quality of tutoring or learner support;
- compliance with safety and conduct expectations;
- completeness of documents;
- issues affecting stipend processing;
- school feedback;
- beneficiary feedback; and
- overall contribution to literacy and numeracy remediation.

Site visits may be conducted by DOLE, the Regional Office, SDOs, or other authorized personnel.

XVI. Handling of Issues and Concerns

All implementation concerns shall be documented and acted upon immediately.

Common issues may include:

- incomplete beneficiary documents;
- mismatch between beneficiary residence and school assignment;
- non-reporting or habitual absence;
- resignation or withdrawal;
- delayed submission of attendance records;
- delayed stipend processing;
- inappropriate task assignment;
- lack of school supervision;
- beneficiary conduct concerns; and
- safety or travel concerns.

The school shall report concerns to the SDO GIP Lead Focal Person. The SDO GIP Lead Focal Person shall coordinate with the school head, DOLE Provincial Office, Municipal/City PESO when applicable, and Regional Office, as appropriate.

XVII. Replacement, Withdrawal, or Termination

In case a beneficiary withdraws, becomes unavailable, fails to report, or is recommended for termination, the school shall immediately notify the SDO GIP Lead Focal Person.

The SDO shall prepare a written report indicating:

- name of beneficiary;
- school assignment;
- reason for withdrawal, termination, or non-reporting;
- dates covered;
- action taken by the school;
- recommendation for replacement, if applicable; and
- signature of the immediate supervisor/mentor or school head.

Replacement shall be coordinated with DOLE, subject to availability of slots, eligibility requirements, and applicable DOLE-GIP guidelines. When appropriate, the concerned PESO may assist in identifying or referring possible replacement beneficiaries, subject to DOLE validation and processing.

XVIII. Data Privacy and Confidentiality

All personnel handling beneficiary and learner information shall observe the Data Privacy Act and existing DepEd policies on confidentiality.

The following shall be observed:

- beneficiary documents shall be kept securely;
- access to personal information shall be limited to authorized personnel;
- learner information shall not be disclosed to beneficiaries unless necessary and supervised;
- beneficiaries shall not post learner names, faces, records, or school documents on social media without authority;
- reports shall use appropriate codes or summaries when possible; and
- data sharing with DOLE and PESO, when applicable, shall be limited to official program requirements and allowed coordination purposes.

XIX. Communication Protocol

For orderly implementation, the following communication protocol shall be observed:

- DOLE RO IV-A shall coordinate with DepEd Regional Office IV-A on regional matters.
- DepEd Regional Office IV-A shall coordinate with SDO GIP Lead Focal and Alternate Focal Persons.
- DOLE RO IV-A shall coordinate with its Provincial Offices once the provincial allocation; SDO focal persons, and beneficiary distribution are provided.
- SDO GIP Lead and Alternate Focal Persons shall coordinate with DOLE Provincial Office contact persons on beneficiary processing, documentary requirements, deployment, and monitoring concerns.
- SDOs may coordinate with concerned Municipal and City PESOs for the identification and referral of prospective beneficiaries, as encouraged by DOLE RO IV-A and subject to the agreed coordination mechanism.
- Schools shall coordinate directly with the SDO GIP Lead and Alternate Focal Persons and shall avoid making separate arrangements with DOLE or PESO unless authorized.
- All official instructions affecting deployment, documentary submission, stipend processing, referral, and replacement shall be documented through email, official letter, memorandum, or official group communication.

XX. Effectivity

This TOR shall take effect immediately upon issuance of this Regional Memorandum and shall remain in force for the duration of the implementation of DOLE-GIP in support of DepEd remediation programs for literacy and numeracy, unless amended, superseded, or revoked by subsequent issuances.



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
 Regional Office No. IV-A (CALABARZON)



11 March 2026

ATTY. ALBERTO T. ESCOBARTE

Regional Director
 Department of Education (DepEd) Region IV-A
 Gate 2, Karangalan Village, Cainta, Rizal

Dear **Atty. Escobarte**:

In line with the Department's continuing efforts to support the learning recovery initiatives, we would like to inform your good office of the Memorandum of Agreement between **Department of Labor and Employment (DOLE)** and **Department of Education (DepEd)** to formalize the implementation of Government Internship Program (GIP) in support of the DepEd Academic Recovery and Accessible Learning (ARAL) Program.

Relative thereto, attached herewith are the Guidelines on the Hiring of ARAL Government Internship Program (GIP) Beneficiaries issued by DOLE and DepEd Central Office for your reference and guidance in the deployment and supervision of interns in identified schools.


In this regard, may we respectfully request your office for the proposed distribution of interns among the 216 schools under your jurisdiction. Considering that the number of available slots is limited due to funding constraints, we kindly request that your office identify and prioritize schools requiring immediate academic intervention, where the deployment of interns may be focused.

Your cooperation in identifying priority schools and facilitating the deployment of interns will greatly contribute to the effective implementation of the program and support efforts in addressing learning gaps among learners.

Should you have further concerns and/or clarifications, you may contact our office through Ms. France Largo at dolegip4a@gmail.com or at 0936-945-9612.

Thank you very much for your continued support.

Very truly yours,


ATTY. ERWIN N. AQUINO
 Regional Director



REGIONAL OFFICE
 Anderson Bldg. II, Parian, Calamba City, Laguna
 (049)545-7360 / (049)545-7364 / (049)545-0292 /
 (049)545-7362 / (049)545-0294 / (049)545-7357
ro4a@dole.gov.ph /
ro4a_tssd_epww@dole.gov.ph /
tssd1trts.dole4a@gmail.com /
dole4msd@yahoo.com

CAVITE PROVINCIAL OFFICE
 4th Floor, Bldg. 1, Government Center, Pulong-Buang
 Rd., Brgy. Pulong-Buang, Dasmariñas City, Cavite
 (049)545-7362 / (049)545-7363 / (049)545-7364 /
ro4a_cavite@dole.gov.ph

LAGUNA PROVINCIAL OFFICE
 2nd Floor, Bldg. 1, Government Center, Pulong-Buang
 Rd., Brgy. Pulong-Buang, Dasmariñas City, Cavite
 (049)545-7362 / (049)545-7363 / (049)545-7364 /
ro4a_laguna@dole.gov.ph

BATANGAS PROVINCIAL OFFICE
 2nd Floor, Bldg. 1, Government Center, Pulong-Buang
 Rd., Brgy. Pulong-Buang, Dasmariñas City, Cavite
 (049)545-7362 / (049)545-7363 / (049)545-7364 /
ro4a_batangas@dole.gov.ph

RIZAL PROVINCIAL OFFICE
 2nd Floor, Bldg. 1, Government Center, Pulong-Buang
 Rd., Brgy. Pulong-Buang, Dasmariñas City, Cavite
 (049)545-7362 / (049)545-7363 / (049)545-7364 /
ro4a_rizal@dole.gov.ph

QUEZON PROVINCIAL OFFICE
 2nd Floor, Bldg. 1, Government Center, Pulong-Buang
 Rd., Brgy. Pulong-Buang, Dasmariñas City, Cavite
 (049)545-7362 / (049)545-7363 / (049)545-7364 /
ro4a_quezon@dole.gov.ph

GUIDELINES ON THE HIRING OF ARAL GIPS

BACKGROUND:

The Academic and Resource Assistance for Learning (ARAL) program, launched in 2025 by the Department of Education (DepEd) and the Department of Labor and Employment (DOLE), aims to support academic recovery in public schools.

Under the ARAL, Senior High School (SHS) learners and graduates gain real-world experience as tutors and tutor aides in hardship-post schools, helping address learning gaps while enhancing youth employability and job readiness.

Nationwide, 4,662 hardship-post schools require an estimated 22,306 tutors and tutor aides. Deployment will be based on school demand and readiness.

The table below shows the regional distribution of hardship-post schools and the estimated number of tutors and tutor aides needed:

REGION	NUMBER OF SCHOOLS HARDSHIP POST SCHOOLS	ESTIMATED TOTAL NUMBER OF ARAL TUTORS
CAR	212	377
CARAGA	292	1,030
Region I	34	99
Region II	109	420
Region III	35	125
Region IV-A	216	1,056
MIMAROPA	640	3,312
Region IX	499	2,724
Region V	548	2,711
Region VI	181	983
Region VII	501	2,403
Region VIII	372	1,015
Region X	410	2,159
Region XI	231	1,526
Region XII	382	2,366
TOTAL	4,662	22,306

Note: No deployment in NCR

OBJECTIVES:

1. Deploy GIP beneficiaries to hardship-post and priority schools to support academic recovery and administrative functions.
2. Deliver academic interventions facilitated by trained youth beneficiaries.
3. Strengthen coordination between DOLE and DepEd at national and regional levels.

ROLES AND RESPONSIBILITIES:

1. DOLE Regional Offices

- Identify, screen, and prepare beneficiaries
- Conduct orientation on program guidelines and responsibilities
- Coordinate with DepEd on deployment, monitoring, and reporting

2. DepEd Regional/Division Offices

- Assist DOLE Regional Offices in coordinating with LGUs, schools, and communities to identify potential beneficiaries
- Identify hardship-post school needs
- Assign beneficiaries in coordination with school heads to ensure smooth deployment
- Provide instructional training for tutor and tutor aides
- Monitor and supervise beneficiaries and provide feedback

3. Beneficiaries

- Perform assigned academic and administrative tasks
- Participate in required training and orientation activities
- Maintain regular communication with DepEd and DOLE supervisors
- Observe professionalism, accountability and proper conduct

SELECTION CRITERIA FOR BENEFICIARIES:

1. Eligibility

- At least Senior High School (SHS) graduate and meet the age requirements under DOLE guidelines.
- Must comply with all documentary requirements, including valid ID, SHS completion certificate, diploma or any documents as stated in the DOLE guidelines.

2. Competency

- Good academic standing, preferably with strong performance in core subjects (Math, Science, English, Filipino).
- Demonstrate interest or aptitude in education, teaching, or community service.
- Good communication skills and interpersonal skills
- Flexible and adaptable to assigned tasks

3. Priority Considerations and Deployment readiness

- Beneficiaries residing in or near the identified hardship-post schools.
- Candidates with prior tutoring or volunteer experience in educational support programs.
- Candidates with no existing employment or commitments that conflict with program schedules.
- Available for immediate deployment.
- Willingness to travel to remote or hard-to-reach locations.
- Adherence to health and safety protocols during deployment

4. Conduct of Orientation and Training

- a. Conduct orientation covering program objectives and guidelines, roles and responsibilities and safety guidelines
- b. Instructional training to be provided by DepEd to prepare beneficiaries as tutors or tutor aides.

Note:

These guidelines are aligned with the DOLE–DepEd Memorandum of Agreement (MOA) and aim to enhance learning outcomes while improving the employability of SHS graduates through short-term work and skills development. Qualified unemployed Licensure Examination for Teachers (LET) passers may also be given priority, provided they meet program requirements.

MONITORING AND EVALUATION:

1. DOLE and DepEd may conduct site visits to ensure beneficiaries effectively support academic recovery.
2. Maintain performance logs and attendance records.
3. Feedback to be shared with DepEd and DOLE for program assessment and improvement.
4. Report accomplishments using the prescribed GIP Monitoring Forms.

Attached is the [signed Memorandum of Agreement \(MOA\) between DOLE and DepEd](#) outlining the joint implementation of this initiative for your reference.



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement ("MOA") is made and executed by and between:

The **DEPARTMENT OF EDUCATION**, a government entity mandated by law to ensure the delivery of quality basic education, particularly Batas Pambansa Blg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act (RA) No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with principal address at the DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Secretary, **JUAN EDGARDO M. ANGARA** and hereinafter referred to as the "**DepEd**";

and

The **DEPARTMENT OF LABOR AND EMPLOYMENT** a national government agency organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal address at DOLE Building, Muralla Street corner General Luna Streets, Intramuros, Manila, represented herein by its Secretary, **BIENVENIDO E. LAGUESMA** and hereinafter referred to as the "**DOLE**";

The **DepEd** and **DOLE** are hereinafter referred to individually as "Party" and collectively as "Parties".

WITNESSETH:

WHEREAS, DepEd is the primary policy-making, programming, coordinating and administrative entity of the Executive Branch of the government in the area of formal and non-formal basic education, including the supervision of all elementary and secondary education institutions, as well as alternative learning systems, both public and private; and the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development;

WHEREAS, DepEd spearheaded the implementation of the K to 12 Basic Education Program pursuant to RA No. 10533, otherwise known as the "Enhanced Basic Education Act of 2013," which added two years of Senior High School (SHS), to develop productive and responsible citizens equipped with the essential competencies, skills, and values for both life-long learning and employment;

WHEREAS, the K to 12 programs seek to provide Filipino learners with the necessary skills and competencies to prepare them to face the challenges of the 21st Century. At the end of the program, SHS graduates are expected to have fully acquired the following 21st-century skills: (a) learning and innovation skills, (b) effective communication skills, (c) information, media, and technology skills, and (d) life and career skills, which are all demand skills identified as part of the international standards amid the Fourth Industrial Revolution;

WHEREAS, pursuant to RA No. 12028, otherwise known as the "Academic Recovery and Accessible Learning (ARAL) Program Act," it is the declared policy of the State to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all. Towards this end, the State

at

M

R

shall endeavor to support learners by establishing a free and effective national learning intervention program to ensure that all learners who are struggling in their lessons, especially in reading, mathematics, and science, will be able to attain the competencies set by the DepEd in their respective levels;

WHEREAS, the DOLE is the primary policy-making, programming, coordinating and administrative entity of the Executive Branch of the government in the field of labor and employment with the primary responsibility to promote gainful employment opportunities and optimize the development and utilization of the country's human resources, to advance workers' welfare by providing for just and humane working conditions and terms of employment, and to maintain industrial peace by promoting harmonious, equitable, and stable employment relations that assure equal protection for the rights of all concerned parties;

WHEREAS, the DOLE is implementing the Tulong Panghanapbuhay sa Ating Disadvantaged Workers (TUPAD) Program, which provides temporary wage employment to disadvantaged workers, to reduce vulnerability to risks of the disadvantaged workers, and to augment the income of workers by providing income opportunities;

WHEREAS, the TUPAD Program promotes the convergence of services through complementation of resources in the delivery of interventions and promotion of accessibility, inclusive, responsive, and sustainability of program implementation;

WHEREAS, the DOLE is also implementing the Government Internship Program (GIP) which aims to provide opportunities for beneficiaries to engage in public service through projects and programs within government agencies at the national and local levels;

WHEREAS, the GIP provides beneficiaries the opportunity to showcase their talents and skills in the field of public service with the ultimate goal of attracting the best and the brightest individuals interested in pursuing a career in government service;

WHEREAS, the DOLE and DepEd agree to collaborate in establishing a system that will accommodate SHS learners, graduates, and beneficiaries of the ARAL Law, in the implementation of the TUPAD Program and GIP;

WHEREAS, this MOA shall serve as a commitment of support by both Parties towards the advocacy of improving learners' outcome and employability;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree as follows:

SECTION 1 PURPOSE

The purpose of this MOA is to establish an inter-agency agreement defining the specific roles and responsibilities of the DOLE and the DepEd, as well as the institutional arrangements for collaboration and partnership between the Parties, in the implementation of the emergency employment of eligible beneficiaries through the TUPAD Program and GIP, to improve learning outcome and employability of SHS graduates. This joint initiative aims to provide short-term employment and skills-building opportunities that support the youth's transition to employment or further education.

SECTION 2 SCOPE OF PARTNERSHIP

The implementation of this MOA covers all public schools across all regions, with

at
M


2 | Page

geographical focus on areas with high rates of youth unemployment, poverty incidence, and vulnerability to displacement or social exclusion. The Programs will prioritize communities identified by DOLE and DepEd as needing urgent economic and developmental support.

SECTION 3 RESPONSIBILITIES OF THE PARTIES

A. The DOLE shall:

1. Allocate fund for the implementation of the emergency employment through the TUPAD Program and GIP, subject to existing rules and regulations;
2. Co-lead in the management and implementation of the Programs including profiling, validation, and monitoring, among others;
3. Validate the eligibility of the beneficiaries, based on the existing rules and regulations;
4. Assist in the conduct of coordination meetings with the target public schools and related activities with the DepEd; and
5. Perform such other activities as may be necessary to carry out the purposes of this MOA.

B. The DepEd shall:

1. Identify and endorse qualified beneficiaries of TUPAD Program and GIP in accordance with existing rules and regulations;
2. Provide DOLE with the list of target public schools and beneficiaries;
3. Facilitate the submission of requirements for the availment of TUPAD Program and GIP assistance to DOLE Regional Offices;
4. Co-lead in the management and implementation of the Programs including profiling, validation, and monitoring, among others;
5. Lead in the conduct of coordination meetings with the target public schools and related activities with the DOLE; and
6. Perform such other activities as may be necessary to carry out the purposes of this MOA.

