



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

July 21, 2026

DIVISION MEMORANDUM
No. 292, s. 2026

**SUBMISSION OF ARAL SUMMER DAILY TIME RECORDS (DTRs),
SUPPORTING DOCUMENTS, AND ARAL SUMMER ACCOMPLISHMENT
REPORT**

To: Assistant Schools Division Superintendent
Chief Education Supervisor- CID
Education Program Supervisors
Public Schools District Supervisors
Elementary School Heads
Secondary School Heads
ARAL Coordinators & Tutors
All Concerned

1. In line with the implementation of the Academic Recovery and Accessible Learning (ARAL) Summer Program 2026, all concerned schools are hereby directed to submit the required documentary requirements to facilitate the processing of remuneration for Non-DepEd ARAL Tutors and the grant of vacation service credits for DepEd ARAL Tutors.

2. The following documentary requirements shall be submitted in accordance with DepEd Memorandum No. 001, s. 2026, shall be submitted::

A. For DepEd ARAL Tutors

- Annex F – Daily Time Records (DTRs), duly accomplished and signed;
- Annex G – Accomplishment Report;
- School Certification;
- Class Program or Tutor Teaching Loads; and
- Other supporting documents required for the processing of vacation service credits, in accordance with DepEd Order No. 013, s. 2024 (Revised Guidelines on the Grant of Vacation Service Credits for Teachers).

B. For Non-DepEd ARAL Tutors

- Annex F – Daily Time Records (DTRs), duly accomplished and signed;
- Annex G – Accomplishment Report;
- ARAL Tutor Engagement Contract;

- Daily Log Sheet;
- School Certification;
- Class Program or Tutor Teaching Loads; and
- Other documentary requirements for the processing of remuneration, in accordance with DepEd Order No. 010, s. 2026.

3. All Administrative Officers are directed to facilitate the preparation and proper filing of the required documents. All documents shall be arranged in three (3) complete sets - one (1) original copy and two (2) photocopies, placed in one (1) folder only, properly secured. The folder shall bear a cover page indicating the complete name of the tutor, school, and district. The documents shall then be submitted to the Curriculum Implementation Division (CID) Office. Schools that have previously submitted the required documents are likewise advised to review their submissions, ensure that all required attachments are complete, and submit any lacking documents accordingly.

4. Immediate dissemination of and strict compliance with this Memorandum is hereby enjoined.


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

