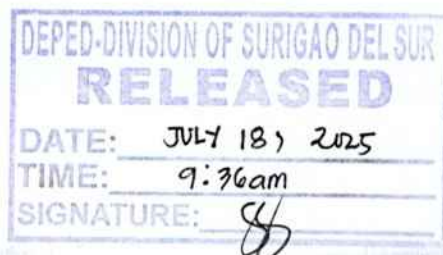




Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DIVISION MEMORANDUM  
No. 288 , s. 2025



**To:** Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors/District-in-Charge  
Division Section Heads and Personnel  
School Heads in Elementary, Secondary, and Private Schools  
Teachers and Non-Teaching Personnel  
Others Concerned

**COMPOSITION OF THE TECHNICAL WORKING GROUP (TWG) FOR THE IMPLEMENTATION OF THE ACADEMIC RECOVERY AND ACCESSIBLE LEARNING (ARAL) PROGRAM**

1. Pursuant to Republic Act No. 12028, also known as the Academic Recovery and Accessible Learning (ARAL) Program Act, and in accordance with DepEd Order No. 18, s. 2025, which outlines the Implementing Guidelines for the ARAL Program, this Office hereby establishes the Division Technical Working Group (TWG).
2. This initiative aims to ensure the effective, well-coordinated, and high-quality implementation of learning interventions under the ARAL Program for all identified learners needing support in reading, mathematics, and science across all grade levels.
3. The TWG shall convene regularly, at least once a month, or more frequently as needed to address urgent matters. Special meetings may be called by the Chairperson or upon the request of at least one-third of the members. Meeting agenda shall be prepared and shared at least three (3) days prior to the scheduled meeting. All proceedings shall be documented, and minutes shall be distributed to all members and relevant personnel.
4. The TWG shall submit monthly and quarterly reports to the Schools Division Superintendent and the Regional Office. These reports must include updates on learner progress, tutor performance, resource utilization, challenges encountered, and recommendations for program improvement.



Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
Telefax No. (086) 211-3225  
Email Address: surigaodelsur.division@deped.gov.ph  
Website: deped-surigao-del-sur.com


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5. Attached is the official list of TWG members, along with their respective Terms of Reference, to guide the implementation of their roles and responsibilities in support of the ARAL Program.
6. Immediate and wide dissemination of this Memorandum is earnestly requested to ensure that all concerned are properly informed and guided, and to secure full compliance with its provisions.

  
**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Encl.: DO No. 18, s. 2025  
Reference: Republic Act No. 12028  
To be indicated in the Perpetual Index  
under the following subjects:

ARAL PROGRAM  
IMPLEMENTING  
GUIDELINES  
TECHNICAL WORKING GROUP

cid/jla/DM\_COMPOSITION OF THE DIVISION TECHNICAL WORKING GROUP (TWG) IN THE  
IMPLEMENTATION OF THE ACADEMIC RECOVERY AND ACCESSIBLE LEARNING (ARAL)  
PROGRAM

No. \_\_\_\_/ 7/15/2025



Republic of the Philippines  
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Enclosure No. 01 to the Division Memorandum \_\_\_\_\_, s. 2025

Role	Persons Involve	Terms of Reference
<b>I. EXECUTIVE LEADERSHIP</b>		
<b>Chairperson</b>	<b>LORENZO O. MACASOCOL, PhD,</b> <b>CESO V</b> <i>Schools Division Superintendent</i>	<b>Overall Responsibility:</b> To lead the Division's ARAL Program by setting clear direction, guiding major decisions, and giving final approval to ensure its successful implementation. <b>Specific Duties:</b> <ol style="list-style-type: none"> <li>1. Reviews and approves the Division's ARAL Program Implementation Plan/Action Plan.</li> <li>2. Authorizes the release of budget, personnel, and other resources necessary for program delivery.</li> <li>3. Serves as the main advocate of the ARAL Program, promoting its value to stakeholders such as local government units and community leaders.</li> <li>4. Makes final decisions on major issues that cannot be resolved by the Technical Working Group.</li> <li>5. Ensures that the TWG remains focused and accountable in meeting the program's goals and expected outcomes.</li> </ol>
<b>Vice-Chairperson</b>	<b>LAILA F. DANAQUE, EdD,</b> <b>CESO VI</b> <i>Assistant Schools Division Superintendent</i>	<b>Overall Responsibility:</b> To oversee the daily operations of the ARAL Program, ensuring that activities are well-managed and carried out efficiently. <b>Specific Duties:</b> <ol style="list-style-type: none"> <li>1. Supervises the work of Core Members and Support Specialists, making sure tasks are completed on schedule.</li> <li>2. Facilitates TWG meetings and makes operational decisions when the Chairperson is unavailable.</li> <li>3. Reviews key program documents—such as plans, reports, and budgets—before they are forwarded to the Chairperson for final approval.</li> <li>4. Monitors the program's progress and ensures it stays aligned with the planned timeline and targets.</li> </ol>
<b>Co Vice-Chairperson</b>	<b>FLUELLEN L. COS,</b> <b>PhD</b>	<b>Overall Responsibility:</b> To ensure that the teaching and learning components of the ARAL Program are effective, high-quality, and aligned with the K to 12 curriculum standards