C. Joint Responsibilities of DOLE and DepEd

1. Adhere to the DOLE TUPAD and GIP internship guidelines and procedures to be discussed and agreed upon by the Parties within thirty (30) days from the execution of this MOA;
2. Ensure that in no case will the GIP interns be:
 - a. exposed to hazardous undertaking/s specifically provided under the Anti-Child Labor Law and other laws relevant thereto;
 - b. enlisted without actual services rendered; and
 - c. subjected to unauthorized deductions on the interns' allowance/stipend; and
3. Allow access to or make available all records and facilities for purposes of visitorial audit and examination of the DOLE and/or Commission on Audit (COA) authorized representative/s.

SECTION 4 INFORMATION SHARING AND CONFIDENTIALITY

The Parties confirm their intention to provide each other with relevant information related to the implementation of this MOA, which they may deem suitable.

Any information disclosed by a Party to the other as a result of this MOA and in the

ait

h



performance of their respective responsibilities shall be considered proprietary and confidential. The Parties, their officers, employees, or agents shall not use or disseminate such information except as may be authorized in writing. Confidential information shall not include information previously known to the Parties, the general public, or previously recognized as standard practice in government.

Each Party shall use the confidential information received solely to the extent necessary for the performance of this MOA and shall limit access to such confidential information solely to its personnel, with a bona fide need to know such confidential information, who agree to keep such information confidential and to be bound by this MOA.

SECTION 5 DATA PRIVACY

The Parties, in the performance of their obligations under this MOA, shall ensure the privacy and security of any and all confidential, privileged, personal and/or sensitive personal information that the Parties and their officers, employees, or agents may have access to and shall store, use, process, and dispose the said information in accordance with RA No. 10173, or the "Data Privacy Act of 2012," and its Implementing Rules and Regulations, and applicable National Privacy Commission (NPC) issuances. This clause shall survive the termination or expiration of this MOA.

Any violation of this clause and any of the provision of said law and issuances by the above-cited persons shall be subject to the corresponding sanctions, penalties and/or fines under the said law without prejudice to any other applicable civil and/or criminal liability.

In the event that the Parties will share personal information of data subjects, the Parties shall enter into a separate Data Sharing Agreement which shall be attached as annex of this Agreement. The other Party shall not reproduce, share, and distribute data and information derived by reason of this Agreement to any third party, both local and international, without the express approval of the DepEd.

SECTION 6 INTELLECTUAL PROPERTY

All Parties shall comply with RA No. 8293, otherwise known as the "Intellectual Property Code of the Philippines", as amended by RA Nos. 9150, 9502, and 10372, and other applicable laws and rules governing intellectual property in the Philippines.

The Parties shall retain all intellectual property rights owned by them which includes but is not limited to copyrights, trademarks, tradenames, trade secrets, industrial designs, patents, and any other intellectual property that may be contained in any of the tools, materials or platforms (electronic or otherwise) that each Party may use to implement the Programs (the "Intellectual Property").

The Parties may not use the company name, logo, trademark, service mark or tradenames of the other Party and/or its parent company, and the affiliates and subsidiaries of its parent company, as may be applicable, without the prior written approval of such Party and/or the relevant company that owns such Intellectual Property.

Each Party may use the logos and knowledge products of the other Party, in relation to this Agreement, provided that such use is limited to academic and promotional materials, which include, but not limited to, logos, brochures, press releases, websites and other social media tools, provided further that the use is necessary and directly related to the accomplishment of the objectives of this MOA. The use of the service marks of DepEd, if any, shall be in accordance with its Service Marks and Visual Identity Manual under

at
M



JP

DepEd Order No. 031, series of 2019, as may be further revised by the DepEd from time to time.

Each Party mutually hold each other free and harmless from any and all liabilities arising from copyright infringement claims and/or any other intellectual property claims or suits from third parties. Attribution shall be given to both Parties in accordance with law.

**SECTION 7
AMENDMENT, REVISION, AND RESCISSION**

This MOA contains the complete understanding of the Parties and may not be modified or amended except through another Agreement in writing duly executed by the Parties.

**SECTION 8
SETTLEMENT OF DISPUTES**

The Parties shall exert their best efforts to properly resolve any differences or disagreements with respect to any issue that may arise in connection with this MOA. It shall be settled through amicable means, such as but not limited to, mutual consultation and negotiation.

In case of failure to settle differences, the dispute shall be referred to adjudication and/or arbitration pursuant to Presidential Decree No. 242 s. 1973, otherwise known as "Prescribing Procedure for Administrative Settlement or Adjudication of Disputes, Claims and Controversies Between or Among Government Offices, Agencies, and Instrumentalities, Including Government-Owned or Controlled Corporations, and for other Purposes."

**SECTION 9
SEPARABILITY CLAUSE**

If at any time, any provision of this MOA is adjudged to be or becomes illegal, invalid or unenforceable in any respect under the law, rules and regulations with any competent jurisdiction, the legality, validity and enforceability of such provisions not so affected or impaired shall subsist and remain valid as between the Parties.

**SECTION 10
MISCELLANEOUS**

Except as otherwise provided herein, no Party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other Party. Nothing in this Agreement is intended to create or constitute a joint venture, partnership, agency, trust, or other association of any kind between the Parties or persons referred to herein. The employees of each Party shall remain its employees and the concerned employer shall be solely responsible for the wages, benefits, and emoluments of such employees.

The Parties shall not assign or transfer this MOA or any of the rights or obligations granted herein without the prior written consent of the other Party, and any purported assignment made without obtaining such written consent shall be null and void.

This MOA, including any dispute relating to its existence, validity or termination, and any other matters arising out of or in connection with it shall be governed by and construed in accordance with the relevant laws of the Republic of the Philippines.

78

at
M



**SECTION 11
EFFECTIVITY AND TERMINATION**

This MOA shall take effect immediately upon signing of the Parties hereto and shall remain valid and effective, unless otherwise pre-terminated or revoked by both Parties.

Either Party may pre-terminate this MOA without cause, by giving the other Party at least thirty (30) days prior written notice, provided the terminating Party is not guilty of fault or gross negligence.

Without prejudice to any other right or remedy in law or equity, either Party shall have the right to immediately pre-terminate this MOA for valid cause, by giving the other party written notice. "Valid Cause" includes, but is not limited to, the following acts or omissions of the other Party:

- a. A breach of any material provision of this MOA by the other Party, upon ten (10) days written notice to the other Party, provided that, during such ten (10)-day period, the breaching Party has failed to cure such breach;
- b. The Contracting Party's bankruptcy, insolvency, or assignment for the benefit of its creditors, or the appointment of a receiver for all or substantial part of that Party's assets, in which case this MOA may be terminated immediately; and
- c. Commission or non-performance of any act which seriously harms or prejudices the terminating Party in any way

The termination or pre-termination of this MOA shall not affect the validity and completion of any project, program, activity, or contract that is already being executed pursuant to this MOA or by virtue of separate agreements, unless mutually agreed upon by the Parties.

IN WITNESS WHEREOF, the Parties through their respective duly authorized representatives, have hereunto affixed their signatures this ____ day of _____ 2025 at _____, Philippines.

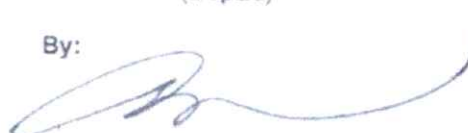
**DEPARTMENT OF LABOR AND
EMPLOYMENT
(DOLE)**

By:



BIENVENIDO E. LAGUESMA
Secretary

**DEPARTMENT OF
EDUCATION
(DepEd)**

By:


JUAN EDGARDO M. ANGARA
Secretary

SIGNED IN THE PRESENCE OF:


CARMELA I. TORRES
Undersecretary
DOLE


ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary
DepEd

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CITY OF MANILA) s.s.

1111 0 4 2025

BEFORE ME, a Notary Public in and the above-named locality, this ____ day of
____ 2025, personally appeared the following persons:

Name	Competent Evidence of Identity	Place/Date of Issue
Department of Labor and Employment BIENVENIDO E. LAGUESMA		

Whom I have identified through competent evidence of identity and to me known to be the same person(s) who executed the foregoing Memorandum of Agreement, consisting of __ () pages, including the page on which this Acknowledgement is written, and who acknowledged to me that they executed and signed the foregoing as their free and voluntary act and deed, and the entities they are authorized to represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal.

NOTARY PUBLIC

Doc. No. 215
Page No. 43
Book No. X
Series of 2025.

ATTY. MARIELE J. LAGUERTA
Notary Public for the City of Manila until Dec. 31, 2024
Notary No. 1024-173
Tower 3, 3/F, Manila, Manila
J.B.P. No. 40 for the year 2025
PTR, NCR, Manila, 2025
MCLE NO. VIII-0010680-Valid until 4-14-2025 Roll No. 88338

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) s.s.

JUL 8 4 2025

BEFORE ME, a Notary Public in and the above-named locality, this ____ day of _____ 2025, personally appeared the following persons:

Name	Competent Evidence of Identity	Place/Date of Issue
Department of Education JUAN EDGARDO M. ANGARA		

Whom I have identified through competent evidence of identity and to me known to be the same person(s) who executed the foregoing Memorandum of Agreement, consisting of ____ (____) pages, including the page on which this Acknowledgement is written, and who acknowledged to me that they executed and signed the foregoing as their free and voluntary act and deed, and the entities they are authorized to represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal.

NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of 2025.

ATTY. MARIELLE JENELLE L. LAGUERY
Notary Public to City of Manila- Until Dec. 31, 2025
Notarial Commission No. 2020-179
Tower 3, 38, Alibon Street, Manila
LB.P. NO. 28-2007-196-1-2008-1077
PTR. NO. 2013-161-401-2-2018-10610
VCLF NO. VII-0020660-Valido until 4-24-2028 Bk. No. ____

M

JP



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement ("MOA") is made and executed by and between:

The **DEPARTMENT OF EDUCATION**, a government entity mandated by law to ensure the delivery of quality basic education, particularly Batas Pambansa Blg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act (RA) No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with principal address at the DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Secretary, **JUAN EDGARDO M. ANGARA** and hereinafter referred to as the "DepEd";

and

The **DEPARTMENT OF LABOR AND EMPLOYMENT** a national government agency organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal address at DOLE Building, Muralla Street corner General Luna Streets, Intramuros, Manila, represented herein by its Secretary, **BIENVENIDO E. LAGUESMA** and hereinafter referred to as the "DOLE";

The DepEd and DOLE are hereinafter referred to individually as "Party" and collectively as "Parties".

WITNESSETH:

WHEREAS, DepEd is the primary policy-making, programming, coordinating and administrative entity of the Executive Branch of the government in the area of formal and non-formal basic education, including the supervision of all elementary and secondary education institutions, as well as alternative learning systems, both public and private; and the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development;

WHEREAS, DepEd spearheaded the implementation of the K to 12 Basic Education Program pursuant to RA No. 10533, otherwise known as the "Enhanced Basic Education Act of 2013," which added two years of Senior High School (SHS), to develop productive and responsible citizens equipped with the essential competencies, skills, and values for both life-long learning and employment;

WHEREAS, the K to 12 programs seek to provide Filipino learners with the necessary skills and competencies to prepare them to face the challenges of the 21st Century. At the end of the program, SHS graduates are expected to have fully acquired the following 21st-century skills: (a) learning and innovation skills, (b) effective communication skills, (c) information, media, and technology skills, and (d) life and career skills, which are all demand skills identified as part of the international standards amid the Fourth Industrial Revolution;

WHEREAS, pursuant to RA No. 12028, otherwise known as the "Academic Recovery and Accessible Learning (ARAL) Program Act," it is the declared policy of the State to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all. Towards this end, the State

gt

M

shall endeavor to support learners by establishing a free and effective national learning intervention program to ensure that all learners who are struggling in their lessons, especially in reading, mathematics, and science, will be able to attain the competencies set by the DepEd in their respective levels;

WHEREAS, the DOLE is the primary policy-making, programming, coordinating and administrative entity of the Executive Branch of the government in the field of labor and employment with the primary responsibility to promote gainful employment opportunities and optimize the development and utilization of the country's human resources, to advance workers' welfare by providing for just and humane working conditions and terms of employment, and to maintain industrial peace by promoting harmonious, equitable, and stable employment relations that assure equal protection for the rights of all concerned parties;

WHEREAS, the DOLE is implementing the Tulong Panghanapbuhay sa Ating Disadvantaged Workers (TUPAD) Program, which provides temporary wage employment to disadvantaged workers, to reduce vulnerability to risks of the disadvantaged workers, and to augment the income of workers by providing income opportunities;

WHEREAS, the TUPAD Program promotes the convergence of services through complementation of resources in the delivery of interventions and promotion of accessibility, inclusive, responsive, and sustainability of program implementation;

WHEREAS, the DOLE is also implementing the Government Internship Program (GIP) which aims to provide opportunities for beneficiaries to engage in public service through projects and programs within government agencies at the national and local levels;

WHEREAS, the GIP provides beneficiaries the opportunity to showcase their talents and skills in the field of public service with the ultimate goal of attracting the best and the brightest individuals interested in pursuing a career in government service;

WHEREAS, the DOLE and DepEd agree to collaborate in establishing a system that will accommodate SHS learners, graduates, and beneficiaries of the ARAL Law, in the implementation of the TUPAD Program and GIP;

WHEREAS, this MOA shall serve as a commitment of support by both Parties towards the advocacy of improving learners' outcome and employability;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree as follows:

SECTION 1 PURPOSE

The purpose of this MOA is to establish an inter-agency agreement defining the specific roles and responsibilities of the DOLE and the DepEd, as well as the institutional arrangements for collaboration and partnership between the Parties, in the implementation of the emergency employment of eligible beneficiaries through the TUPAD Program and GIP, to improve learning outcome and employability of SHS graduates. This joint initiative aims to provide short-term employment and skills-building opportunities that support the youth's transition to employment or further education.

SECTION 2 SCOPE OF PARTNERSHIP

The implementation of this MOA covers all public schools across all regions, with

st
M


2 | Page

geographical focus on areas with high rates of youth unemployment, poverty incidence, and vulnerability to displacement or social exclusion. The Programs will prioritize communities identified by DOLE and DepEd as needing urgent economic and developmental support.

SECTION 3 RESPONSIBILITIES OF THE PARTIES

A. The DOLE shall:

1. Allocate fund for the implementation of the emergency employment through the TUPAD Program and GIP, subject to existing rules and regulations;
2. Co-lead in the management and implementation of the Programs including profiling, validation, and monitoring, among others;
3. Validate the eligibility of the beneficiaries, based on the existing rules and regulations;
4. Assist in the conduct of coordination meetings with the target public schools and related activities with the DepEd; and
5. Perform such other activities as may be necessary to carry out the purposes of this MOA.

B. The DepEd shall:

1. Identify and endorse qualified beneficiaries of TUPAD Program and GIP in accordance with existing rules and regulations;
2. Provide DOLE with the list of target public schools and beneficiaries;
3. Facilitate the submission of requirements for the availment of TUPAD Program and GIP assistance to DOLE Regional Offices;
4. Co-lead in the management and implementation of the Programs including profiling, validation, and monitoring, among others;
5. Lead in the conduct of coordination meetings with the target public schools and related activities with the DOLE; and
6. Perform such other activities as may be necessary to carry out the purposes of this MOA.

C. Joint Responsibilities of DOLE and DepEd

1. Adhere to the DOLE TUPAD and GIP internship guidelines and procedures to be discussed and agreed upon by the Parties within thirty (30) days from the execution of this MOA;
2. Ensure that in no case will the GIP interns be:
 - a. exposed to hazardous undertaking/s specifically provided under the Anti-Child Labor Law and other laws relevant thereto;
 - b. enlisted without actual services rendered; and
 - c. subjected to unauthorized deductions on the interns' allowance/stipend; and
3. Allow access to or make available all records and facilities for purposes of visitorial audit and examination of the DOLE and/or Commission on Audit (COA) authorized representative/s.

SECTION 4 INFORMATION SHARING AND CONFIDENTIALITY

The Parties confirm their intention to provide each other with relevant information related to the implementation of this MOA, which they may deem suitable.

Any information disclosed by a Party to the other as a result of this MOA and in the

dit
m


3 | Page

performance of their respective responsibilities shall be considered proprietary and confidential. The Parties, their officers, employees, or agents shall not use or disseminate such information except as may be authorized in writing. Confidential information shall not include information previously known to the Parties, the general public, or previously recognized as standard practice in government.

Each Party shall use the confidential information received solely to the extent necessary for the performance of this MOA and shall limit access to such confidential information solely to its personnel, with a bona fide need to know such confidential information, who agree to keep such information confidential and to be bound by this MOA.

SECTION 5 DATA PRIVACY

The Parties, in the performance of their obligations under this MOA, shall ensure the privacy and security of any and all confidential, privileged, personal and/or sensitive personal information that the Parties and their officers, employees, or agents may have access to and shall store, use, process, and dispose the said information in accordance with RA No. 10173, or the "Data Privacy Act of 2012," and its Implementing Rules and Regulations, and applicable National Privacy Commission (NPC) issuances. This clause shall survive the termination or expiration of this MOA.

Any violation of this clause and any of the provision of said law and issuances by the above-cited persons shall be subject to the corresponding sanctions, penalties and/or fines under the said law without prejudice to any other applicable civil and/or criminal liability.

