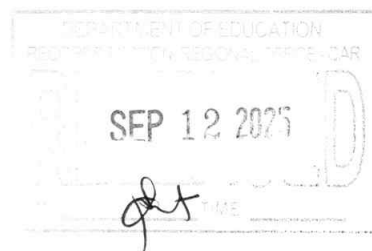




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



11 September 2025

REGIONAL MEMORANDUM

No. **675-2025**

**ACADEMIC RECOVERY AND ACCESSIBLE LEARNING (ARAL) PROGRAM TUTOR
TEACHING LOAD SIMULATOR AND MONITORING TOOL**

To: Assistant Regional Director
All Schools Division Superintendents
All Others Concerned

1. Relative to DM-OUHROD-2025-2481, titled ARAL Tutor Teaching Load Simulator and Monitoring Tool (Enclosure 1), this Office requires the utilization of the **ARAL Tutor Teaching Load Simulator and Monitoring Tool** by all public schools with ARAL learners.

2. The tool is designed to assist School Heads in managing tutor-related data, including teaching load assignments, schedules, and training status. Specifically, it serves the functions to:

- 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.

3. The School Head shall accomplish the tool on a **quarterly basis** through **bit.ly/ARALSimulator2025**. The data (CSV format) generated and extracted from this tool shall then be submitted via **bit.ly/ARALSimulator-Submit**.

4. The reporting schedule is as follows:

Quarter	Coverage	Deadline
Quarter 2	September 8-October 22, 2025	October 24, 2025
Quarter 3	November 3, 2026-January 21, 2026	January 23, 2026
Quarter 4	January 26-March 18, 2026	March 31, 2026

5. For queries and clarifications, please contact the Human Resource Development Division through Rosita C. Agnasi, OIC-HRDD-NEAPR through the office email.

6. Immediate and widest dissemination of this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

HRDD/RCA/SJLD- LBL - RM - ARAL Load Simulator 25-1011
August 26, 2025



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 - 1318
Email Address: car@deped.gov.ph
f DepEd Tayo Cordillera g https://depedcar.ph





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**.

ARAL PROGRAM

INSTRUCTIONS

September 2025 v1.2

↑ TOP

OVERVIEW

USER GUIDE

SUBMIT DATA

TROUBLESHOOT

DOWNLOAD TOOL

OVERVIEW

OBJECTIVE

The ARAL Teaching Load Simulator Tool is designed to help schools determine the number of DepEd teachers required for the ARAL Program based on learner enrollment and identify if additional tutors are needed.

KEY FUNCTIONS

- Determine the number of DepEd teachers needed for the ARAL Program based on learner enrollment.
- Identify if there is a need to deploy additional ARAL Program Tutors.
- Compute each teacher's total teaching load (regular load plus ARAL load).
- Prioritize the most qualified teachers for ARAL teaching load assignments.
- Provide a basis for schools in requesting additional ARAL Tutors.

GENERAL CONSIDERATIONS

The following general considerations guide the assignment of ARAL teaching loads to tutors. They define how the tool processes teacher and learner data to meet its objectives while ensuring compliance with existing ARAL and teacher workload policies.

TIME ALLOTMENT

Maximum of **120 minutes per day** or 600 minutes per week **for DepEd tutor** and **60 minutes per day** or 300 minutes per week **for external tutors** (Initial simulation)

TOTAL TEACHING LOAD

DepEd Teachers should not exceed 2,400 minutes of total teaching load (Regular Teaching Load plus ARAL Teaching Load)

CLASS SIZE

Maximum of 15 learners per section

TEACHER-LEARNER ASSIGNMENT

DepEd teachers shall not be tutors of their own learners

SIMULATION LOGIC

SECTIONING OF ARAL LEARNERS

how the tool processes data

Group learners based on their assessment results.

constraints

- The learner's latest assessment result determines sectioning.
- Each section has a maximum of 15 learners.

ASSIGNING DEPED TEACHERS

Assign ARAL classes to DepEd teachers, prioritizing those who are most qualified and can still accommodate additional load.

- Maximum of 2 hours per day (cumulative across all assigned sections).
- Maximum of 600 minutes per week.
- Current reading teachers of ARAL learners will not be assigned to learners' ARAL sections.

ADDING ARAL TUTORS

If all DepEd teachers have reached their 600-minute ARAL load limit or 2400 minutes of their total teaching load, assign remaining ARAL sections to Additional Tutors.

- Maximum of 1 hour per day (cumulative across all assigned sections).
- Maximum of 300 minutes per week.

USER GUIDE AND NAVIGATION

UNDERSTANDING THE WORKSHEETS

Below outlines the purpose of each worksheet in the ARAL Simulator Tool.

SUMMARY

Presents an overview of teacher and learner data, including the list of ARAL tutors.

1. TEACHERS

Contains teacher information for input and updates.

