



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

September 19, 2025

**DIVISION MEMORANDUM**

No. 456, s. 2025

**CONDUCT OF 2-DAY LIVE-IN FORMAL TRAINING ON THE ARAL  
READING PROGRAM FOR TEACHERS**

**To:** OIC – Assistant Schools Division Superintendent  
Chiefs, CID, and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads (Elementary and Secondary)  
Public School Teachers  
Training Managers  
All Others Concerned

1. In support of the Department of Education's commitment to learning recovery and in alignment with the ARAL (Academic Recovery and Accessible Learning) Program, the Schools Division Office of Calbayog City will conduct a two-day live-in formal training for public school teachers focused on enhancing reading instruction.

The training will be held on the following dates at the Bay Park Hotel, Calbayog City:

- **Batch 1:** September 23–24, 2025 (Calbayog I-VI Districts)
  - **Batch 2:** September 25–26, 2025 (Oquendo I-III & Tinambacan I-III Districts)
2. The training aims to improve the pedagogical competence of teachers in addressing learning gaps in reading and literacy. It is designed to build capacity for the effective implementation of the ARAL Reading Program through practical, research-based strategies and collaborative engagement.
  3. In line with **DepEd Order No. 9, s. 2005**, or the "No Disruption of Classes Policy," which states that trainings and similar undertakings should not affect regular class hours, the training shall be conducted on weekends only. Hence, the **Prototype Catch-Up Program Schedule** is expected to be implemented to compensate for the 12 hours of instructional time lost.
  4. The training targets a total of **1,460 public school teachers, school heads, supervisors, and instructional leaders** from the Division of Calbayog City. They will be grouped into two batches based on their district assignments:



**Address:** P2 Brgy. Hamorawon, Calbayog City, Samar  
**Email Address:** calbayogcity@deped.gov.ph  
**Website:** <https://calbayogcity.deped.gov.ph/>

**Batch 1 – 730 participants** from Calbayog Districts I to VI

**Batch 2 – 730 participants** from Oquendo Districts I to III and Tinambacan Districts I to III

5. A total of **18 personnel per batch**, composed of members of the Training Management Team (TMT), Medical Team, and support staff, shall serve as the official training management and support team.
6. The official list of participants with group assignment, room/accommodation assignment, and the training matrix for Batches 1 and 2 is hereby attached as **Enclosures 1, 2, and 3**.

7. **Terms of Reference:** The following are the roles and responsibilities of the persons involved in the conduct of the training:

**a. Training Management Team (TMT):**

- Lead the planning, organization, and overall management of the training program
- Ensure that training content aligns with the objectives of the ARAL Program
- Supervise session facilitation, documentation, and logistical coordination
- Consolidate and submit training reports and outputs to the Schools Division Office

**b. Facilitators/Resource Speakers:**

- Deliver content-rich, research-based, and interactive learning sessions
- Demonstrate effective reading intervention strategies and pedagogical models
- Provide technical assistance and feedback to participants during workshops
- Evaluate participant performance and document session outcomes

**c. Medical Team:**

- Provide immediate medical attention or first aid during the training
- Monitor participants' health conditions throughout the event
- Coordinate with nearby medical facilities for emergency referrals
- Maintain health records and incident reports, if any

**d. Support Staff:**

- Manage registration, room assignments, supplies, and logistical needs
- Distribute training materials and session handouts
- Provide technical and multimedia support during sessions
- Coordinate with venue staff regarding meals, accommodation, and security

**e. ARAL Tutor-Teacher Participants:**

- Actively participate in all sessions, workshops, and group activities
- Apply learned strategies to address reading and literacy gaps among learners
- Prepare and submit required outputs such as session reflections, action plans, and evaluation forms
- Serve as reading intervention implementers in their respective schools, using strategies gained from the training
- Share key learnings with co-teachers through Learning Action Cell (LAC) sessions



**f. School Heads:**

- Supervise and support the ARAL Tutor-Teachers under their jurisdiction in post-training implementation
- Ensure that appropriate school-based interventions are aligned with the ARAL Program goals
- Monitor and evaluate the implementation of reading strategies learned during the training
- Facilitate post-training sharing sessions and LAC discussions in their respective schools
- Submit school-level progress reports related to reading intervention and recovery efforts

**g. Education Program Supervisors / Public Schools District Supervisors:**

- Provide instructional leadership and technical assistance to School Heads and Tutor-Teachers during and after the training
  - Monitor the fidelity of ARAL Program implementation across districts and schools
  - Evaluate the effectiveness of post-training interventions through school visits, observations, and report analysis
  - Lead district-wide capacity-building efforts and follow-up support activities
  - Consolidate and submit monitoring and evaluation (M&E) reports to the CID
8. This Memorandum shall serve as the **Official Travel Authority** for all participants attending the training.
9. Expenses incurred for the conduct of the training — including meals, board and lodging, venue, materials, and other logistical requirements — shall be charged against **local funds, downloaded program support funds, or other available sources**, subject to the usual accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is directed.



  
**MARGARITO A. CADAYONA, JR., PhD, CESO VI**  
Schools Division Superintendent