In the event that the Parties will share personal information of data subjects, the Parties shall enter into a separate Data Sharing Agreement which shall be attached as annex of this Agreement. The other Party shall not reproduce, share, and distribute data and information derived by reason of this Agreement to any third party, both local and international, without the express approval of the DepEd.

SECTION 6 INTELLECTUAL PROPERTY

All Parties shall comply with RA No. 8293, otherwise known as the "Intellectual Property Code of the Philippines", as amended by RA Nos. 9150, 9502, and 10372, and other applicable laws and rules governing intellectual property in the Philippines.

The Parties shall retain all intellectual property rights owned by them which includes but is not limited to copyrights, trademarks, tradenames, trade secrets, industrial designs, patents, and any other intellectual property that may be contained in any of the tools, materials or platforms (electronic or otherwise) that each Party may use to implement the Programs (the "Intellectual Property").

The Parties may not use the company name, logo, trademark, service mark or tradenames of the other Party and/or its parent company, and the affiliates and subsidiaries of its parent company, as may be applicable, without the prior written approval of such Party and/or the relevant company that owns such Intellectual Property.

Each Party may use the logos and knowledge products of the other Party, in relation to this Agreement, provided that such use is limited to academic and promotional materials, which include, but not limited to, logos, brochures, press releases, websites and other social media tools, provided further that the use is necessary and directly related to the accomplishment of the objectives of this MOA. The use of the service marks of DepEd, if any, shall be in accordance with its Service Marks and Visual Identity Manual under

at
M



70

DepEd Order No. 031, series of 2019, as may be further revised by the DepEd from time to time.

Each Party mutually hold each other free and harmless from any and all liabilities arising from copyright infringement claims and/or any other intellectual property claims or suits from third parties. Attribution shall be given to both Parties in accordance with law.

**SECTION 7
AMENDMENT, REVISION, AND RESCISSION**

This MOA contains the complete understanding of the Parties and may not be modified or amended except through another Agreement in writing duly executed by the Parties.

**SECTION 8
SETTLEMENT OF DISPUTES**

The Parties shall exert their best efforts to properly resolve any differences or disagreements with respect to any issue that may arise in connection with this MOA. It shall be settled through amicable means, such as but not limited to, mutual consultation and negotiation.

In case of failure to settle differences, the dispute shall be referred to adjudication and/or arbitration pursuant to Presidential Decree No. 242 s. 1973, otherwise known as "Prescribing Procedure for Administrative Settlement or Adjudication of Disputes, Claims and Controversies Between or Among Government Offices, Agencies, and Instrumentalities, Including Government-Owned or Controlled Corporations, and for other Purposes."

**SECTION 9
SEPARABILITY CLAUSE**

If at any time, any provision of this MOA is adjudged to be or becomes illegal, invalid or unenforceable in any respect under the law, rules and regulations with any competent jurisdiction, the legality, validity and enforceability of such provisions not so affected or impaired shall subsist and remain valid as between the Parties.

**SECTION 10
MISCELLANEOUS**

Except as otherwise provided herein, no Party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other Party. Nothing in this Agreement is intended to create or constitute a joint venture, partnership, agency, trust, or other association of any kind between the Parties of persons referred to herein. The employees of each Party shall remain its employees and the concerned employer shall be solely responsible for the wages, benefits, and emoluments of such employees.

The Parties shall not assign or transfer this MOA or any of the rights or obligations granted herein without the prior written consent of the other Party, and any purported assignment made without obtaining such written consent shall be null and void.

This MOA, including any dispute relating to its existence, validity or termination, and any other matters arising out of or in connection with it shall be governed by and construed in accordance with the relevant laws of the Republic of the Philippines.

JK

*at
M*



**SECTION 11
EFFECTIVITY AND TERMINATION**

This MOA shall take effect immediately upon signing of the Parties hereto and shall remain valid and effective, unless otherwise pre-terminated or revoked by both Parties.

Either Party may pre-terminate this MOA without cause, by giving the other Party at least thirty (30) days prior written notice, provided the terminating Party is not guilty of fault or gross negligence.

Without prejudice to any other right or remedy in law or equity, either Party shall have the right to immediately pre-terminate this MOA for valid cause, by giving the other party written notice. "Valid Cause" includes, but is not limited to, the following acts or omissions of the other Party:

- a. A breach of any material provision of this MOA by the other Party, upon ten (10) days written notice to the other Party, provided that, during such ten (10)-day period, the breaching Party has failed to cure such breach;
- b. The Contracting Party's bankruptcy, insolvency, or assignment for the benefit of its creditors, or the appointment of a receiver for all or substantial part of that Party's assets, in which case this MOA may be terminated immediately; and
- c. Commission or non-performance of any act which seriously harms or prejudices the terminating Party in any way.

The termination or pre-termination of this MOA shall not affect the validity and completion of any project, program, activity, or contract that is already being executed pursuant to this MOA or by virtue of separate agreements, unless mutually agreed upon by the Parties.

IN WITNESS WHEREOF, the Parties through their respective duly authorized representatives, have hereunto affixed their signatures this ____ day of _____ 2025 at _____, Philippines.

**DEPARTMENT OF LABOR AND
EMPLOYMENT
(DOLE)**

By:

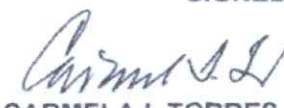

BIENVENIDO E. LAGUESMA
Secretary

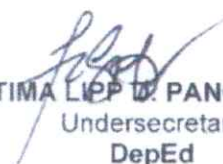
**DEPARTMENT OF
EDUCATION
(DepEd)**

By:


JUAN EDGARDO M. ANGARA
Secretary

SIGNED IN THE PRESENCE OF:


CARMELA I. TORRES
Undersecretary
DOLE


ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary
DepEd

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CITY OF MANILA) s.s.

1111 0 4 2025

BEFORE ME, a Notary Public in and the above-named locality, this ____ day of _____ 2025, personally appeared the following persons:

Name	Competent Evidence of Identity	Place/Date of Issue
Department of Labor and Employment BIENVENIDO E. LAGUESMA		

Whom I have identified through competent evidence of identity and to me known to be the same person(s) who executed the foregoing Memorandum of Agreement, consisting of __ () pages, including the page on which this Acknowledgement is written, and who acknowledged to me that they executed and signed the foregoing as their free and voluntary act and deed, and the entities they are authorized to represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal.

NOTARY PUBLIC

Doc. No. 215
Page No. 43
Book No. X
Series of 2025.

ATTY. MARIELLE JENELLE L. LAGUERTA
Notary Public for the City of Manila, Unit Dec. 31, 2025
Notary Public Registration No. 2024-179
Tower 3, 24th Floor, The Peninsula Hotel, Manila
I.B.P. NO. 480391 - Valid until Dec. 31, 2025
PTR. NO. 2024-179 - Valid until Dec. 31, 2025 at Manila
MCLE NO. VIII-0010860 - Valid until 4-14-2028 Roll No. 88310

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CITY OF MANILA) s.s.

JUL 04 2025

BEFORE ME, a Notary Public in and the above-named locality, this ____ day of _____ 2025, personally appeared the following persons:

Name	Competent Evidence of Identity	Place/Date of Issue
Department of Education JUAN EDGARDO M. ANGARA		

Whom I have identified through competent evidence of identity and to me known to be the same person(s) who executed the foregoing Memorandum of Agreement, consisting of ____ (____) pages, including the page on which this Acknowledgement is written, and who acknowledged to me that they executed and signed the foregoing as their free and voluntary act and deed, and the entities they are authorized to represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal.

NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of 2025.

ATTY. MARIELLE JENELLE L. LAGUERTA
Notary Public to City of Manila - Until Dec. 31, 2025
Notarial Commission No. 2024-179
Tower 3, 3K, No. 1702, EDSA, Ermita, Manila
I.B.P. NO. 451707 - Dec. 31, 2025
PTR. NO. 2043-431 - Jan. 2, 2025
MCLE NO. VIII-0010660 - Valid until 4-14-2028 Rolli No. 10110

70

M

GUIDELINES ON THE HIRING OF ARAL GIPS

BACKGROUND:

The Academic and Resource Assistance for Learning (ARAL) program, launched in 2025 by the Department of Education (DepEd) and the Department of Labor and Employment (DOLE), aims to support academic recovery in public schools.

Under the ARAL, Senior High School (SHS) learners and graduates gain real-world experience as tutors and tutor aides in hardship-post schools, helping address learning gaps while enhancing youth employability and job readiness.

Nationwide, 4,662 hardship-post schools require an estimated 22,306 tutors and tutor aides. Deployment will be based on school demand and readiness.

The table below shows the regional distribution of hardship-post schools and the estimated number of tutors and tutor aides needed:

REGION	NUMBER OF SCHOOLS HARDSHIP POST SCHOOLS	ESTIMATED TOTAL NUMBER OF ARAL TUTORS
CAR	212	377
CARAGA	292	1,030
Region I	34	99
Region II	109	420
Region III	35	125
Region IV-A	216	1,056
MIMAROPA	640	3,312
Region IX	499	2,724
Region V	548	2,711
Region VI	181	983
Region VII	501	2,403
Region VIII	372	1,015
Region X	410	2,159
Region XI	231	1,526
Region XII	382	2,366
TOTAL	4,662	22,306

Note: No deployment in NCR

OBJECTIVES:

1. Deploy GIP beneficiaries to hardship-post and priority schools to support academic recovery and administrative functions.
2. Deliver academic interventions facilitated by trained youth beneficiaries.
3. Strengthen coordination between DOLE and DepEd at national and regional levels.

ROLES AND RESPONSIBILITIES:

1. DOLE Regional Offices

- Identify, screen, and prepare beneficiaries
- Conduct orientation on program guidelines and responsibilities
- Coordinate with DepEd on deployment, monitoring, and reporting

2. DepEd Regional/Division Offices

- Assist DOLE Regional Offices in coordinating with LGUs, schools, and communities to identify potential beneficiaries
- Identify hardship-post school needs
- Assign beneficiaries in coordination with school heads to ensure smooth deployment
- Provide instructional training for tutor and tutor aides
- Monitor and supervise beneficiaries and provide feedback

3. Beneficiaries

- Perform assigned academic and administrative tasks
- Participate in required training and orientation activities
- Maintain regular communication with DepEd and DOLE supervisors
- Observe professionalism, accountability and proper conduct

SELECTION CRITERIA FOR BENEFICIARIES:

1. Eligibility

- At least Senior High School (SHS) graduate and meet the age requirements under DOLE guidelines,
- Must comply with all documentary requirements, including valid ID, SHS completion certificate, diploma or any documents as stated in the DOLE guidelines.

2. Competency

- Good academic standing, preferably with strong performance in core subjects (Math, Science, English, Filipino).
- Demonstrate interest or aptitude in education, teaching, or community service.
- Good communication skills and interpersonal skills
- Flexible and adaptable to assigned tasks

3. Priority Considerations and Deployment readiness

- Beneficiaries residing in or near the identified hardship-post schools.
- Candidates with prior tutoring or volunteer experience in educational support programs.
- Candidates with no existing employment or commitments that conflict with program schedules.
- Available for immediate deployment.
- Willingness to travel to remote or hard-to-reach locations.
- Adherence to health and safety protocols during deployment

4. Conduct of Orientation and Training

- a. Conduct orientation covering program objectives and guidelines, roles and responsibilities and safety guidelines
- b. Instructional training to be provided by DepEd to prepare beneficiaries as tutors or tutor aides.

Note:

These guidelines are aligned with the DOLE–DepEd Memorandum of Agreement (MOA) and aim to enhance learning outcomes while improving the employability of SHS graduates through short-term work and skills development. Qualified unemployed Licensure Examination for Teachers (LET) passers may also be given priority, provided they meet program requirements.

MONITORING AND EVALUATION:

1. DOLE and DepEd may conduct site visits to ensure beneficiaries effectively support academic recovery.
2. Maintain performance logs and attendance records.
3. Feedback to be shared with DepEd and DOLE for program assessment and improvement.
4. Report accomplishments using the prescribed GIP Monitoring Forms.

Attached is the [signed Memorandum of Agreement \(MOA\) between DOLE and DepEd](#) outlining the joint implementation of this initiative for your reference.

**DEPARTMENT OF LABOR AND EMPLOYMENT
GOVERNMENT INTERNSHIP PROGRAM
(DOLE-GIP)**

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement made and entered into by and between:

The **DEPARTMENT OF LABOR AND EMPLOYMENT REGIONAL OFFICE NO. IV-A**, a government office existing by virtue of the laws of the Republic of the Philippines 3rd and 4th Floors, Anderson Bldg. II, Brgy. Parian, Calamba City, Laguna represented herein by its Regional Director, **ATTY. ERWIN N. AQUINO**, and herein referred to as "**DOLE-RO IV-A**";

-and-

The **Department of Education (DepEd) Region IV-A (CALABARZON)**, with principal addresses at Gate 2, Karangalan Village, Cainta, Rizal represented herein by its Director IV, **CARLITO D. ROCAFORT**, herein referred to as "**GIP Partner Agency**".

DOLE and **DepEd** shall be individually referred to as "**Party**", and collectively as "**Parties**".

WITNESSETH:

WHEREAS, the **DOLE** under *Executive Order No.126, Series of 1987 and other related laws*, is mandated to promote gainful employment opportunities and human resources development, protect workers' rights and welfare, and promote and maintain industrial peace;

WHEREAS, pursuant to the *DOLE Department Order No 204, Series of 2019*, the **DOLE** implements the Government Internship Program (GIP) which provides six (6) months to one (1) year internship opportunity for high school or senior high school, technical vocational or college graduate who want to pursue a career in public service either in local or national government;

WHEREAS, the GIP is one of the flagship initiatives of the **DOLE** under the Philippine Labor and Employment Plan and the Trabaho Para sa Bayan Plan to address youth employment by allowing beneficiaries to gain practical experience and exposure to real work environments within government offices and poverty alleviation in support of the administration's commitment to build momentum in employment growth;

WHEREAS, the DepEd intends to participate and partner with the DOLE in the implementation of GIP in order to provide internship opportunity to prospective GIP beneficiaries;

WHEREAS, the synergy between government and stakeholders is essential for a robust and responsive employment environment, and collective action plays a pivotal role in shaping the positive outcome of the GIP towards a better future for workers and the economy.

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereto have agreed to enter into this Agreement under the following terms and conditions:

I. RESPONSIBILITIES OF THE PARTIES

A. The DOLE-Regional Office No. IV-A shall:

1. Facilitate and supervise the implementation of the program at the regional/provincial level;
2. Assist and coordinate with the proponent partner agencies on the submission of the following requirements:
 - a. Letter of Intent
 - b. Project Proposal indicating the following:
 - i. Number of Beneficiaries requested;
 - ii. Period of Engagement;
 - iii. Office of Assignment; and
 - iv. Work Plan outlining the objectives, specific tasks, and the skills and competencies to be developed during the internship.

The DOLE-RO shall review the above requirements and shall forward the same to the Bureau of Local Employment (BLE) for monitoring;

3. Execute a Memorandum of Agreement (MOA) for the implementation of the DOLE-GIP with the requesting and receiving partner agencies, and/or instrumentalities;
4. Facilitate the enrollment of beneficiaries to the Government Service Insurance System-Group Personal Accident Insurance (GSIS-GPAI) or other private insurance or micro-insurance duly accredited by the Insurance Commission with the amount equivalent or lower with the premium and face value of the GSIS-GPAI;
5. Assign the interns in DOLE and other partner agencies/entities to perform functions enumerated under Section 4(c), Rule II of the Revised GIP Guidelines;
6. Issue identification cards to the interns for the claiming of their stipends. The

conf

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

ID shall have a unique code as prescribed by the BLE, starting from the year of implementation and the region where the intern is or will be assigned (e.g., 19NCR00001). This identification card may be separated from the ID to be issued by the GIP partner agencies;

7. Determine, process, and facilitate the payment of the stipend equivalent to one hundred percent (100%) of the **highest prevailing minimum wage in the region** where the interns are assigned. The ROs may adopt the payroll system or any other form or mode of payment for the interns' stipend as they deem efficient and effective;
8. Explore, recommend, and forge an agreement with financial institutions, remittance centers, or other similar platforms (e.g., Landbank, Lhuillier, LBC, e-payment, and similar institutions) as far as practicable, to facilitate the payment of stipend of the intern;
9. Facilitate through the LGU PESOs, educational institutions based on the Job Placement Office (JPO), and Network of Career Guidance Counselors and Advocates, the engagement of the interns in government agencies, particularly in convergent programs;
10. Submit the prescribed GIP Monitoring Forms and ensure the protection of individual's personal information is in compliance with Republic Act No. 10173 or the Data Privacy Act of 2012;
11. Provide technical assistance to partner agencies in the conduct of Soft/Core Skills Training (SCST), Labor and Employment Education Services (LEES), and another related training/seminar, as needed;
12. Whenever feasible, conduct a random visit to the place of assignment of the interns to ensure smooth implementation and/or address issues concerning the GIP, if any;
13. Prior to program completion, require the interns to register with the PEIS system to update and monitor their status of employment immediately after the internship period for access to employment opportunities;
14. Issue a Certificate of Completion to the intern upon fulfillment of the Agreement or Certificate of Participation in case the period of engagement was cut short due to the intern's resignation or any other valid reason;
15. Strictly monitor interns absorbed by the GIP partner agencies, hired by other government entities, as well as those placed by private companies; and submit reports to the BLE through the monitoring forms/mechanisms prescribed;
16. Refer GIP beneficiaries who completed their engagement to TESDA for National Certification/Certificate of Competency to further enhance their skills and competencies, supporting their career goals and professional development; and

17. Institute appropriate actions against the concerned GIP Partner Agency which may include, among others, suspension or termination of the program in case of violation of any of the provisions of this MOA.