2. LEARNERS

Contains learner information for input and updates.

3. ARAL SIMULATOR

Runs the simulation for learner sectioning and teaching load assignment.

4. SCHEDULE

Used to finalize the teacher and section schedule.

ARAL KEY STEPS

ADD TEACHER DATA

Enter teacher details:

Name, Employee Number, Position Title, PRC Specialization, ARAL Training Data, Key Stage handled (if applicable), and Current Teaching Load (minutes).

RECORD LEARNER DATA

Enter learner details:

Name, Learner Reference Number (LRN), Grade Level, Assessment Result (CRLA or Phil-IRI), and Current Reading Teacher.

The tool uses these details to:

- Group learners into sections.
- Exclude their current reading teacher from being assigned as their ARAL tutor.

ACTIVATE ARAL SIMULATOR

BEGIN SECTIONING

Group learners based on their respective assessment (max 15 per section).

Schedule Setup:

Input days and time allotment per section (max 60 minutes/day).

ASSIGN TEACHERS

Assign ARAL teachers to sections

If DepEd teachers are fully loaded, ARAL Tutors are added.

LIST FINAL ASSIGNMENT

Review and finalize the ARAL schedule.

Schools may adopt the suggested assignments or adjust based on context:

- Update assigned teachers, if needed.
- Finalize details for "Additional Tutors" if applicable.

SUBMIT THE ARAL TUTOR DATA

Upon finalizing the SCHEDULE and updating the external tutor data (if applicable), schools are required to submit the data generated from the Simulator Tool together with the accomplished ARAL Tutor Teaching Load Simulator and Monitoring Tool.

GENERAL INSTRUCTIONS:

1. Input data in the white cells under the yellow headers.

Follow the prescribed formats. Examples are included for additional guidance.

2. Do not edit any information in gray cells.

3. Use the buttons to navigate each sheet.

NAME OF LEARNER	ARAL SECTION
DELA CRUZ, J. A.	

Input data ↑

Do not input data ↑

STEP-BY-STEP GUIDE

IMPORTANT

Before encoding teacher and learner data, input the following basic school information in the SUMMARY sheet:

School ID and Name, Region and Division

Name and Position of the School Head, Academic Quarter

School ID: _____ | School Name: _____ | RO & SDO: _____
School Head: _____ | Academic Quarter: _____

SUMMARY

ADD TEACHER DATA

WORKSHEET:

1_TEACHERS

1. Input key information of DepEd Teachers:

- **TEACHER NAME** Enter the teacher's full name in this format: Last Name, First Name M.
- **EMPLOYEE NUMBER** Input the teacher's assigned employee number.
- **POSITION TITLE** Select or input the teacher's official position title.
- **PRC SPECIALIZATION** Indicate the teacher's PRC specialization (the specialization used when they took the LET).
- **TRAINING DATA** Indicate whether the teacher has completed the training for ARAL Tutors (1 = YES).
- **KEY STAGE HANDLED (Reading)** Tick all key stages handled if the teacher is teaching Reading-related subjects. Leave blank if not applicable.
This helps the tool identify teachers who may not be assigned to learners enrolled in ARAL.
- **CURRENT TEACHING LOAD** Input the teacher's total teaching load (in minutes) as reflected in the eSF7 for the current school year.
This helps the tool determine if the teacher can still accommodate additional ARAL teaching load.

RECORD LEARNER DATA

WORKSHEET:

2_LEARNERS

2. Input the following information of ARAL learners:

- **NAME OF LEARNER** Enter the learner's full name in this format: Last Name, First&Middle Initials
- **LEARNER REFERENCE NO.** Input the learner's assigned Learner Reference Number (LRN).
- **GRADE LEVEL** Enter the learner's current grade level.
The corresponding CRLA or Phil-IRI Assessment Result automatically updates.
This helps the tool determine the appropriate section grouping for the learner.
- **CURRENT TEACHER IN READING** Select the learner's current teacher in Reading-related subjects (list is based on teacher data and key stages handled). Leave blank if the teacher is not in the list.
This ensures the tool will exclude the current teacher from being assigned as the learner's ARAL Tutor.

ACTIVATE ARAL SIMULATOR

WORKSHEET:

3_ARAL SIMULATOR

3. Click the appropriate buttons to start the simulation:

BEGIN SECTIONING

Click the "BEGIN SECTIONING" button to group the learners according to their assessment

Each section has a maximum of 15 learners.

Input the days and time allotment for each section (number of days and total teaching minutes per day)

Ensure these fields are completed for each section before assigning teachers.

If there is no weekday or weekend schedule, leave it blank; but each section must have a schedule.

The list of learners per section shall help the school determine the time to be allotted for their section.

ASSIGN ARAL TUTOR

Click the "ASSIGN TEACHER" button to assign ARAL Teaching Load to teachers.