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 Telefax No. (086) 211-3225  
 Email Address: surigaodelsur.division@deped.gov.ph  
 Website: depedurinasur.com

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	<p><i>Chief, Education Supervisor-CID</i></p>	<p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Supervises Academic Specialists (e.g., focal persons for reading, math, and other subjects) to ensure learning interventions are well-designed and appropriate.</li> <li>2. Leads the review and quality assurance of instructional materials and assessment tools used in the program.</li> <li>3. Ensures that teacher training programs are relevant and help improve classroom teaching practices.</li> <li>4. Provides technical support and expert advice on teaching strategies and student assessment methods.</li> </ol>
	<p><b>CARLOS TIAN CHOW C. CORREOS</b>  <i>Chief, Education Supervisor-SGOD</i></p>	<p><b>Overall Responsibility:</b> To ensure all schools receive the necessary operational, logistical, and non-teaching support to run the ARAL Program effectively.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Manages the day-to-day operational needs of the ARAL Program, including scheduling, logistics, and resource distribution.</li> <li>2. Oversees Support and Operations Specialists (e.g., Planning, Monitoring &amp; Evaluation, Human Resource Development, Partnerships) to ensure timely and effective service delivery to schools.</li> <li>3. Provides guidance to school heads on planning, monitoring, and reporting related to the ARAL Program.</li> <li>4. Ensures the ARAL Program is properly included in the School Improvement Plan (SIP) and Annual Implementation Plan (AIP).</li> <li>5. Makes sure schools follow DepEd policies and prioritize learner welfare during program implementation.</li> <li>6. Works closely with school leaders and local partners to support and strengthen program activities.</li> </ol>
<p><b>II. CORE MEMBERS</b></p>		
<p><b>Academic Specialists</b></p>	<p><b>JONATHAN L. AMBEL</b>  <i>Education Program Supervisor, ARAL Reading Focal Person</i></p>	<p><b>Overall Responsibility:</b> To serve as the lead expert and coordinator for all reading-related interventions under the ARAL Program.</p> <p><b>CRLA Specialization (English)</b></p> <p>A. Lead implementation of Comprehensive Rapid Literacy Assessment (CRLA) for Grades 1-3.</p>