B. The DepEd shall:

1. Execute a MOA with the concerned DOLE RO;
2. Designate employee/s who will serve as focal/s and shall oversee the implementation of the GIP within the agency. The focal shall also be responsible for the intern's mentoring, coaching, and performance evaluation;
3. Conduct an orientation with the interns on the following:
 - a. The partner agencies' mandate, organizational structure, specific programs/ projects, and relevant office policies/procedures;
 - b. Duties and responsibilities in their place of assignment based on the GIP Internship Agreement, the partner agency's Code of Conduct, etc.; and
 - c. Forms and other documents, working hours, payment of the stipend, and other terms and conditions of engagement.
4. Facilitate the inclusion of Soft/Core Skills Training (SCST) for the benefit of the interns during the internship period and also encourage interns to participate in relevant trainings and seminars conducted by the institution or other providers, free of charge;
5. Ensure that the interns shall develop and gain skills and competencies that shall increase their employability;
6. Assess the work performance of the intern through the Feedback Form that will be provided by the DOLE. The Feedback Form shall be submitted prior to the end of the internship period indicating the skills/competencies acquired by the interns;
7. Issue a Certificate of Internship to the intern upon fulfillment of the Agreement;
8. May provide transportation and/or meal allowance to the beneficiary in case of official field assignments;
9. Recommend to the DOLE ROs qualified applicants based on their requirements and the nature of tasks to be performed by the GIP;
10. Submit to ROs Accomplishment Reports, and other pertinent documents of the GIP interns two (2) days after the 15th and 30th of the month to enable to process the allowances on time;

11. Submit to ROs a complete and/or updated record of all the interns, which include their profile, place of assignment, etc. Likewise, in case of intern's voluntary termination prior to the completion of the Internship Agreement, submit a special report to the DOLE-RO, specifically stating the reasons for such termination. The report shall be duly signed by the immediate supervisor of the intern/s;
12. Report/monitor interns absorbed by the GIP Partner Agency or hired in the private sector through the monitoring form prescribed by the DOLE to measure the effectiveness, accountability, and sustainable impact of the program;
13. Allow access to or make available all records and facilities pertaining to the project for the visitorial audit and examination of the DOLE and/or COA authorized representative/s; and
14. Strictly adhere to the DOLE-GIP internship guidelines and procedures as stipulated in this Agreement, and other relevant government rules and regulations. In no case shall the GIP Partner Agency engage the GIP Interns in activities such as involvement in political sorties, direct campaigning for the GIP Partner Agency's interests, exposure to hazardous undertaking/s specifically provided under the Anti-Child Labor Law; enlist interns without actual services rendered; cause the unauthorized deductions on the interns' stipend; and
15. Perform other duties and responsibilities that may be stipulated in the MOA.

II. MODIFICATION/AMENDMENT AND EFFECTIVITY

- A. Any modification/amendment to this Agreement shall be communicated in writing subject to the mutual consent of the parties hereto;
- B. Any deviation from the approved project proposal shall require approval from the Regional Director. In case of unauthorized deviations based on verified information, the DOLE shall suspend or terminate the activities of the GIP Partner Agency under this Agreement;
- C. This Agreement takes effect upon the signing of the parties hereto and shall remain in force for the duration of the partnership unless otherwise suspended or terminated by the DOLE for deviations of the GIP Partner Agency from the provisions of this Agreement.

IN WITNESS WHEREOF, the parties have hereunder affixed their signatures this 1st day of May, 2026.


**DEPARTMENT OF LABOR AND
EMPLOYMENT
(DOLE) Regional Office No. IV-A**

By:


Atty. ERWIN N. AQUINO
Regional Director

**DEPARTMENT OF EDUCATION
(DepEd) Regional Office No. IV-A**

By:


CARLITO D. ROCAFORT
Director IV

Signed in the Presence of:


NICANOR V. BON
Assistant Regional Director


HAZEL ANGELYN E. TESORO
Education Program Supervisor



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF Cabamba City) S.S.

BEFORE ME, in the City of Cabamba City, this MAY 15 2026 day of
20, personally appeared the following:

NAME	VALID IDENTIFICATION CARD/NUMBER	DATE/PLACE OF ISSUE
1. Atty. Erwin N. Aquino	CRN-006-0024-2506-9	
2. Carlito D. Rocafort	4094 - 7168 - 5748 - 1492	

All known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged before me that the same is their free and voluntary act and deed as well as those of the entities they represent.

Said instrument refers to a Memorandum of Agreement consisting of 7 pages including this page of acknowledgement, signed by the parties and their witnesses and sealed with my notarial seal.

NOTARY PUBLIC

ATTY. HANNA SHARLEEN MARTINEZ FLORENDO
Notary Public
Notarial Commission No. 311-2015-C
PTR No. 896-237-162-03-2026
Roll No. 92101
IBP No. 32791-2015
MCLE 07-14-2023
Florendo Law Office
Cabamba City, Laguna

Book No. 3 ;
Doc. No. 1274 ;
Page No. 46 ;
Series of 20 24 .



DEPARTMENT ORDER NO. 204-B
Series of 2026

AMENDING CERTAIN PROVISIONS OF DOLE DEPARTMENT ORDER NOS. 204 AND 204-A, SERIES OF 2019, OTHERWISE KNOWN AS THE GUIDELINES ON THE IMPLEMENTATION OF THE DOLE GOVERNMENT INTERNSHIP PROGRAM (DOLE-GIP)

To continuously enhance program implementation, Department of Labor and Employment (DOLE) Order No. 204, Series of 2019, as amended by DOLE Order No. 204-A, Series of 2019, otherwise known as the DOLE Guidelines on the Implementation of the Government Internship Program (GIP), is hereby further amended.

1. Section 2 (Scope and Coverage) of the Guidelines is deleted. Section 3 (Definition of Terms) is amended and renumbered as the new Section 2, as follows:

SECTION 2. DEFINITION OF TERMS

As used herein, the following terms shall mean:

- a. **DOLE** refers to the Department of Labor and Employment, including its regional and field offices, which shall administer the GIP and oversee, manage and supervise its implementation.
- b. **GIP or DOLE-GIP** refers to the internship program implemented by DOLE which seeks to initiate youth participants into public service by involving them with government programs and projects through the various departments and agencies, pursuant to KABATAAN 2000 under Executive Order No. 139, series of 1993.
- c. **Intern or Beneficiary** refers to a person qualified to participate in the GIP and covered by an internship agreement in accordance with this Guidelines.
- d. **Internship** refers to a period of work experience that gives an intern qualified under this Guidelines the opportunity, within a specified period, to gain actual and practical work exposure in a government agency, and to develop or acquire sound work values and specific skills and competencies.
- e. **Internship agreement** refers to the agreement between the DOLE regional office and the individual intern or group of interns stating the terms and conditions of the internship.
- f. **Stipend** refers to the amount of allowance which an intern is entitled to receive under the internship agreement. Such amount shall, without qualification or deduction, be equivalent to the highest prevailing minimum wage rate in the area where the intern is deployed.

- g. **Partner agency** refers to any government agency or instrumentality in the executive, legislative, or judicial branch of government at the national, regional or local including public hospitals, schools and training institutions; State universities and colleges (SUCs) including their job placement offices (JPOs); government financial institutions (GFIs) and government-owned and controlled corporations (GOCCs); and local government units (LGUs) including the public employment service offices (PESOs), which has a partnership agreement with the DOLE for the implementation of the GIP and to which an intern is deployed or assigned.
 - h. **Group Personal Accident Insurance (GPAI)** refers to the insurance policy issued by the Government Service Insurance System (GSIS) or any private or micro-insurance provider duly accredited by the Insurance Commission in favor of an intern to cover risks and accidents arising from his or her internship.
 - i. **Partnership agreement** refers to the agreement between the DOLE and the partner government agency to which an intern under the GIP shall be deployed, with an accompanying work plan approved by the DOLE.
2. Section 4 (Qualifications) is hereby re-titled, amended and renumbered as the new Section 3 of the Guidelines, as follows:

SECTION 3. WHO MAY QUALIFY FOR INTERNSHIP

To qualify as an intern, a person:

- a. Must be between 18–30 years of age;
 - b. Must be at least a graduate of high school/senior high or its equivalent level under the Alternative Learning System, or a holder of a national skills certificate (NC) or certificate of competency (COC) issued by the Technical Education and Skills Development Authority (TESDA); and
 - c. Must have no prior work experience as an employee in any government agency or instrumentality.
3. Section 5 (Requirements) of the Guidelines is hereby re-titled, amended and renumbered as the new Section 4, as follows:

SECTION 4. APPLICATION REQUIREMENTS AND PROCEDURE

A person applying for internship shall, either directly to the DOLE regional or field office or through the partner agency, submit the following:

- a. Duly-accomplished application form;
- b. Proof that he or she meets at least the minimum education or training qualifications, which may consist of his or her transcript of records (TOR) or certificate of graduation; or form 137/138; or national skills certificate or certificate of competency; or any equivalent proof issued by the education or training institution to this effect;
- c. If the age of the applicant cannot be ascertained from the proof of education or training referred to in the immediately preceding paragraph, proof of age which may consist of his or her birth certificate or national identification document issued by the Philippine Statistics Authority, or any valid government-issued identification indicating his or her birth date.



4. A new Section 5 shall be incorporated in the Guidelines, as follows:

SECTION 5. PARTNERSHIP AGREEMENT; CONTENTS

- A. A partnership agreement can either be a framework agreement between the DOLE and a partner agency entered into at the national level, or one between the DOLE regional office and the regional or local partner agency. The agreement shall include the following:
- a. The purpose, objectives and duration of the partnership;
 - b. The approximate number of interns to be engaged and schedule of engagement;
 - c. The work plan approved by DOLE stating the purpose and duration of the agreement, the indicative number of interns to be deployed to the partner agency, the schedule of deployment, the learning objectives of the interns, the tasks to which they will be assigned, and the skills and competencies they are expected to develop or acquire under the agreement;
 - d. Duties and responsibilities of DOLE and the partner agency;
 - e. Performance indicators, means of verification, and mechanism for monitoring and evaluation; and
 - f. Such other provisions relevant to the specific circumstances of the region or locality and the partner agency.

If there is a framework partnership agreement between the DOLE and a partner agency at the national level, the regional office and its regional or local counterpart shall adopt such agreement, without prejudice to such additional or supplemental provisions as may be appropriate to the specific circumstances of the region or locality.

- B. The partner agency shall have the following duties and responsibilities:
- a. Ensure that the actual tasks performed by the intern are appropriate to his or her educational or training qualifications, and are in accordance with the objectives of the GIP as set forth in this Guidelines, the partnership agreement and approved work plan, and the internship agreement;
 - b. Provide the intern a work station appropriate to the performance of his or her assigned tasks;
 - c. Ensure observance of and compliance with relevant occupational safety and health standards as well as protection from any abusive, discriminatory, or unethical behavior in relation to the intern/s for the entire duration of the internship, and for this purpose make internal mechanisms accessible to the intern/s to raise and discuss issues, concerns and grievances arising from the implementation of the internship agreement;
 - d. Abide by the relevant provisions of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and Republic Act No. 10173 (Data Privacy Act) in relation to the duties and tasks actually assigned to and performed by the intern/s for the entire duration of the agreement;
 - e. Promptly submit supporting documents to the regional office to facilitate payment of stipend of the intern/s;

- f. Evaluate the performance of the intern/s and submit the results to the regional office in accordance with the standards and schedule set forth in the internship agreement;
- g. Provide the intern opportunities to be involved or to participate in relevant in-house training, seminars, and other learning activities organized by the partner agency, free of charge;
- h. Promptly submit required reports to the regional office, or report on any matter which may constitute a ground for pre-termination of the internship agreement;
- i. Designate an officer or employee as GIP focal person who shall directly oversee and supervise the implementation of the agreement at the agency level; and
- j. Such other duties and responsibilities as may be agreed upon by the DOLE and the partner agency.

5. Section 6 (Priority for Indigents) of the Guidelines is deleted. A new Section 6 shall be incorporated in the Guidelines, as follows:

SECTION 6. INTERNSHIP AGREEMENT; CONTENTS

The DOLE regional office and the intern qualified under this Guidelines shall, prior to the start of the internship, execute an internship agreement stating the terms and conditions of the engagement. It shall include the following:

- a. *The purpose and duration of the internship;*
- b. *The tasks which the intern shall perform and the place of assignment;*
- c. *The learning objectives of the intern and the skills and competencies he or she is expected to develop or acquire under the internship which shall serve as the standards for evaluating his or her performance;*
- d. *The amount of stipend, which shall be equivalent to the highest prevailing minimum wage rate in the area where the intern is deployed; and*
- e. *The indicative reporting hours of the intern, which shall not be more than eight (8) hours per day or forty (40) hours per week.*

An internship agreement may cover two or more interns deployed in the same partner agency, provided that the nature and objectives of their internship, taking into account their education and training qualifications and tasks, are the same or substantially similar.

The terms of the applicable partnership agreement shall be deemed incorporated as integral part of the internship agreement.

6. Section 7 (Duties and Functions) of the Guidelines is deleted. A new Section 7 shall be incorporated in the Guidelines, as follows:

SECTION 7. IMPLEMENTATION OF THE INTERNSHIP

- a. Duration. *The duration of internship shall be based on the level of*



education and training of the intern at the time of application and the nature of his or her engagement as set forth in the internship agreement, subject to the following categories:

- i. **Category 1.** For those who have graduated from high school, or completed up to sixty (60) academic units of college education, or acquired national skills or competency certificates that do not meet the requirements of eligibility to enter the government service as set forth by the Civil Service Commission (CSC), the duration shall be for a minimum of three (3) months and a maximum of six (6) months.
- ii. **Category 2.** For those who have graduated from college, or completed more than 60 academic units of college education, or acquired national skills certificates or certificates of competency that meet the requirements of eligibility for certain positions in the government service as identified by the CSC, the duration shall be for a minimum of 6 months and a maximum of twelve (12) months, excluding non-working days and holidays.

For purposes of this Guidelines, one month shall be understood as equivalent to twenty-two (22) actual working days or one hundred seventy-six (176) hours. Accordingly, the number of actual working days of internship shall be a minimum of sixty-six (66) days or five hundred twenty-eight (528) hours and a maximum of two-hundred sixty-four (264) days or two thousand one hundred twelve (2,112) hours.

