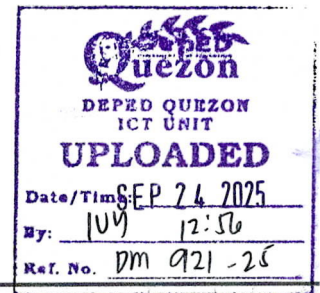




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 September 2025

DIVISION MEMORANDUM
DM No. 921, s. 2025

**ARAL TUTOR TEACHING LOAD SIMULATOR AND MONITORING TOOL
FOR SCHOOL YEAR 2025-2026**

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

1. Relative to DM-OUHROD-2025-2481 and Regional Memorandum No. 677 s. 2025 titled "ARAL Tutor Teaching Load Simulator and Monitoring Tool for S.Y. 2025-2026", this Office through Curriculum Implementation Division releases the **ARAL Tutor Teaching Load Simulator and Monitoring Tool**.
2. The Simulator Tool and user guide is designed to assist School Heads in managing tutor-related data, including teaching load assignments, schedules, and training status.
3. The tool can be accessed at <https://bit.ly/ARALSimulator2025>. Attached is the copy of DM-OUHROD-2025-2481 as reference on the tool's functions and the General process Flow for ARAL Tutor Data Gathering and Report Generation for SY 2025-2026.
4. School heads of ARAL participating schools are requested to accomplish the ARAL Simulator Tool on a quarterly basis to facilitate proper monitoring of teaching load and the provision of support and supervision in the ARAL program implementation.
5. All public schools with ARAL learners are directed to submit the data gathered from the Simulator Tool with the accomplished ARAL Tutor Teaching Load Simulator and Monitoring Tool at <https://bit.ly/ARALSimulator-Submit> on the following schedules:

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



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

Academic Quarter 2 – on or before **October 24, 2025**

Academic Quarter 3 – on or before **January 23, 2026**

Academic Quarter 4 – on or before **March 31, 2026**

6. Moreover, in the selection, recruitment and assignment of ARAL Tutors, school heads are expected to strictly follow the guidelines and provisions stated in **DepEd Order No. 18 s. 2025 Section VI.C** and **DepEd Memorandum No. 64 s. 2025 paragraph 15-17**.
7. The Division Focal Person for ARAL program and other CID-IMS personnel will provide technical assistance and monitoring of ARAL program implementation throughout the school year 2025-2026. Travel and incidental expenses of the monitoring officials will be charged to Division MOOE subject to usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

cid-ims/jfz//09/22/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



ORD-UM01-2025-702

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2461

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : ALL PUBLIC SCHOOLS

FROM : WILFREDO E. CABRAL
*Undersecretary for Human Resource and
Organizational Development*

SUBJECT : ARAL TUTOR TEACHING LOAD SIMULATOR AND MONITORING
TOOL FOR S.Y. 2025-2026

DATE : September 4, 2025

In support of the implementation of the **Academic Recovery and Accessible Learning (ARAL) Program for School Year 2025-2026**, the Bureau of Human and Organizational Development – School Effectiveness Division (BHROD-SED) is releasing the **ARAL Tutor Teaching Load Simulator and Monitoring Tool**. This tool is designed to assist School Heads in managing tutor-related data, including teaching load assignments, schedules, and training status.

The ARAL Simulator tool includes the following functions:

- Determine the number of DepEd teachers required for the ARAL Program based on learner enrollment;
- Identify the need to engage additional ARAL Program Tutors;
- Compute the total teaching load of tutors;
- Provide a basis for requesting external ARAL Tutors; and
- Maintain a database of profiles of all engaged ARAL Tutors.

The Simulator Tool and its accompanying user guide can be accessed at bit.ly/ARALSimulator2025.

Further, to ensure timely and consistent program monitoring, the ARAL Simulator Tool shall be **accomplished by the School Head on a quarterly basis**. This will facilitate proper monitoring of teaching loads and the provision of support and supervision throughout program implementation. Accordingly, all public schools with ARAL learners are directed to submit the data generated from the Simulator Tool, together with the accomplished ARAL Tutor Teaching Load Simulator and

Monitoring Tool. The Data Submission Form may be accessed via bit.ly/ARALSimulator-Submit.

To ensure smooth facilitation, effective data management, and to further guide Schools, a **General Process Flow for ARAL Tutor Data Gathering and Report Generation for S.Y. 2025-2026** is likewise issued (see Annex A), outlining the detailed procedures and timeline for the collection, analysis, and reporting of data.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.

cc: Office of the Secretary, Department of Education

Annex A

**General Process Flow for ARAL Tutor Data Gathering
and Report Generation for S.Y. 2025-2026**

1. ACCOMPLISHMENT OF THE ARAL TUTOR SIMULATOR TOOL	2. SUBMISSION OF ARAL TUTOR DATA	3. ANALYSIS AND REPORT GENERATION
SCHOOL <i>School Head</i>	SCHOOL <i>School Head</i>	CENTRAL OFFICE <i>BHROD-SED</i>
Accomplish the ARAL Tutor Simulator and Monitoring Tool for the corresponding quarter	Submit the ARAL Tutor data together with the accomplished Simulator and Monitoring Tool through the official Data Submission Form: bit.ly/ARALSimulator-Submit	Consolidate, validate, and analyze the ARAL Tutor data submitted by schools to generate official reports
Prerequisites <ul style="list-style-type: none"> • DepEd Teacher data • ARAL Learner data • External Tutor data, if available 	Prerequisite <ul style="list-style-type: none"> • Database extracted directly from the accomplished ARAL Tutor Simulator Tool (in CSV format) 	Prerequisite <ul style="list-style-type: none"> • Complete and timely data submission from schools
REPORTING PERIODS AND SUBMISSION DEADLINES		
<i>Accomplishment</i>	<i>Submission</i>	<i>Analysis</i>
Academic Quarter 2		
From September 8, 2025	On or before the end of the Quarter 2 (October 24, 2025)	November 2025
Academic Quarter 3		
From beginning of Academic Quarter 3 (November 3, 2025)	On or before the end of Quarter 3 (January 23, 2026)	February 2026
Academic Quarter 4		
From beginning of Academic Quarter 4 (January 26, 2026)	On or before the end of Quarter 4 or closing of the School Year (March 31, 2026)	April 2026

Access the ARAL Tutor Teaching Load Simulator and Monitoring Tool and its accompanying user guide at **bit.ly/ARALSimulator2025**.