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	<p>B. Provide technical assistance on CRLA administration and early literacy interventions.</p> <p>C. Develop CRLA-specific training materials and foundational literacy programs.</p> <p>D. Monitor early literacy outcomes and foundational reading skills development</p> <p><b>Early Literacy Focus (English)</b></p> <p>A. Coordinate interventions for learners at Emerging, Developing, and Transitioning levels.</p> <p>B. Support schools in implementing foundational literacy interventions.</p> <p>C. Facilitate training on phonics, phonemic awareness, and early reading strategies.</p> <p>D. Ensure proper identification and support for struggling early readers.</p> <p><b>Phil-IRI Specialization (English)</b></p> <p>A. Lead implementation of Philippine Informal Reading Inventory (Phil-IRI) for Grades 4-10.</p> <p>B. Provide technical assistance on Phil-IRI administration and interpretation.</p> <p>C. Develop Phil-IRI-specific training materials and assessment protocols.</p> <p>D. Monitor reading comprehension and fluency outcomes for upper elementary and secondary learners.</p> <p><b>Advanced Reading Support (English)</b></p> <p>A. Coordinate interventions for learners at Frustration, Instructional, and Independent levels.</p> <p>B. Support schools in developing appropriate reading interventions for older learners.</p> <p>C. Facilitate training on advanced reading strategies and comprehension techniques.</p> <p>D. Ensure proper data collection and analysis for Phil-IRI results.</p>
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	<p><b>REGINA EUANN A. PUERTO</b>  <i>Education Program Supervisor, ARAL Mathematics Focal Person</i></p>	<p><b>Overall Responsibility:</b> To serve as the lead expert and coordinator for all mathematics-related interventions under the ARAL Program.</p> <p><b>ARAL-Mathematics Leadership</b></p> <ol style="list-style-type: none"> <li>Lead comprehensive ARAL-Mathematics component implementation across the 21 districts.</li> <li>Provide technical assistance on RMA (Rapid Mathematics Assessment) and mathematics interventions.</li> <li>Develop math-specific training materials and programs for tutors and teachers.</li> <li>Keep track of students' progress in math and analyze the results to help improve learning.</li> </ol> <p><b>Implementation Support</b></p> <ol style="list-style-type: none"> <li>Coordinate with schools on math tutor training and deployment.</li> <li>Ensure proper administration of RMA assessments (Grades 1-10).</li> <li>Support schools in identifying learners needing mathematics intervention.</li> <li>Facilitate peer learning and best practice sharing among math educators.</li> </ol>
	<p><b>ALEX S. MISTULA</b>  <i>EPS, Learning Resources Head</i></p>	<p><b>Overall Responsibility:</b> To manage the process of identifying, producing, and distributing all learning materials needed for the ARAL Program.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>Oversees the printing, reproduction, and quality checking of ARAL worksheets, modules, and teaching aids.</li> <li>Develops and maintains a system to ensure that all participating schools receive the correct quantity and type of materials on time.</li> <li>Maintains a complete and regularly updated inventory of all ARAL learning resources.</li> </ol>



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	<p><i>Education Program Supervisors:</i></p> <ol style="list-style-type: none"> <li>1. <b>IRENE GRUMEZ, PhD</b></li> <li>2. <b>ANALIZA DOLORICON, EdD</b></li> <li>3. <b>RESSIL L. TERSONA, EdD</b></li> <li>4. <b>MENERBA M. DAPAR, EdD</b></li> <li>5. <b>MEGENILLA C. GUILLEN, PhD</b></li> <li>6. <b>ENCARNACION M. PADUA</b></li> <li>7. <b>JONATHAN L. AMBEL</b></li> <li>8. <b>REGINA EUANN A. PUERTO</b></li> <li>9. <b>ALEX S. MISTULA</b></li> </ol>	<p><b>Overall Responsibility:</b> To provide hands-on monitoring, coaching, and technical support to a group of schools implementing the ARAL Program.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Provide technical expertise in curriculum and instruction to ensure learning interventions meet learner needs.</li> <li>2. Conducts regular school visits to observe ARAL classes and monitor implementation activities.</li> <li>3. Assists in identifying and assessing learners eligible for ARAL interventions.</li> <li>4. Tracks learner progress and provides feedback to help improve program delivery.</li> <li>5. Supports school heads and teachers by offering technical assistance and helping address challenges in implementation.</li> <li>6. Checks and validates the accuracy of data and reports submitted by their assigned schools.</li> <li>7. Collects feedback, best practices, and challenges from the field and report them to the TWG.</li> </ol>
<p>Support Specialists  <b>(Planning &amp; Coordination Lead)</b></p>	<p><b>JOVIKSON E. DALURA</b>  <i>SEPS, Planning Officer</i></p>	<p><b>Overall Responsibility:</b> To lead the preparation and consolidation of the official Division ARAL Implementation Plan.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Collects and integrates school-level ARAL plans into one clear and comprehensive Division-wide implementation plan.</li> <li>2. Ensures that the consolidated plan aligns with the Division's strategic goals and budget timelines.</li> <li>3. Tracks the progress of planned activities and targets, such as the number of learners served and teachers trained, etc.</li> </ol>
<p>Support Specialists  <b>(Research &amp;</b></p>	<p><b>UCILLE P. GALVEZ</b>  <i>SEPS, Research Coordinator</i></p>	<p><b>Overall Responsibility:</b> To lead research efforts on the program's effectiveness and ensure ARAL is properly included in school-level plans.</p>