- b. Start and manner of service. The start of the internship shall be reckoned from the date the intern first reported at his or her office of assignment. The internship shall be served continuously for the duration specified in the internship agreement, unless earlier pre-terminated or suspended for cause, or unless the internship agreement allows for a staggered, broken or phased implementation as may be warranted by the nature of the engagement or other justifiable circumstances.
- c. Implementation period. As a rule, the internship agreement shall be implemented within one calendar year. However, in cases where the number of actual working days specified in the agreement cannot be completed within a particular calendar year, implementation as to the remaining unserved days may continue in the immediately succeeding calendar year provided that no ground exists to pre-terminate the agreement, and subject to availability of funds and to applicable budgeting, accounting and auditing rules and regulations.
- d. Extension of internship within the partner agency. In cases where the intern initially qualified for the GIP under Category 1 referred to in paragraph a.i of this Section but is subsequently able to meet the requirements under Category 2 of paragraph a.ii within the original duration of the internship or within six (6) months from its completion, and subject to paragraph c of this Section, the internship may be extended within the same partner agency, subject to the following:
 - i. The original internship agreement is being or has been satisfactorily implemented;
 - ii. The intern and the partner agency submit to DOLE a request for extension supported by proof of additional qualifications; and



- iii. *The DOLE and the intern enter into a supplemental internship agreement to cover the extended duration with a supplemental work plan, of such duration as the nature of the extended engagement may require, provided that the total duration of the original and supplemental agreement does not exceed 12 months;*
- e. *Pre-termination of agreement and transfer to another partner agency. In cases where the internship is pre-terminated through no fault of the intern or through force majeure or other extraordinary circumstance, or where the intern has become eligible for extension but the partner agency opts not to request for extension or the intern requests to be transferred to another agency, the DOLE shall facilitate the transfer of the intern to another partner agency, subject to the following:*
 - i. *There is suitable partner agency that can accommodate the intern;*
 - ii. *Execution of new internship agreement; and*
 - iii. *The duration of the new internship shall not be longer than the unserved days of the original internship.*

7. A new Section 7-A shall be incorporated in the Guidelines, as follows:

SECTION 7-A. TERMINATION OF INTERNSHIP AGREEMENT

- a. *Voluntary termination. The intern may voluntarily terminate the internship agreement prior to its completion with written notice to DOLE at least five (5) days prior to the intended date of termination.*
- b. *Termination for cause. The DOLE, **motu proprio** or upon recommendation of the partner agency and subject to due process, may terminate the internship for cause on grounds attributable to the intern, including:*
 - i. *Habitual absenteeism;*
 - ii. *Refusal to comply with agency rules and regulations;*
 - iii. *Insubordination or disobedience to lawful orders of supervisors;*
 - iv. *Willful damage to property;*
 - v. *Commission of violence or serious misconduct in the workplace;*
 - vi. *Continued unsatisfactory performance despite prior warning; or*
 - vii. *Other analogous causes.*

8. Section 8 (Program Implementation and Management) of the Guidelines is amended, as follows:

SECTION 8. PROGRAM IMPLEMENTATION AND MANAGEMENT

A. *The Bureau of Local Employment (BLE) shall be the national program manager and overall coordinator of the GIP and shall promote, facilitate and provide technical supervision in the implementation of the GIP at the regional and local levels. For this purpose, it shall:*

- a. *Initiate and recommend framework partnership agreements with national government agencies as basis for developing project portfolios to implement the GIP through the regional and local offices of such agencies;*
- b. *Ensure the efficient, effective, responsive and equitable deployment of the GIP budget to the regional offices;*
- c. *Provide appropriate and timely feedback and technical support and issue advisories to the DOLE regional offices and to partner agencies, including through the adoption of standard forms that facilitate access to and implementation and monitoring of the GIP, such as but not limited to application forms; project proposals; model partnership, internship and supplemental agreements; certificates; and reporting and monitoring forms.*
- d. *Monitor and evaluate the implementation of the GIP nation-wide and submit quarterly accomplishment and assessment reports within fifteen (15) days following the end of every quarter; and*
- e. *Develop, establish, and maintain a central database and management information system of GIP interns and partner agencies.*

B. *The regional offices, directly or in coordination with the Public Employment Service Offices (PESOs) and Job Placement Offices (JPOs), shall promote, facilitate and directly supervise the implementation of the GIP within their respective areas, without prejudice to inter-regional collaboration as necessary. The regional offices shall provide necessary technical assistance to ensure that all proposals are approved and are implemented in strict observance of this Guidelines and all applicable laws and regulations. For this purpose, they shall:*

- a. *Develop a portfolio of partners and projects, including indicative budget requirements and number of target beneficiaries, in coordination and consultation with counterparts at the regional and local levels;*
- b. *Evaluate and process requests and proposals of partner agencies and enter into partnership agreements with them, consistent with the applicable national framework agreement where such exists;*
- c. *Evaluate and process applications for internship and enter into internship agreements with qualified intern/s, and thereafter:*
 - i. *Facilitate the enrollment of the qualified intern/s in the GPAI with the GSIS or any private or micro-insurance provider duly accredited by the Insurance Commission;*
 - ii. *Assign the intern/s to the partner agency and, at no cost, issue them identification cards in the format set by the BLE;*



- iii. *Provide for and facilitate the timely payment of the stipend through the most efficient, cost-effective and secure mode of payment available in the area of assignment, including online payment platforms;*
 - iv. *Conduct random visits to the place of assignment of the intern/s, and monitor and assess their performance in accordance with this Guidelines, the partnership and internship agreements, and other applicable standards;*
 - v. *Issue a certificate of completion or participation to the intern/s, as appropriate; and*
 - vi. *In coordination with partner agencies, Public Employment Service Offices (PESOs), Job Placement Offices (JPOs), Network of Career Guidance Counselors and Advocates, and other concerned stakeholders, provide support to the intern/s through the Career Development Support Program (CDSP) and facilitate their transition and referral to employment, entrepreneurship and training opportunities and support programs.*
- d. *Establish and maintain a database and management information system, including categories and profile/s of the intern/s, records of transactions, and roster of partner agencies; and*
 - e. *Monitor the status and implementation of partnership and internship agreements, act on issues arising from their implementation, conduct mid-term and end-of-term assessments, and submit regular quarterly consolidated reports and recommendations thereon to the BLE.*

9. Section 9 of the Guidelines is deleted and replaced with a new Section 9, as follows:

SECTION 9. PROGRAM REPORTING, MONITORING AND EVALUATION

- a. *The BLE shall prescribe periodic monitoring and reporting instruments and indicators to be used by regional offices, partner agencies, PESOs and JPOs in generating relevant data to ensure effective monitoring, evaluation and assessment of the GIP as well as in tracking the employment or livelihood outcomes of interns. Interns shall be accounted for based on their individual participation, regardless of the number of internship agreements executed;*
- b. *Partner agencies, PESOs and JPOs shall submit a monthly program monitoring report to the concerned DOLE regional or field office not later than the 7th day of the succeeding month. To ensure efficient and responsive allocation of resources across regions, the regional offices shall submit consolidated quarterly reports to the BLE not later than fifteen days prior to the end of every quarter; and*
- c. *The BLE and the reporting entities shall ensure that the design, use and transmission of all monitoring and reporting instruments shall comply with the relevant provisions of Republic Act No. 10173.*

10. Section 10 (Special Provisions: Interns for DOLE Central Office) is deleted and replaced with a new Section 10, as follows:

SECTION 10. BUDGET

- a. To ensure efficient and equitable distribution, budget per region shall be based on historical utilization, poverty incidence, population density of those aged eighteen (18) to thirty (30) years old who may potentially qualify for GIP, number of youth not in education, employment, or training (NEET) data, potential agency partners, and other relevant labor market indicators.
- b. Up to five percent (5%) of the total budget shall be allowed to be utilized to cover the administrative costs of implementing, monitoring, and managing the GIP, including engagement of necessary program support personnel. Subject to sound, efficient and responsive budget management, three percent (3%) of the administrative cost is generally allocated for the DOLE regional offices and two percent (2%) for the central office.

11. Section 11 (Repealing Clause) of the Guidelines is amended, as follows:

SECTION 11. REPEALING AND TRANSITORY CLAUSE

This Guidelines amends DOLE Department Order Nos. 204 and 204-A, Series of 2019. All orders, rules, regulations, and other administrative issuances or provisions thereof, which are contrary to or inconsistent herewith, are hereby repealed, amended or modified accordingly.

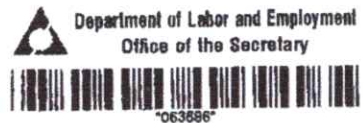
Partnership and internship agreements entered into or are already being executed prior to the effectivity of this Guidelines shall continue to be implemented following DOLE Department Order Nos. 204 and 204-A, Series of 2019; provided that existing partnership agreements shall be deemed modified or amended accordingly after the effectivity of this Guidelines.

12. Section 12 (Effectivity) of the Guidelines is amended, as follows:

SECTION 12. EFFECTIVITY

This Order takes effect fifteen (15) days after publication in two (2) newspapers of general circulation.

BENEDICTO ERNESTO R. BITONIO JR.
Officer-in-Charge, Office of the Secretary



Le March 2026



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement ("MOA") is made and executed by and between:

The **DEPARTMENT OF EDUCATION**, a government entity mandated by law to ensure the delivery of quality basic education, particularly Batas Pambansa Blg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act (RA) No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with principal address at the DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Secretary, **JUAN EDGARDO M. ANGARA** and hereinafter referred to as the "**DepEd**";

and

The **DEPARTMENT OF LABOR AND EMPLOYMENT** a national government agency organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal address at DOLE Building, Muralla Street corner General Luna Streets, Intramuros, Manila, represented herein by its Secretary, **BIENVENIDO E. LAGUESMA** and hereinafter referred to as the "**DOLE**";

The **DepEd** and **DOLE** are hereinafter referred to individually as "Party" and collectively as "Parties".

WITNESSETH:

WHEREAS, DepEd is the primary policy-making, programming, coordinating and administrative entity of the Executive Branch of the government in the area of formal and non-formal basic education, including the supervision of all elementary and secondary education institutions, as well as alternative learning systems, both public and private; and the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development;

WHEREAS, DepEd spearheaded the implementation of the K to 12 Basic Education Program pursuant to RA No. 10533, otherwise known as the "Enhanced Basic Education Act of 2013," which added two years of Senior High School (SHS), to develop productive and responsible citizens equipped with the essential competencies, skills, and values for both life-long learning and employment;

WHEREAS, the K to 12 programs seek to provide Filipino learners with the necessary skills and competencies to prepare them to face the challenges of the 21st Century. At the end of the program, SHS graduates are expected to have fully acquired the following 21st-century skills: (a) learning and innovation skills, (b) effective communication skills, (c) information, media, and technology skills, and (d) life and career skills, which are all demand skills identified as part of the international standards amid the Fourth Industrial Revolution;

WHEREAS, pursuant to RA No. 12028, otherwise known as the "Academic Recovery and Accessible Learning (ARAL) Program Act," it is the declared policy of the State to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all. Towards this end, the State

est
M

shall endeavor to support learners by establishing a free and effective national learning intervention program to ensure that all learners who are struggling in their lessons, especially in reading, mathematics, and science, will be able to attain the competencies set by the DepEd in their respective levels;

WHEREAS, the DOLE is the primary policy-making, programming, coordinating and administrative entity of the Executive Branch of the government in the field of labor and employment with the primary responsibility to promote gainful employment opportunities and optimize the development and utilization of the country's human resources, to advance workers' welfare by providing for just and humane working conditions and terms of employment, and to maintain industrial peace by promoting harmonious, equitable, and stable employment relations that assure equal protection for the rights of all concerned parties;

WHEREAS, the DOLE is implementing the Tulong Panghanapbuhay sa Ating Disadvantaged Workers (TUPAD) Program, which provides temporary wage employment to disadvantaged workers, to reduce vulnerability to risks of the disadvantaged workers, and to augment the income of workers by providing income opportunities;

WHEREAS, the TUPAD Program promotes the convergence of services through complementation of resources in the delivery of interventions and promotion of accessibility, inclusive, responsive, and sustainability of program implementation;

WHEREAS, the DOLE is also implementing the Government Internship Program (GIP) which aims to provide opportunities for beneficiaries to engage in public service through projects and programs within government agencies at the national and local levels;

WHEREAS, the GIP provides beneficiaries the opportunity to showcase their talents and skills in the field of public service with the ultimate goal of attracting the best and the brightest individuals interested in pursuing a career in government service;

WHEREAS, the DOLE and DepEd agree to collaborate in establishing a system that will accommodate SHS learners, graduates, and beneficiaries of the ARAL Law, in the implementation of the TUPAD Program and GIP;

WHEREAS, this MOA shall serve as a commitment of support by both Parties towards the advocacy of improving learners' outcome and employability;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree as follows:

SECTION 1 PURPOSE

The purpose of this MOA is to establish an inter-agency agreement defining the specific roles and responsibilities of the DOLE and the DepEd, as well as the institutional arrangements for collaboration and partnership between the Parties, in the implementation of the emergency employment of eligible beneficiaries through the TUPAD Program and GIP, to improve learning outcome and employability of SHS graduates. This joint initiative aims to provide short-term employment and skills-building opportunities that support the youth's transition to employment or further education.

SECTION 2 SCOPE OF PARTNERSHIP

The implementation of this MOA covers all public schools across all regions, with

est
M


2 | Page ⁷⁷

geographical focus on areas with high rates of youth unemployment, poverty incidence, and vulnerability to displacement or social exclusion. The Programs will prioritize communities identified by DOLE and DepEd as needing urgent economic and developmental support.

SECTION 3 RESPONSIBILITIES OF THE PARTIES

A. The DOLE shall:

1. Allocate fund for the implementation of the emergency employment through the TUPAD Program and GIP, subject to existing rules and regulations;
2. Co-lead in the management and implementation of the Programs including profiling, validation, and monitoring, among others;
3. Validate the eligibility of the beneficiaries, based on the existing rules and regulations;
4. Assist in the conduct of coordination meetings with the target public schools and related activities with the DepEd; and
5. Perform such other activities as may be necessary to carry out the purposes of this MOA.

B. The DepEd shall:

1. Identify and endorse qualified beneficiaries of TUPAD Program and GIP in accordance with existing rules and regulations;
2. Provide DOLE with the list of target public schools and beneficiaries;
3. Facilitate the submission of requirements for the availment of TUPAD Program and GIP assistance to DOLE Regional Offices;
4. Co-lead in the management and implementation of the Programs including profiling, validation, and monitoring, among others;
5. Lead in the conduct of coordination meetings with the target public schools and related activities with the DOLE; and
6. Perform such other activities as may be necessary to carry out the purposes of this MOA.

C. Joint Responsibilities of DOLE and DepEd

1. Adhere to the DOLE TUPAD and GIP internship guidelines and procedures to be discussed and agreed upon by the Parties within thirty (30) days from the execution of this MOA;
2. Ensure that in no case will the GIP interns be:
 - a. exposed to hazardous undertaking/s specifically provided under the Anti-Child Labor Law and other laws relevant thereto;
 - b. enlisted without actual services rendered; and
 - c. subjected to unauthorized deductions on the interns' allowance/stipend; and
3. Allow access to or make available all records and facilities for purposes of visitorial audit and examination of the DOLE and/or Commission on Audit (COA) authorized representative/s.

SECTION 4 INFORMATION SHARING AND CONFIDENTIALITY

The Parties confirm their intention to provide each other with relevant information related to the implementation of this MOA, which they may deem suitable.

Any information disclosed by a Party to the other as a result of this MOA and in the

dit

m



performance of their respective responsibilities shall be considered proprietary and confidential. The Parties, their officers, employees, or agents shall not use or disseminate such information except as may be authorized in writing. Confidential information shall not include information previously known to the Parties, the general public, or previously recognized as standard practice in government.

Each Party shall use the confidential information received solely to the extent necessary for the performance of this MOA and shall limit access to such confidential information solely to its personnel, with a bona fide need to know such confidential information, who agree to keep such information confidential and to be bound by this MOA.

SECTION 5 DATA PRIVACY

The Parties, in the performance of their obligations under this MOA, shall ensure the privacy and security of any and all confidential, privileged, personal and/or sensitive personal information that the Parties and their officers, employees, or agents may have access to and shall store, use, process, and dispose the said information in accordance with RA No. 10173, or the "Data Privacy Act of 2012," and its Implementing Rules and Regulations, and applicable National Privacy Commission (NPC) issuances. This clause shall survive the termination or expiration of this MOA.

Any violation of this clause and any of the provision of said law and issuances by the above-cited persons shall be subject to the corresponding sanctions, penalties and/or fines under the said law without prejudice to any other applicable civil and/or criminal liability.

In the event that the Parties will share personal information of data subjects, the Parties shall enter into a separate Data Sharing Agreement which shall be attached as annex of this Agreement. The other Party shall not reproduce, share, and distribute data and information derived by reason of this Agreement to any third party, both local and international, without the express approval of the DepEd.

SECTION 6 INTELLECTUAL PROPERTY

All Parties shall comply with RA No. 8293, otherwise known as the "Intellectual Property Code of the Philippines", as amended by RA Nos. 9150, 9502, and 10372, and other applicable laws and rules governing intellectual property in the Philippines.

The Parties shall retain all intellectual property rights owned by them which includes but is not limited to copyrights, trademarks, tradenames, trade secrets, industrial designs, patents, and any other intellectual property that may be contained in any of the tools, materials or platforms (electronic or otherwise) that each Party may use to implement the Programs (the "Intellectual Property").

The Parties may not use the company name, logo, trademark, service mark or tradenames of the other Party and/or its parent company, and the affiliates and subsidiaries of its parent company, as may be applicable, without the prior written approval of such Party and/or the relevant company that owns such Intellectual Property.

Each Party may use the logos and knowledge products of the other Party, in relation to this Agreement, provided that such use is limited to academic and promotional materials, which include, but not limited to, logos, brochures, press releases, websites and other social media tools, provided further that the use is necessary and directly related to the accomplishment of the objectives of this MOA. The use of the service marks of DepEd, if any, shall be in accordance with its Service Marks and Visual Identity Manual under

at
M



70

DepEd Order No. 031, series of 2019, as may be further revised by the DepEd from time to time.

Each Party mutually hold each other free and harmless from any and all liabilities arising from copyright infringement claims and/or any other intellectual property claims or suits from third parties. Attribution shall be given to both Parties in accordance with law.

**SECTION 7
AMENDMENT, REVISION, AND RESCISSION**

This MOA contains the complete understanding of the Parties and may not be modified or amended except through another Agreement in writing duly executed by the Parties.

**SECTION 8
SETTLEMENT OF DISPUTES**

The Parties shall exert their best efforts to properly resolve any differences or disagreements with respect to any issue that may arise in connection with this MOA. It shall be settled through amicable means, such as but not limited to, mutual consultation and negotiation.

In case of failure to settle differences, the dispute shall be referred to adjudication and/or arbitration pursuant to Presidential Decree No. 242 s. 1973, otherwise known as "Prescribing Procedure for Administrative Settlement or Adjudication of Disputes, Claims and Controversies Between or Among Government Offices, Agencies, and Instrumentalities, Including Government-Owned or Controlled Corporations, and for other Purposes."

**SECTION 9
SEPARABILITY CLAUSE**

If at any time, any provision of this MOA is adjudged to be or becomes illegal, invalid or unenforceable in any respect under the law, rules and regulations with any competent jurisdiction, the legality, validity and enforceability of such provisions not so affected or impaired shall subsist and remain valid as between the Parties.

**SECTION 10
MISCELLANEOUS**

Except as otherwise provided herein, no Party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other Party. Nothing in this Agreement is intended to create or constitute a joint venture, partnership, agency, trust, or other association of any kind between the Parties of persons referred to herein. The employees of each Party shall remain its employees and the concerned employer shall be solely responsible for the wages, benefits, and emoluments of such employees.

The Parties shall not assign or transfer this MOA or any of the rights or obligations granted herein without the prior written consent of the other Party, and any purported assignment made without obtaining such written consent shall be null and void.

This MOA, including any dispute relating to its existence, validity or termination, and any other matters arising out of or in connection with it shall be governed by and construed in accordance with the relevant laws of the Republic of the Philippines.



at
M



**SECTION 11
EFFECTIVITY AND TERMINATION**

This MOA shall take effect immediately upon signing of the Parties hereto and shall remain valid and effective, unless otherwise pre-terminated or revoked by both Parties.

Either Party may pre-terminate this MOA without cause, by giving the other Party at least thirty (30) days prior written notice, provided the terminating Party is not guilty of fault or gross negligence.

Without prejudice to any other right or remedy in law or equity, either Party shall have the right to immediately pre-terminate this MOA for valid cause, by giving the other party written notice. "Valid Cause" includes, but is not limited to, the following acts or omissions of the other Party:

- a. A breach of any material provision of this MOA by the other Party, upon ten (10) days written notice to the other Party, provided that, during such ten (10)-day period, the breaching Party has failed to cure such breach;
- b. The Contracting Party's bankruptcy, insolvency, or assignment for the benefit of its creditors, or the appointment of a receiver for all or substantial part of that Party's assets, in which case this MOA may be terminated immediately; and
- c. Commission or non-performance of any act which seriously harms or prejudices the terminating Party in any way.

The termination or pre-termination of this MOA shall not affect the validity and completion of any project, program, activity, or contract that is already being executed pursuant to this MOA or by virtue of separate agreements, unless mutually agreed upon by the Parties.

IN WITNESS WHEREOF, the Parties through their respective duly authorized representatives, have hereunto affixed their signatures this ____ day of _____ 2025 at _____, Philippines.

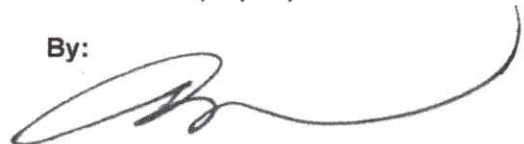
**DEPARTMENT OF LABOR AND
EMPLOYMENT
(DOLE)**

By:



BIENVENIDO E. LAGUESMA
Secretary

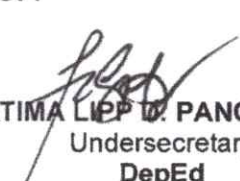
**DEPARTMENT OF
EDUCATION
(DepEd)**

By:


JUAN EDGARDO M. ANGARA
Secretary

SIGNED IN THE PRESENCE OF:


CARMELA I. TORRES
Undersecretary
DOLE


ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary
DepEd

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CITY OF MANILA) s.s.

1111 0 4 2025

BEFORE ME, a Notary Public in and the above-named locality, this ____ day of _____ 2025, personally appeared the following persons:

Name	Competent Evidence of Identity	Place/Date of Issue
Department of Labor and Employment BIENVENIDO E. LAGUESMA		

Whom I have identified through competent evidence of identity and to me known to be the same person(s) who executed the foregoing Memorandum of Agreement, consisting of __ () pages, including the page on which this Acknowledgement is written, and who acknowledged to me that they executed and signed the foregoing as their free and voluntary act and deed, and the entities they are authorized to represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal.

NOTARY PUBLIC

Doc. No. 215
Page No. 43
Book No. X
Series of 2025.

ATTY. MARIELLE JEVELLE L. LAGUERTA
Notary Public for City of Manila - Until Dec. 31, 2025
Notarial Certificate No. 2024-179
Tower 3, 3rd Floor, The Greenbelt, Ermita, Manila
I.B.P. NO. 482013 - Since 2019 for the year 2025
PTR. NO. 2041940 - Jan. 2, 2025 at Manila
MCLE NO. VIII-0010660- Valid until 4-14-2028 Roll No. 88314

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CITY OF MANILA) s.s.

JUL 04 2025

BEFORE ME, a Notary Public in and the above-named locality, this ____ day of _____ 2025, personally appeared the following persons:

Name	Competent Evidence of Identity	Place/Date of Issue
Department of Education JUAN EDGARDO M. ANGARA		

Whom I have identified through competent evidence of identity and to me known to be the same person(s) who executed the foregoing Memorandum of Agreement, consisting of ____ (____) pages, including the page on which this Acknowledgement is written, and who acknowledged to me that they executed and signed the foregoing as their free and voluntary act and deed, and the entities they are authorized to represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal.

NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of 2025.

ATTY. MARIELLE JENELLE L. LAGUERTA
Notary Public for City of Manila - Until Dec. 31, 2025
Notarial Commission No. 2024-179
Tower 3, 3K, No. 151 P.O. Box 11, Ermita, Manila
I.B.P. NO. 468707 - Dat. 27, 2024 for the year 2025
PTR. NO. 2641441 - Jan. 2, 2025 at Manila
VICLE NO. VIII-0010660 - Valid until 4-14-2028 Roll No. 14

M

70

GUIDELINES ON THE HIRING OF ARAL GIPS

BACKGROUND:

The Academic and Resource Assistance for Learning (ARAL) program, launched in 2025 by the Department of Education (DepEd) and the Department of Labor and Employment (DOLE), aims to support academic recovery in public schools.

Under the ARAL, Senior High School (SHS) learners and graduates gain real-world experience as tutors and tutor aides in hardship-post schools, helping address learning gaps while enhancing youth employability and job readiness.

Nationwide, 4,662 hardship-post schools require an estimated 22,306 tutors and tutor aides. Deployment will be based on school demand and readiness.

The table below shows the regional distribution of hardship-post schools and the estimated number of tutors and tutor aides needed:

REGION	NUMBER OF SCHOOLS HARDSHIP POST SCHOOLS	ESTIMATED TOTAL NUMBER OF ARAL TUTORS
CAR	212	377
CARAGA	292	1,030
Region I	34	99
Region II	109	420
Region III	35	125
Region IV-A	216	1,056
MIMAROPA	640	3,312
Region IX	499	2,724
Region V	548	2,711
Region VI	181	983
Region VII	501	2,403
Region VIII	372	1,015
Region X	410	2,159
Region XI	231	1,526
Region XII	382	2,366
TOTAL	4,662	22,306

Note: No deployment in NCR

OBJECTIVES:

1. Deploy GIP beneficiaries to hardship-post and priority schools to support academic recovery and administrative functions.
2. Deliver academic interventions facilitated by trained youth beneficiaries.
3. Strengthen coordination between DOLE and DepEd at national and regional levels.

ROLES AND RESPONSIBILITIES:

1. **DOLE Regional Offices**
 - Identify, screen, and prepare beneficiaries
 - Conduct orientation on program guidelines and responsibilities
 - Coordinate with DepEd on deployment, monitoring, and reporting
2. **DepEd Regional/Division Offices**
 - Assist DOLE Regional Offices in coordinating with LGUs, schools, and communities to identify potential beneficiaries
 - Identify hardship-post school needs
 - Assign beneficiaries in coordination with school heads to ensure smooth deployment
 - Provide instructional training for tutor and tutor aides
 - Monitor and supervise beneficiaries and provide feedback
3. **Beneficiaries**
 - Perform assigned academic and administrative tasks
 - Participate in required training and orientation activities
 - Maintain regular communication with DepEd and DOLE supervisors
 - Observe professionalism, accountability and proper conduct

SELECTION CRITERIA FOR BENEFICIARIES:

1. **Eligibility**
 - At least Senior High School (SHS) graduate and meet the age requirements under DOLE guidelines,
 - Must comply with all documentary requirements, including valid ID, SHS completion certificate, diploma or any documents as stated in the DOLE guidelines.
2. **Competency**
 - Good academic standing, preferably with strong performance in core subjects (Math, Science, English, Filipino).
 - Demonstrate interest or aptitude in education, teaching, or community service.
 - Good communication skills and interpersonal skills
 - Flexible and adaptable to assigned tasks
3. **Priority Considerations and Deployment readiness**
 - Beneficiaries residing in or near the identified hardship-post schools.
 - Candidates with prior tutoring or volunteer experience in educational support programs.
 - Candidates with no existing employment or commitments that conflict with program schedules.
 - Available for immediate deployment.
 - Willingness to travel to remote or hard-to-reach locations.
 - Adherence to health and safety protocols during deployment
4. **Conduct of Orientation and Training**

- a. Conduct orientation covering program objectives and guidelines, roles and responsibilities and safety guidelines
- b. Instructional training to be provided by DepEd to prepare beneficiaries as tutors or tutor aides.

Note:

These guidelines are aligned with the DOLE–DepEd Memorandum of Agreement (MOA) and aim to enhance learning outcomes while improving the employability of SHS graduates through short-term work and skills development. Qualified unemployed Licensure Examination for Teachers (LET) passers may also be given priority, provided they meet program requirements.

MONITORING AND EVALUATION:

1. DOLE and DepEd may conduct site visits to ensure beneficiaries effectively support academic recovery.
2. Maintain performance logs and attendance records.
3. Feedback to be shared with DepEd and DOLE for program assessment and improvement.
4. Report accomplishments using the prescribed GIP Monitoring Forms.

Attached is the [signed Memorandum of Agreement \(MOA\) between DOLE and DepEd](#) outlining the joint implementation of this initiative for your reference.



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. IV-A (CALABARZON)



11 March 2026

ATTY. ALBERTO T. ESCOBARTE

Regional Director
Department of Education (DepEd) Region IV-A
Gate 2, Karangalan Village, Calatagan, Rizal

Dear **Atty. Escobarte**:

In line with the Department's continuing efforts to support the learning recovery initiatives, we would like to inform your good office of the Memorandum of Agreement between **Department of Labor and Employment (DOLE)** and **Department of Education (DepEd)** to formalize the implementation of Government Internship Program (G-P) in support of the DepEd Academic Recovery and Accessible Learning (ARAL) Program.

Relative thereto, attached herewith are the Guidelines on the Hiring of ARAL Government Internship Program (G-P) Beneficiaries issued by DOLE and DepEd Central Office for your reference and guidance in the deployment and supervision of interns in identified schools.

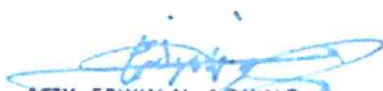
In this regard, may we respectfully request your office for the proposed distribution of interns among the 216 schools under your jurisdiction. Considering that the number of available slots is limited due to funding constraints, we kindly request that your office identify and prioritize schools requiring immediate academic intervention, where the deployment of interns may be focused.

Your cooperation in identifying priority schools and facilitating the deployment of interns will greatly contribute to the effective implementation of the program and support efforts in addressing learning gaps among learners.

Should you have further concerns and/or clarifications, you may contact our office through Ms. France Larga at doleg-p4a@gmail.com or at 0936-945-9612.

Thank you very much for your continued support.

Very truly yours,


ATTY. ERWIN N. AQUINO
Regional Director



REGIONAL OFFICE
Anderson Bldg. 9, Parang, Calamba City, Laguna
(049) 545-7362 | (049) 545-7364 | (049) 545-0292
(049) 545-7362 | (049) 545-0294 | (049) 545-7357
ro4a@dole.gov.ph
ro4a_tssd@new.dole.gov.ph
tssd1@is.dole@gmail.com
dole4mod.gov.ph

CAVITE PROVINCIAL OFFICE
Ramon Magsaysay Bldg. 1st Floor, Cavite City
Cavite City, Cavite
(049) 545-7362 | (049) 545-7364 | (049) 545-0292
ro4a_cavite@dole.gov.ph

LAGUNA PROVINCIAL OFFICE
Ramon Magsaysay Bldg. 1st Floor, Laguna City
Laguna City, Laguna
(049) 545-7362 | (049) 545-7364 | (049) 545-0292
ro4a_laguna@dole.gov.ph

BATANGAS PROVINCIAL OFFICE
Ramon Magsaysay Bldg. 1st Floor, Batangas City
Batangas City, Batangas
(049) 545-7362 | (049) 545-7364 | (049) 545-0292
ro4a_batangas@dole.gov.ph

RIZAL PROVINCIAL OFFICE
Ramon Magsaysay Bldg. 1st Floor, Marikina City
Marikina City, Rizal
(049) 545-7362 | (049) 545-7364 | (049) 545-0292
ro4a_rizal@dole.gov.ph

QUEZON PROVINCIAL OFFICE
Ramon Magsaysay Bldg. 1st Floor, Quezon City
Quezon City, Quezon
(049) 545-7362 | (049) 545-7364 | (049) 545-0292
ro4a_quezon@dole.gov.ph



GUIDELINES ON THE HIRING OF ARAL GIPS

BACKGROUND:

The Academic and Resource Assistance for Learning (ARAL) program, launched in 2025 by the Department of Education (DepEd) and the Department of Labor and Employment (DOLE), aims to support academic recovery in public schools.

Under the ARAL, Senior High School (SHS) learners and graduates gain real-world experience as tutors and tutor aides in hardship-post schools, helping address learning gaps while enhancing youth employability and job readiness.

Nationwide, 4,662 hardship-post schools require an estimated 22,306 tutors and tutor aides. Deployment will be based on school demand and readiness.

The table below shows the regional distribution of hardship-post schools and the estimated number of tutors and tutor aides needed:

REGION	NUMBER OF SCHOOLS HARDSHIP POST SCHOOLS	ESTIMATED TOTAL NUMBER OF ARAL TUTORS
CAR	212	377
CARAGA	292	1,030
Region I	34	99
Region II	109	420
Region III	35	125
Region IV-A	216	1,056
MIMAROPA	640	3,312
Region IX	499	2,724
Region V	548	2,711
Region VI	181	983
Region VII	501	2,403
Region VIII	372	1,015
Region X	410	2,159
Region XI	231	1,526
Region XII	382	2,366
TOTAL	4,662	22,306

Note: No deployment in NCR

OBJECTIVES:

1. Deploy GIP beneficiaries to hardship-post and priority schools to support academic recovery and administrative functions.
2. Deliver academic interventions facilitated by trained youth beneficiaries.
3. Strengthen coordination between DOLE and DepEd at national and regional levels.

ROLES AND RESPONSIBILITIES:**1. DOLE Regional Offices**

- Identify, screen, and prepare beneficiaries
- Conduct orientation on program guidelines and responsibilities
- Coordinate with DepEd on deployment, monitoring, and reporting

2. DepEd Regional/Division Offices

- Assist DOLE Regional Offices in coordinating with LGUs, schools, and communities to identify potential beneficiaries
- Identify hardship-post school needs
- Assign beneficiaries in coordination with school heads to ensure smooth deployment
- Provide instructional training for tutor and tutor aides
- Monitor and supervise beneficiaries and provide feedback

3. Beneficiaries

- Perform assigned academic and administrative tasks
- Participate in required training and orientation activities
- Maintain regular communication with DepEd and DOLE supervisors
- Observe professionalism, accountability and proper conduct

SELECTION CRITERIA FOR BENEFICIARIES:**1. Eligibility**

- At least Senior High School (SHS) graduate and meet the age requirements under DOLE guidelines.
- Must comply with all documentary requirements, including valid ID, SHS completion certificate, diploma or any documents as stated in the DOLE guidelines.

2. Competency

- Good academic standing, preferably with strong performance in core subjects (Math, Science, English, Filipino).
- Demonstrate interest or aptitude in education, teaching, or community service.
- Good communication skills and interpersonal skills
- Flexible and adaptable to assigned tasks

3. Priority Considerations and Deployment readiness

- Beneficiaries residing in or near the identified hardship-post schools.
 - Candidates with prior tutoring or volunteer experience in educational support programs.
 - Candidates with no existing employment or commitments that conflict with program schedules.
 - Available for immediate deployment.
 - Willingness to travel to remote or hard-to-reach locations.
 - Adherence to health and safety protocols during deployment
-

4. Conduct of Orientation and Training

- a. Conduct orientation covering program objectives and guidelines, roles and responsibilities and safety guidelines
- b. Instructional training to be provided by DepEd to prepare beneficiaries as tutors or tutor aides.

Note:

These guidelines are aligned with the DOLE-DepEd Memorandum of Agreement (MOA) and aim to enhance learning outcomes while improving the employability of SHS graduates through short-term work and skills development. Qualified unemployed Licensure Examination for Teachers (LET) passers may also be given priority, provided they meet program requirements.

MONITORING AND EVALUATION:

1. DOLE and DepEd may conduct site visits to ensure beneficiaries effectively support academic recovery.
2. Maintain performance logs and attendance records.
3. Feedback to be shared with DepEd and DOLE for program assessment and improvement.
4. Report accomplishments using the prescribed GIP Monitoring Forms.

Attached is the [signed Memorandum of Agreement \(MOA\) between DOLE and DepEd](#) outlining the joint implementation of this initiative for your reference.