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<p><b>SIP/AIP Validation Lead)</b></p>		<p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Designs and conducts research studies to assess the impact and effectiveness of the ARAL Program.</li> <li>2. Reviews School Improvement Plans (SIP) and Annual Implementation Plans (AIP) to confirm that ARAL activities are well-planned and appropriately budgeted.</li> <li>3. Shares research findings, successful practices, and recommendations with schools to support continuous improvement.</li> </ol>
<p>Support Specialists  <b>(Data Management &amp; Analysis Lead)</b></p>	<p><b>JAYSON M. OROZCO</b>  <i>SEPS, M&amp;E Lead</i></p> <p><b>RAMIL C. TERSONA, PhD</b>  <i>EPS-II, M&amp;E Co-Lead</i></p>	<p><b>Overall Responsibility:</b> To manage the entire data system of the ARAL Program—from data collection to analysis and reporting to support informed decision-making.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Develops and maintains a central database for all ARAL learner data, including pre-test/post-test scores and attendance records.</li> <li>2. Trains school coordinators on the proper use of official data collection tools, such as the ARAL Dashboard and reporting templates.</li> <li>3. Analyzes collected data and prepares clear, easy-to-understand reports with visuals (e.g., charts and graphs) to support the TWG in making data-driven decisions.</li> <li>4. Coordinate RMA, CRLA, and Phil-IRI data collection and analysis.</li> <li>5. Ensure accuracy and timeliness of pre-assessment, midline assessment, and post-assessment data</li> <li>6. Monitor compliance with School Readiness and Responsive Audit (SRRA) and other assessment requirements.</li> </ol>
<p>Support Specialists  <b>(Human Resource Development Lead)</b></p>	<p><b>ERLYN G. MANGADLAO</b>  <i>SPES, HRDD</i></p>	<p><b>Overall Responsibility:</b> To manage all training and professional development activities for personnel involved in the ARAL Program.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Leads the planning and design of training workshops for ARAL teachers, tutors, and school heads.</li> <li>2. Oversees all logistical arrangements for training activities, including scheduling, venue setup, materials preparation, certificate issuance, and accommodations.</li> </ol>



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 Telefax No. (086) 211-3225  
 Email Address: surigaodelsur.division@deped.gov.ph  
 Website: [deped-surigao.gov.ph](http://deped-surigao.gov.ph)

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		3. Collects and reviews participant feedback to ensure that training sessions are relevant, practical, and effective.
Support Specialists <b>(Human Resource Management Lead)</b>	<b>JUNE C. GUERRA</b> <i>AO-IV, HRMO</i>	<b>Overall Responsibility:</b> To ensure that all personnel involved in the ARAL Program comply with human resource policies and standards.  <b>Specific Duties:</b> <ol style="list-style-type: none"> <li>1. Manages the recruitment, assignment, and welfare of tutors and other ARAL Program personnel.</li> <li>2. Assist the Humar Resource Development in facilitating training and capacity-building activities to support ARAL implementers.</li> <li>3. Coordinates with qualified Support Specialists, as identified by DepEd, to ensure proper deployment and alignment with program needs.</li> </ol>
Support Specialists <b>(Stakeholder Engagement Lead)</b>	<b>MARIETO CLEBEN G. LOZADA</b> <i>SEPS, Division Partnership Focal</i>	<b>Overall Responsibility:</b> To build and maintain strong partnerships with external groups or organizations to generate support for the ARAL Program.  <b>Specific Duties:</b> <ol style="list-style-type: none"> <li>1. Identifies potential partners—such as local government units (LGUs), private companies, and non-government organizations (NGOs)—and invites them to support the program.</li> <li>2. Prepares partnership agreements (e.g., MOA/MOU) and serves as the main point of contact for all program partners.</li> <li>3. Maintains a complete record of all support received for the ARAL Program, including in-kind and financial donations.</li> </ol>
Support Specialists <b>(Learner's Rights and Protection Lead)</b>	<b>GRACE CHRISTY MAE Y. LUMANTA</b> <i>PDO-II, Learner Rights and Protection Focal</i>	<b>Overall Responsibility:</b> To ensure that the rights, safety, and well-being of all learners in the ARAL Program are upheld and protected at all times.  <b>Specific Duties:</b> <ol style="list-style-type: none"> <li>1. Ensures that all ARAL activities, materials, and practices comply with the DepEd Child Protection Policy.</li> <li>2. Establishes a safe and accessible feedback mechanism for learners and parents to raise concerns or suggestions.</li> <li>3. Guides teachers on using positive, non-violent approaches to discipline in ARAL classes.</li> <li>4. Integrates the Division initiated advocacy "<b>LRP (Learners' Rights and Protection) on Wheels</b>"</li> </ol>