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement ("MOA") is made and executed by and between:

The **DEPARTMENT OF EDUCATION**, a government entity mandated by law to ensure the delivery of quality basic education, particularly Batas Pambansa Blg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act (RA) No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with principal address at the DepEd Complex, Meralco Avenue, Pasig City, represented herein by its Secretary, **JUAN EDGARDO M. ANGARA** and hereinafter referred to as the "DepEd";

and

The **DEPARTMENT OF LABOR AND EMPLOYMENT** a national government agency organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal address at DOLE Building, Muralla Street corner General Luna Streets, Intramuros, Manila, represented herein by its Secretary, **BIENVENIDO E. LAGUESMA** and hereinafter referred to as the "DOLE".

The DepEd and DOLE are hereinafter referred to individually as "Party" and collectively as "Parties".

WITNESSETH:

WHEREAS, DepEd is the primary policy-making, programming, coordinating and administrative entity of the Executive Branch of the government in the area of formal and non-formal basic education, including the supervision of all elementary and secondary education institutions, as well as alternative learning systems, both public and private; and the establishment and maintenance of a complete, adequate, and integrated system of basic education relevant to the goals of national development;

WHEREAS, DepEd spearheaded the implementation of the K to 12 Basic Education Program pursuant to RA No. 10533, otherwise known as the "Enhanced Basic Education Act of 2013," which added two years of Senior High School (SHS), to develop productive and responsible citizens equipped with the essential competencies, skills, and values for both life-long learning and employment;

WHEREAS, the K to 12 programs seek to provide Filipino learners with the necessary skills and competencies to prepare them to face the challenges of the 21st Century. At the end of the program, SHS graduates are expected to have fully acquired the following 21st-century skills: (a) learning and innovation skills, (b) effective communication skills, (c) information, media, and technology skills, and (d) life and career skills, which are all demand skills identified as part of the international standards amid the Fourth Industrial Revolution;

WHEREAS, pursuant to RA No. 12028, otherwise known as the "Academic Recovery and Accessible Learning (ARAL) Program Act," it is the declared policy of the State to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all. Towards this end, the State

est

M

R

shall endeavor to support learners by establishing a free and effective national learning intervention program to ensure that all learners who are struggling in their lessons, especially in reading, mathematics, and science, will be able to attain the competencies set by the DepEd in their respective levels;

WHEREAS, the DOLE is the primary policy-making, programming, coordinating and administrative entity of the Executive Branch of the government in the field of labor and employment with the primary responsibility to promote gainful employment opportunities and optimize the development and utilization of the country's human resources, to advance workers' welfare by providing for just and humane working conditions and terms of employment, and to maintain industrial peace by promoting harmonious, equitable, and stable employment relations that assure equal protection for the rights of all concerned parties;

WHEREAS, the DOLE is implementing the Tulong Panghanapbuhay sa Ating Disadvantaged Workers (TUPAD) Program, which provides temporary wage employment to disadvantaged workers, to reduce vulnerability to risks of the disadvantaged workers, and to augment the income of workers by providing income opportunities;

WHEREAS, the TUPAD Program promotes the convergence of services through complementation of resources in the delivery of interventions and promotion of accessibility, inclusive, responsive, and sustainability of program implementation;

WHEREAS, the DOLE is also implementing the Government Internship Program (GIP) which aims to provide opportunities for beneficiaries to engage in public service through projects and programs within government agencies at the national and local levels;

WHEREAS, the GIP provides beneficiaries the opportunity to showcase their talents and skills in the field of public service with the ultimate goal of attracting the best and the brightest individuals interested in pursuing a career in government service;

WHEREAS, the DOLE and DepEd agree to collaborate in establishing a system that will accommodate SHS learners, graduates, and beneficiaries of the ARAL Law, in the implementation of the TUPAD Program and GIP;

WHEREAS, this MOA shall serve as a commitment of support by both Parties towards the advocacy of improving learners' outcome and employability.

NOW, THEREFORE, for and in consideration of the foregoing premises, the Parties hereby agree as follows:

**SECTION 1
PURPOSE**

The purpose of this MOA is to establish an inter-agency agreement defining the specific roles and responsibilities of the DOLE and the DepEd, as well as the institutional arrangements for collaboration and partnership between the Parties, in the implementation of the emergency employment of eligible beneficiaries through the TUPAD Program and GIP, to improve learning outcome and employability of SHS graduates. This joint initiative aims to provide short-term employment and skills-building opportunities that support the youth's transition to employment or further education.

**SECTION 2
SCOPE OF PARTNERSHIP**

The implementation of this MOA covers all public schools across all regions, with

stx
h


2 | Page

geographical focus on areas with high rates of youth unemployment, poverty incidence, and vulnerability to displacement or social exclusion. The Programs will prioritize communities identified by DOLE and DepEd as needing urgent economic and developmental support.

SECTION 3 RESPONSIBILITIES OF THE PARTIES

A. The DOLE shall:

1. Allocate fund for the implementation of the emergency employment through the TUPAD Program and GIP, subject to existing rules and regulations;
2. Co-lead in the management and implementation of the Programs including profiling, validation, and monitoring, among others;
3. Validate the eligibility of the beneficiaries, based on the existing rules and regulations;
4. Assist in the conduct of coordination meetings with the target public schools and related activities with the DepEd; and
5. Perform such other activities as may be necessary to carry out the purposes of this MOA.

B. The DepEd shall:

1. Identify and endorse qualified beneficiaries of TUPAD Program and GIP in accordance with existing rules and regulations;
2. Provide DOLE with the list of target public schools and beneficiaries;
3. Facilitate the submission of requirements for the availment of TUPAD Program and GIP assistance to DOLE Regional Offices;
4. Co-lead in the management and implementation of the Programs including profiling, validation, and monitoring, among others;
5. Lead in the conduct of coordination meetings with the target public schools and related activities with the DOLE; and
6. Perform such other activities as may be necessary to carry out the purposes of this MOA.

C. Joint Responsibilities of DOLE and DepEd

1. Adhere to the DOLE TUPAD and GIP internship guidelines and procedures to be discussed and agreed upon by the Parties within thirty (30) days from the execution of this MOA;
2. Ensure that in no case will the GIP interns be:
 - a. exposed to hazardous undertaking/s specifically provided under the Anti-Child Labor Law and other laws relevant thereto;
 - b. enlisted without actual services rendered; and
 - c. subjected to unauthorized deductions on the interns' allowance/stipend; and
3. Allow access to or make available all records and facilities for purposes of visitational audit and examination of the DOLE and/or Commission on Audit (COA) authorized representative/s.

SECTION 4 INFORMATION SHARING AND CONFIDENTIALITY

The Parties confirm their intention to provide each other with relevant information related to the implementation of this MOA, which they may deem suitable.

Any information disclosed by a Party to the other as a result of this MOA and in the

performance of their respective responsibilities shall be considered proprietary and confidential. The Parties, their officers, employees, or agents shall not use or disseminate such information except as may be authorized in writing. Confidential information shall not include information previously known to the Parties, the general public, or previously recognized as standard practice in government.

Each Party shall use the confidential information received solely to the extent necessary for the performance of this MOA and shall limit access to such confidential information solely to its personnel, with a bona fide need to know such confidential information, who agree to keep such information confidential and to be bound by this MOA.

SECTION 5 DATA PRIVACY

The Parties, in the performance of their obligations under this MOA, shall ensure the privacy and security of any and all confidential, privileged, personal and/or sensitive personal information that the Parties and their officers, employees, or agents may have access to and shall store, use, process, and dispose the said information in accordance with RA No. 10173, or the "Data Privacy Act of 2012," and its Implementing Rules and Regulations, and applicable National Privacy Commission (NPC) issuances. This clause shall survive the termination or expiration of this MOA.

Any violation of this clause and any of the provision of said law and issuances by the above-cited persons shall be subject to the corresponding sanctions, penalties and/or fines under the said law without prejudice to any other applicable civil and/or criminal liability.

In the event that the Parties will share personal information of data subjects, the Parties shall enter into a separate Data Sharing Agreement which shall be attached as annex of this Agreement. The other Party shall not reproduce, share, and distribute data and information derived by reason of this Agreement to any third party, both local and international, without the express approval of the DepEd.

SECTION 6 INTELLECTUAL PROPERTY

All Parties shall comply with RA No. 8293, otherwise known as the "Intellectual Property Code of the Philippines", as amended by RA Nos. 9150, 9502, and 10372, and other applicable laws and rules governing intellectual property in the Philippines.

The Parties shall retain all intellectual property rights owned by them which includes but is not limited to copyrights, trademarks, tradenames, trade secrets, industrial designs, patents, and any other intellectual property that may be contained in any of the tools, materials or platforms (electronic or otherwise) that each Party may use to implement the Programs (the "Intellectual Property").

The Parties may not use the company name, logo, trademark, service mark or tradenames of the other Party and/or its parent company, and the affiliates and subsidiaries of its parent company, as may be applicable, without the prior written approval of such Party and/or the relevant company that owns such Intellectual Property.

Each Party may use the logos and knowledge products of the other Party, in relation to this Agreement, provided that such use is limited to academic and promotional materials, which include, but not limited to, logos, brochures, press releases, websites and other social media tools, provided further that the use is necessary and directly related to the accomplishment of the objectives of this MOA. The use of the service marks of DepEd, if any, shall be in accordance with its Service Marks and Visual Identity Manual under

DepEd Order No. 031, series of 2010, as may be further revised by the DepEd from time to time.

Each Party mutually hold each other free and harmless from any and all liabilities arising from copyright infringement claims and/or any other intellectual property claims or suits from third parties. Attribution shall be given to both Parties in accordance with law.

**SECTION 7
AMENDMENT, REVISION, AND RESCISSION**

This MOA contains the complete understanding of the Parties and may not be modified or amended except through another Agreement in writing duly executed by the Parties

**SECTION 8
SETTLEMENT OF DISPUTES**

The Parties shall exert their best efforts to properly resolve any differences or disagreements with respect to any issue that may arise in connection with this MOA. It shall be settled through amicable means, such as but not limited to, mutual consultation and negotiation.

In case of failure to settle differences, the dispute shall be referred to adjudication and/or arbitration pursuant to Presidential Decree No. 242 s. 1973, otherwise known as "Prescribing Procedure for Administrative Settlement or Adjudication of Disputes, Claims and Controversies Between or Among Government Offices, Agencies, and Instrumentalities, Including Government-Owned or Controlled Corporations, and for other Purposes."

**SECTION 9
SEPARABILITY CLAUSE**

If at any time, any provision of this MOA is adjudged to be or becomes illegal, invalid or unenforceable in any respect under the law, rules and regulations with any competent jurisdiction, the legality, validity and enforceability of such provisions not so affected or impaired shall subsist and remain valid as between the Parties.

**SECTION 10
MISCELLANEOUS**

Except as otherwise provided herein, no Party shall have any right, power, or authority to create any obligation, express or implied, on behalf of any other Party. Nothing in this Agreement is intended to create or constitute a joint venture, partnership, agency, trust, or other association of any kind between the Parties or persons referred to herein. The employees of each Party shall remain its employees and the concerned employer shall be solely responsible for the wages, benefits, and emoluments of such employees.

The Parties shall not assign or transfer this MOA or any of the rights or obligations granted herein without the prior written consent of the other Party, and any purported assignment made without obtaining such written consent shall be null and void.

This MOA, including any dispute relating to its existence, validity or termination, and any other matters arising out of or in connection with it shall be governed by and construed in accordance with the relevant laws of the Republic of the Philippines.

Handwritten mark

*at
M*

Handwritten signature

**SECTION 11
EFFECTIVITY AND TERMINATION**

This MOA shall take effect immediately upon signing of the Parties hereto and shall remain valid and effective, unless otherwise pre-terminated or revoked by both Parties.

Either Party may pre-terminate this MOA without cause, by giving the other Party at least thirty (30) days prior written notice, provided the terminating Party is not guilty of fault or gross negligence.

Without prejudice to any other right or remedy in law or equity, either Party shall have the right to immediately pre-terminate this MOA for valid cause, by giving the other party written notice. "Valid Cause" includes, but is not limited to, the following acts or omissions of the other Party:

- a. A breach of any material provision of this MOA by the other Party, upon ten (10) days written notice to the other Party, provided that, during such ten (10)-day period, the breaching Party has failed to cure such breach;
- b. The Contracting Party's bankruptcy, insolvency, or assignment for the benefit of its creditors, or the appointment of a receiver for all or substantial part of that Party's assets, in which case this MOA may be terminated immediately; and
- c. Commission or non-performance of any act which seriously harms or prejudices the terminating Party in any way.

The termination or pre-termination of this MOA shall not affect the validity and completion of any project, program, activity, or contract that is already being executed pursuant to this MOA or by virtue of separate agreements, unless mutually agreed upon by the Parties.

IN WITNESS WHEREOF, the Parties through their respective duly authorized representatives, have hereunto affixed their signatures this ____ day of _____ 2025 at _____, Philippines.

**DEPARTMENT OF LABOR AND
EMPLOYMENT
(DOLE)**

By:



BIENVENIDO E. LAGUESMA
Secretary

**DEPARTMENT OF
EDUCATION
(DepEd)**

By:


JUAN EDGARDO M. ANGARA
Secretary

SIGNED IN THE PRESENCE OF:


CARMELA I. TORRES
Undersecretary
DOLE


ATTY. FATIMA LIPP O. PANONTONGAN
Undersecretary
DepEd

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF CITY OF MANILA) s.s.

1111 0 4 2025

BEFORE ME, a Notary Public in and the above-named locality, this ____ day of
2025, personally appeared the following persons:

Name	Competent Evidence of Identity	Place/Date of Issue
Department of Labor and Employment BIENVENIDO E. LAGUESMA		

Whom I have identified through competent evidence of identity and to me known to be the same person(s) who executed the foregoing Memorandum of Agreement, consisting of __ () pages, including the page on which this Acknowledgement is written, and who acknowledged to me that they executed and signed the foregoing as their free and voluntary act and deed, and the entities they are authorized to represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal

NOTARY PUBLIC

Doc. No. 245
Page No. 43
Book No. x
Series of 2025.

ATTY. MARIELLE *[Signature]* LAGUESMA
Notary Public for the City of Manila
Office: 1000, 10th Floor, 1000, Manila, Philippines
E-mail: marielle.laguesma@notary.com.ph
Mobile No. 0917 555 5555
MORNING: 8:00 AM - 12:00 PM
AFTERNOON: 1:00 PM - 5:00 PM
EVENING: 6:00 PM - 8:00 PM

[Signature]



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

May 12, 2026

Regional Memorandum
No. 325 s. 2026

**NOTICE OF ONLINE MEETING ON THE IMPLEMENTATION
OF DEPARTMENT OF LABOR AND EMPLOYMENT'S (DOLE)
GOVERNMENT INTERNSHIP PROGRAM (GIP) IN SUPPORT
OF THE ACADEMIC RECOVERY AND ACCESSIBLE
LEARNING (ARAL) PROGRAM**

To **Schools Division Superintendents**

1. Relative to the Memorandum of Agreement (MOA) entered into between DepEd and DOLE for the implementation of the GIP in support of the ARAL Program, and following the proceedings of the MOA Signing held on May 1, 2026 at the Rizal Coliseum, Calamba City, Laguna, as well as the coordination meeting with DOLE CALABARZON conducted on May 11, 2026 at the DepEd CALABARZON Regional Director's Conference Room, this Office, through the Curriculum and Learning Management Division (CLMD), hereby announces the conduct of **ONLINE MEETING ON THE IMPLEMENTATION OF DOLE'S GIP IN SUPPORT OF ARAL PROGRAM** on **May 13, 2026, at 2:30 PM** via **Microsoft Teams**.
2. The meeting aims to discuss the operationalization and preparatory activities relative to the implementation of the GIP, particularly on the identification, profiling, validation, and deployment of prospective GIP beneficiaries in priority schools across the 25 Schools Division Offices (SDOs) in CALABARZON.
3. Specifically, the online meeting shall discuss the following matters:
 - 3.1. overview of the DOLE–DepEd partnership for the implementation of the GIP under the ARAL Program;
 - 3.2. discussion of the objectives, scope, and target implementation of the program;
 - 3.3. roles and responsibilities of DepEd Regional Office, SDOs, schools, and assigned focal persons;
 - 3.4. guidelines on the identification, recruitment, profiling, and endorsement of prospective GIP beneficiaries;
 - 3.5. qualifications, documentary requirements, eligibility criteria, and deployment considerations for beneficiaries;




Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

- 3.6. target allocation and projected deployment of GIP beneficiaries per Schools Division Office (SDO);
 - 3.7. expected duties, functions, and possible assignments of GIP beneficiaries in support of ARAL implementation, including tutorial, learner support, monitoring, administrative, and documentation-related functions;
 - 3.8. timelines, reporting requirements, data gathering templates, and consolidation procedures;
 - 3.9. orientation, mentoring, supervision, and monitoring mechanisms for deployed interns;
 - 3.10. attendance, accomplishment reporting, and payroll-related concerns;
 - 3.11. data privacy, records management, and safeguarding of beneficiary information;
 - 3.12. issues, concerns, clarifications, and anticipated implementation challenges from the field; and
 - 3.13. other matters relevant to the implementation of the program.
4. Participants in the online meeting shall include concerned Education Program Supervisors (EPSs), particularly those assigned in overseeing the ARAL Program, the Senior High School (SHS) Remediation Program, and other related academic interventions.

	ONLINE MEETING ON THE IMPLEMENTATION OF DEPARTMENT OF LABOR AND EMPLOYMENT'S (DOLE) GOVERNMENT INTERNSHIP PROGRAM (GIP) IN SUPPORT OF THE ACADEMIC RECOVERY AND ACCESSIBLE LEARNING (ARAL) PROGRAM	
	Microsoft Teams meeting Wed 5/13/2026 2:30 PM - 5:00 PM https://tinyurl.com/r4aDOLEGIPARALMeeting1	
	Meeting ID: 423 405 911 784 82	Passcode: 3Ne6jT3K

5. For further inquiries and concerns, please contact **Hazel Angelyn E. Tesoro**, Regional Focal Person for ARAL and Reading Programs; **Gilbert O. Cruz**, Regional Focal Person for SHS and Mathematics Programs; and **Dr. Viernalyn M. Nama**, Chief Education Supervisor at the CLMD, through email at clmd.calabarzon@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum are desired.


CARLITO D. ROCAFORT
 Director IV



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



CLMD-RM-2026-224

March 30, 2026

Regional Memorandum
No. 224 s. 2026

**PARTICIPATION OF DEPED CALABARZON FIELD PERSONNEL
IN THE IMPLEMENTATION OF THE DOLE-DEPED
GOVERNMENT INTERNSHIP PROGRAM (GIP)
UNDER THE ARAL PROGRAM**

To **Schools Division Superintendents**

1. In reference to the communications from the Department of Labor and Employment (DOLE) Regional Office IV-A dated March 11, 2026, this Office, through the Curriculum and Learning Management Division (CLMD), shall participate in the **Implementation of the Government Internship Program (GIP) in support of the ARAL Program** on various dates in 2026 at identified public schools in CALABARZON, particularly hardship-post and priority schools.
2. The activity, organized by DOLE in partnership with DepEd, is in line with DepEd's thrust to support academic recovery and improve learning outcomes among learners, and with DOLE's initiatives to provide employment opportunities and enhance youth employability.
3. The activity aims to:
 - a. deploy GIP beneficiaries to support academic recovery in public schools;
 - b. provide tutoring and academic assistance to learners, particularly in reading, numeracy, and other core areas;
 - c. assist schools in addressing learning gaps through structured academic interventions;
 - d. enhance employability and work readiness of Senior High School (SHS) graduates through hands-on experience;
 - e. strengthen collaboration between DepEd and DOLE in the implementation of education and employment programs; and
 - f. support priority and hardship-post schools through additional human resources for instructional and administrative tasks.
4. Participants in this activity are the GIP beneficiaries (interns) to be deployed in target schools.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@dep.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

Participants shall:

- be at least SHS graduates and meet DOLE eligibility requirements;
- comply with documentary requirements as prescribed by DOLE;
- demonstrate good academic standing and interest in teaching/community service;
- possess good communication and interpersonal skills;
- preferably reside in or near identified hardship-post or priority schools; and
- be available for immediate deployment and willing to be assigned in target schools.

Participants are expected to:

- perform assigned academic and administrative tasks;
 - assist in the delivery of literacy and numeracy interventions;
 - participate in orientation and training activities;
 - maintain regular communication with DepEd and DOLE supervisors; and
 - observe professionalism, accountability, and proper conduct at all times.
5. The selection of participating schools is based on the regional allocation, with a total of two hundred sixteen (216) schools identified across the 25 SDOs in CALABARZON, as reflected in the corresponding allotment matrix.

The selected schools were prioritized due to the severity, multi-dimensional nature, and complexity of challenges encountered in the implementation of the ARAL Program, such as persistent learner absenteeism, limited parental support, increasing teacher workload, and insufficient learning resources and facilities. These conditions significantly hinder effective program delivery and learning recovery efforts. Hence, the deployment of the GIP beneficiaries is deemed necessary to provide critical support in tutoring, learner monitoring, and differentiated instruction, thereby strengthening the overall implementation of the program and improving learner outcomes.

In line with this, an estimated total of one thousand fifty-six (1,056) GIP beneficiaries shall be distributed across the identified schools, based on the approved allocation, to augment existing teaching personnel and ensure adequate support for the effective implementation of the ARAL Program.

The identification of participating GIP beneficiaries (interns) to be deployed in the priority schools shall be covered in a separate issuance.

6. For further inquiries and concerns, please contact Ms. Hazel Angelyn E. Tesoro, Regional ARAL Focal Person; Mr. Gilbert O. Cruz, Regional SHS Focal Person; and Dr. Viernalyn M. Nama, Chief Education Supervisor at the CLMD, through email at clmd.calabarzon@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.

CARLITO D. ROCAFORT
Director IV



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Enclosure 1

**LIST OF PARTICIPATING SCHOOLS IN THE IMPLEMENTATION OF THE DOLE-
DEPED GOVERNMENT INTERNSHIP PROGRAM (GIP)
UNDER THE ARAL PROGRAM**

Key Stage 1 (Grades 1-3) and Key Stage 2 (Grades 4-6)		
SDO	School	School ID
1. Bacoor City	1. Soldiers Hills IV Elementary School	164015
	2. Habay Elementary School	107870
	3. Aniban Central School	107877
	4. San Nicolas Elementary School	107889
	5. Ligas I Elementary School	107881
	6. Salinas Elementary School	107875
2. Carmona City	7. Mabuhay Elementary School	107896
	8. Paligawan Matanda Elementary School	107899
	9. Milagrosa West Elementary School	164001
3. Cavite City	10. Dalahican Elem. School	109635
	11. Ladislao Diwa Elementary School	109632
	12. Manuel S. Rojas Elementary School	109637
	13. Estansuela Elementary School	109636
	14. San Lorenzo Ruiz Elementary School	109638
	15. Porta Vaga Elementary School	109630
4. Cavite Province	16. Area J Elementary School	107936
	17. Kaong Elementary School	108123
	18. Hugo Perez Elementary School	108182
	19. Bulihan Sites & Services Project Elementary School	108102
	20. Francisco De Castro Elementary School	107938



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

Key Stage 1 (Grades 1-3) and Key Stage 2 (Grades 4-6)		
SDO	School	School ID
	21. Calubcob Elementary School	108079
5. Dasmariñas City	22. Paliparan III Elementary School	107908
	23. Dr. J. P. Rizal Elementary School (Dasmariñas BBES A-1)	107921
	24. Bautista Elementary School	107915
	25. Pintong Gubat Elementary School	107923
	26. Salitran Elementary School	107924
	27. San Miguel Elementary School (Dasmariñas BBES A-3)	107922
6. General Trias City	28. Navarro Elementary School	107962
	29. Manggahan Elementary School	107951
	30. Santiago Elementary School	107966
	31. Sunny Brooke Elementary School	164017
	32. Parklane Elementary School	107963
	33. Belvedere Elementary School	107963
7. Imus City	34. Bukandala Elementary School	107982
	35. Gov. D. M. Camerino Integrated School	501895
	36. Alapan I Elementary School	107980
	37. Malagasang I Elementary School	107986
	38. Buhay na Tubig Elementary School	107972
	39. Malagasang II Elementary School	107987
8. Biñan City	40. Southville 5A Elementary School - Langkiwa	164526
	41. St. Anthony Integrated School	502553
	42. Malaban Elementary School	108223
	43. Malaban East Elementary School	164513
	44. Dela Paz West Elementary School	108218
	45. Canlalay Elementary School	108216
9. Cabuyao City	46. 1.Southville 1 Elementary School	164516
	47. 2.Pulo Elementary School	108249
	48. 3.San Isidro ES Elementary School	108251
	49. 4.North Marinig Elementary School	108247
	50. 5.Gulod Elementary School	108243

Key Stage 1 (Grades 1-3) and Key Stage 2 (Grades 4-6)		
SDO	School	School ID
	51. 6.Bigaa Elementary School	108237
10. Calamba City	52. Parian Elementary School	109835
	53. Turbina Elementary School	109827
	54. Southville VI Elementary School	168501
	55. Tiyani Elementary School	109825
	56. Looc Elementary School	109833
	57. E. Barretto Sr. Elementary School	109815
	11. Laguna Province	58. Santo Tomas Elementary School
59. Bayog Elementary School		108304
60. Alaminos Central School		108188
61. Buenavista-Cigaras Elementary School		108339
62. Bitin Elementary School		108201
63. Santisima Cruz Elementary School		108447
12. San Pablo City	64. Sto. Cristo Elementary School	109766
	65. Sto. Angel Elementary School	109812
	66. C.M. Azcarate Elementary School	109788
	67. San Gregorio Elementary School	109797
	68. Prudencia D. Fule Memorial Elementary School	109773
	69. San Vicente Elementary School	109801
13. San Pedro City	70. Chrysanthemum Village Elementary School	108419
	71. Landayan Elementary School	108423
	72. San Pedro Central Elementary School	108432
	73. Cuyab Elementary School	108420
	74. Rosario Complex Elementary School	108428
	75. Estrella Elementary School	108421
14. Santa Rosa City	76. Southville 4 Caingin Elementary School	251501
	77. Labas Elementary School	108476
	78. Sinalhan Elementary School	108484
	79. Balibago Elementary School	108470
	80. Pulong Sta. Cruz Elementary School	108479
	81. Dita Integrated School	503062

Key Stage 1 (Grades 1-3) and Key Stage 2 (Grades 4-6)		
SDO	School	School ID
15. Batangas City	82. Alangilan Central Elementary School	109582
	83. Batangas City Integrated High School	301472
	84. Wawa Elementary School	109581
	85. Sta. Clara Elementary School	109625
	86. Sta. Rita Elementary School	109593
	87. Balagtas Elementary School	109583
16. Batangas Province	88. Looc Elementary School	107251
	89. Nasi Elementary School	107565
	90. Rosario East Central School	107571
	91. Gulod Elementary School – Laurel	107373
	92. Putingkahoy Elementary School	107569
	93. Colvo Elementary School	107267
17. Calaca City	94. Matipok Elementary School	107300
	95. Puting Kahoy Elementary School	107305
	96. Calantas Integrated School	502499
18. Lipa City	97. Tangob Elementary School	109656
	98. Anilao Elementary School	109671
	99. Gaudencio B. Lontok Memorial Integrated School	500781
	100. Kayumanggi Elementary School	109675
	101. Edilberto L. Mendoza Memorial Elementary School	109645
	102. Pangao Integrated School	500888
19. Sto. Tomas City	103. Gerardo A. Masarap Elementary School	137309
	104. San Luis Elementary School	107706
	105. San Pablo Elementary School	107708
	106. Sta. Clara Elementary School	107715
	107. San Felix Elementary School	107699
	108. San Juan Elementary School	107705
20. Tanauan City	109. Pagaspas Elementary School	107770
	110. Paaralang Sentral ng Talaga	107780
	111. Banjo East Elementary School	107751

Key Stage 1 (Grades 1-3) and Key Stage 2 (Grades 4-6)		
SDO	School	School ID
	112. Mahabang Buhangin Elementary School	107764
	113. Tapia Elementary School	107783
	114. Dayapan Elementary School	230501
21. Antipolo City	115. Sta. Cruz Elementary School	109342
	116. San Isidro Elementary School	109339
	117. Bagong Nayon IV Elementary School	109321
	118. Kaila Integrated School	503067
	119. Cupang Elementary School	109323
	120. Bagong Nayon II Elementary School	109320
22. Rizal	121. Rosario Ocampo Elementary School	109541
	122. San Isidro Elementary School	109477
	123. Binangonan Elementary School	109364
	124. Bagumbayan Elementary School	109346
	125. Paopawan Elementary School	137345
	126. Silangan Elementary School (Labahan Elementary School)	109495
23. Lucena City	127. Domoit Elementary School	109741
	128. Dalahican Elementary School	109730
	129. Lucena East I Elementary School	109707
	130. Lucena West I Elementary School	109742
	131. Zaballero Subdivision Elementary School	109727
	132. Lucena East VIII Elementary School	109715
24. Quezon Province	133. Malining Elementary School	108716
	134. San Andres Central Elementary School	109095
	135. Burdeos Central School	108561
	136. Calutcot Integrated School	501453
	137. Catanauan Central School	108649
	138. Guinayangan Elementary School	108738
25. Tayabas City	139. Froilan E. Lopez Elementary School	109254
	140. Potol Elementary School	109258
	141. Tayabas East Central School	109243

Key Stage 1 (Grades 1-3) and Key Stage 2 (Grades 4-6)		
SDO	School	School ID
	142. Calumpang Integrated School	503072
	143. Lawigue Elementary School	109237
	144. Dapdap Integrated School	500496

Key Stage 3 (Grades 7-10)		
SDO	School	School ID
1. Bacoor City	145. Bacoor National High School - Villa Maria Annex	307815
	146. City of Bacoor National High School - San Nicolas	305687
	147. Eastern Bacoor National High School	301188
2. Carmona City	148. Carmona National High School	301177
3. Cavite City	149. Sangley Point National High School	301485
	150. Cavite National High School	301484
4. Cavite Province	151. Anuling Integrated High School	301168
	152. General Mariano Alvarez National High School	305792
	153. Centro De Naic National High School	305487
5. Dasmariñas City	154. Dasmariñas West National High School	301185
	155. Dasmariñas North National High School	301184
	156. Dasmariñas East Integrated High School	301183
6. General Trias City	157. Luis Y. Ferrer Jr. West National High School	307822
	158. Luis Olimpo Ferrer Sr. National High School	306430
	159. Luis S. Ferrer Integrated National High School	306431
7. Imus City	160. Gov. D. M. Camerino Integrated School	501895
	161. Gen. Emilio Aguinaldo National High School (Imus)	301190
	162. Imus National High School	301196
8. Biñan City	163. St. Anthony Integrated School	502553
	164. Saint Francis National High School	307931
	165. Jacobo Z. Gonzales Memorial National High School	307901
9. Cabuyao City	166. Cabuyao Integrated National High School	301234

Key Stage 3 (Grades 7-10)		
SDO	School	School ID
	167. Bigaa Integrated National High School	301229
	168. Pulo National High School	301259
10. Calamba City	169. Palo Alto Integrated School	301524
	170. San Cristobal National High School	308703
	171. Buntog National High School	301513
11. Laguna Province	172. Gaudencio Octavio Integrated High School	301270
	173. Poten & Eliseo M. Quesada MNHS - Papatahan Annex	307925
	174. Suba National High School (Gagalot Annex)	307938
12. San Pablo City	175. San Pablo City Integrated High School	301504
	176. Col. Lauro D. Dizon Memorial Integrated High School	301505
	177. Santisimo Rosario Integrated High School	301509
13. San Pedro City	178. Calendola National High School	301261
	179. Adelina I National High School (Sampaguita Annex)	307921
	180. San Pedro Relocation Center National High School, Main (Langgam) Campus	307907
14. Santa Rosa City	181. Don Jose Integrated High School	301239
	182. Pulong Sta. Cruz National High School	301260
	183. Southville IV National High School	324001
15. Batangas City	184. Batangas City Integrated High School	301472
	185. San Agapito Integrated High School	301477
	186. Haligue Silangan National High School	305790
16. Batangas Province	187. Pacita Ramos Mendoza Memorial National High School	307721
	188. Sampiro Integrated Senior High School	307712
	189. Pansol Integrated National High School	301132
17. Calaca City	190. Lumbang na Matanda National High School	307724
	191. Cahil National High School	301093
	192. Puting Kahoy National High School	305596
18. Lipa City	193. San Jose Integrated School	501185
	194. Anilao Integrated National High School	301486

Key Stage 3 (Grades 7-10)		
SDO	School	School ID
	195. San Celestino Integrated National High School	301499
19. Sto. Tomas City	196. Sto. Tomas City National High School	306243
	197. Sta. Clara Integrated National High School	301147
	198. Sta. Anastacia-San Rafael National High School	301146
20. Tanauan City	199. Dr. Apolonio M. Lirio National High School	321602
	200. Wawa National High School	301163
	201. Trapiche Integrated School	502761
21. Antipolo City	202. Binayoyo Integrated School	501119
	203. Kaila Integrated School	503067
	204. Canumay National High School	321502
22. Rizal	205. Sto. Niño Integrated School	501149
	206. Banaba National High School	306417
	207. Wawa National High School	301443
23. Lucena City	208. Mayao Parada Agricultural Integrated High School	308505
	209. Napoleon Ravanzo National High School	306094
	210. Gulang-gulang National High School	308503
24. Quezon Province	211. Busdak National High School (Formerly Busdak NHS - Patnanungan NHS Annex)	308028
	212. Sto. Nino Ilaya National High School (Formerly San Francisco B NHS Sto. Niño Ilaya Ext.)	301389
	213. Balesin Integrated School	502666
25. Tayabas City	214. Luis Palad Integrated High School	301347
	215. Buenaventura Alandy National High School	342576
	216. Dapdap Integrated School	500496