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 Telefax No. (086) 211-3225  
 Email Address: surigaodelsur.division@depd.gov.ph  
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		<p>into ARAL activities focusing on psycho-social support activities, mental health awareness, promoting awareness on child protection, anti-bullying, and safe learning environments.</p> <p>5. Coordinates with schools to ensure that child protection measures are actively implemented and monitored throughout the program.</p>
<p>Support Specialists  <b>(Health &amp; Wellness Lead)</b></p>	<p><b>HYPZIBAH L. ANDOY</b>  <i>Division Nurse II</i></p>	<p><b>Overall Responsibility:</b> To address the health and nutrition needs of struggling learners, recognizing that these factors directly affect their ability to learn and participate in the ARAL Program.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Coordinates with school nurses to identify ARAL learners who may require health-related support, such as vision screening, deworming, and feeding programs.</li> <li>2. Provides teachers and parents with simple, informative materials on health, hygiene, and nutrition.</li> <li>3. Collects general feedback on the health status of ARAL learners and reports major concerns to the TWG.</li> <li>4. Supports health-related advocacy efforts within the ARAL Program, including wellness campaigns and school-based activities that promote proper nutrition, hygiene, and overall learner well-being.</li> </ol>
<p>Operations Support  <b>(Program Support Fund Processing Lead)</b></p>	<p><b>EPPIE P. CABRERA</b>  <i>AO V, Budget Officer</i></p>	<p><b>Overall Responsibility:</b> To oversee the ARAL Program budget to ensure that financial resources are properly allocated and readily available for all program-related needs.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Verifies that sufficient funds are accessible for all scheduled ARAL activities and procurement requirements.</li> <li>2. Manages the facilitation of budget releases and fund transfers, whether for school-based or Division-initiated initiatives.</li> <li>3. Coordinate supplemental funding requests when needed.</li> <li>4. Keeps track of how the ARAL budget is being used to avoid overspending or underspending.</li> <li>5. Works closely with the Accountant to ensure timely disbursement of funds and accurate financial reporting.</li> </ol> <p><b>PSF Download Coordination</b></p>



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		<p>A. Manage the downloaded PSF (Program Support Fund) for ARAL implementation.</p> <p>B. Ensure 100% of the downloaded PSF allocation is implemented according to the schedule/timeline.</p> <p>C. Monitor proper utilization of funds for literacy interventions</p> <p>D. Coordinate with financial management for fund tracking and reporting</p>
Operations Support (Finance Support Processing Lead)	<p><b>BETHANY E. CLIMACO, CPA</b>  <i>Accountant III</i></p>	<p><b>Overall Responsibility:</b> To ensure that all financial transactions related to the ARAL Program are processed accurately, transparently, and in accordance with government accounting rules and regulations.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Processes claims, reimbursements, and payments for goods and services used in the ARAL Program.</li> <li>2. Reviews financial documents to ensure completeness and compliance with accounting and auditing standards.</li> <li>3. Prepares accurate and timely financial reports on ARAL fund utilization for the TWG and other relevant offices.</li> </ol>
Operations Support (Technology Support Lead)	<p><b>MARVIN G. MINGUILLIAN</b>  <i>Information Technology Officer (ITO)</i></p>	<p><b>Overall Responsibility:</b> To provide all necessary IT support to ensure the smooth implementation of the ARAL Program.</p> <p><b>Specific Duties:</b></p> <ol style="list-style-type: none"> <li>1. Oversees the operation and accessibility of online platforms, including the ARAL Dashboard, for all schools.</li> <li>2. Provides support for digital tools and systems used in ARAL-related data gathering, virtual meetings, and training sessions.</li> <li>3. Assists TWG members and school personnel in resolving technical issues involving hardware, software, or internet connectivity.</li> <li>4. Aids the Data Management Lead in safeguarding and backing up all digital records and data associated with the ARAL Program.</li> </ol>