Teachers will be assigned to ARAL sections with accumulated total minutes of 300.

Current reading teachers of ARAL learners will not be assigned to the learner's ARAL section.

If all DepEd teachers have been assigned a maximum of 600 minutes of ARAL Teaching Load, Additional Teachers will be assigned to the remaining sections.

The result of the simulation shall inform the school whether to request for additional ARAL Tutors or not.

If there are any changes to the learner list, re-run the simulator to update and adjust assignments.

LIST FINAL ASSIGNMENT

WORKSHEET:

4_SCHEDULE

4. Review the assignment. If needed, reassign tutors to different classes by selecting from the TUTOR NAME dropdown.
5. Complete the SCHEDULE.
6. Finalize the assignment and/or reassignment FIRST, before updating the ADDITIONAL TUTORS DATA section, if applicable.

Since the teacher assignment is based on the simulation, the school has the discretion to adopt the recommendations.

ADDITIONAL STEPS: UPDATE ADD'L TUTORS' DATA

WORKSHEET:

1_TEACHERS

Before updating the ADDITIONAL TUTORS DATA section, ensure the assignment and/or reassignment is FINAL.

1. Click the "ADD'L TUTORS DATA" button to navigate to the ADDITIONAL TUTORS DATA section in 1_TEACHERS

This button is available in both the 1_TEACHERS and 4_SCHEDULE sheets. Additional rows may only be added once the initially allotted rows have been used.

2. Input key information of ADDITIONAL TUTORS:

- **TEACHER NAME** Enter the tutor's full name in this format: Last Name, First Name M.
- **QUALIFICATION** Select the applicable Qualification of the tutor, based on the hiring guidelines.
- **PRC SPECIALIZATION (OR EQUIVALENT)** Indicate the tutor's PRC specialization (the specialization used when they took the LET) or its equivalent.
- **TRAINING DATA** Indicate whether the teacher has completed the training for ARAL Tutors (1 = YES).

3. Click "UPDATE DATA" to update the information of the tutor in 4_SCHEDULE sheet.

ADDITIONAL STEPS: PRINT SCHEDULE

WORKSHEET:

4_SCHEDULE

When teacher assignments, reassignments, and class schedules are finalized, you may proceed with printing.

1. Select the section whose schedule you want to print.
2. Click "PRINT SCHEDULE" to generate the printout.

Select the Section to Print

PRINT SCHEDULE

ADDITIONAL STEPS: PRINT SUMMARY

WORKSHEET:

SUMMARY

1. Review the summary and ensure all required school information is complete.
2. Click "PRINT SUMMARY" to generate the printout.

PRINT SUMMARY

FINAL STEP: SUBMISSION AND REPORTING OF DATA

WORKSHEET:

SUMMARY

Upon finalizing the SCHEDULE and updating the external tutor data (if applicable), schools are required to submit the data generated from the Simulator Tool together with the accomplished ARAL Tutor Teaching Load Simulator and Monitoring Tool.

1. Prepare the ARAL Tutor Database (CSV format).

- In the SUMMARY sheet, click the "EXTRACT DATABASE" button to save the ARAL Tutor database.
- The file will automatically be saved in CSV format with a system-generated filename.
- To maintain data integrity, the tool encodes the database in another language. DO NOT ATTEMPT TO EDIT OR MODIFY THE EXTRACTED DATA. Submit it exactly as generated.

EXTRACT DATABASE

2. Submit via the Data Submission Form.

- Access the submission form and upload the ARAL Tutor data together with the extracted database.
- The form will also ask for key figures on ARAL Tutors. Please refer to the SUMMARY sheet for the required information.

bit.ly/ARALSimulator-Submit

TROUBLESHOOT: REMARKS AND OTHER PROMPTS

In the 4_SCHEDULE sheet, the following remarks may appear while finalizing assignments and schedules. Below are their meanings and how to address them:

Remark / Prompt	Description	How to Resolve
Daily schedule required.	A section is organized and a tutor is assigned, but no daily schedule has been entered.	Enter the schedule in the designated fields.
Schedule incomplete.	A daily schedule is entered but does not match the number of days indicated in the "Days" column.	Update the schedule so the days match the encoded number of days.
Day-schedule mismatch.	The daily schedule includes more days than indicated in the "Days" column.	Adjust the schedule so the days match the encoded number of days.
Time mismatch: schedule vs. assigned.	The total time in the encoded schedule does not match the assigned daily time allotment. (Additional indicator: Red text in the Schedule section)	Adjust the schedule so that the total matches the assigned daily time allotment.
Daily time exceeds 60 mins.	The total daily schedule exceeds the 60-minute limit.	Adjust the schedule to meet the assigned daily limit.
Tutor cannot be assigned to section.	The selected tutor is the current reading teacher for one or more learners in the same section. This may occur when reassigning a tutor to a section.	Select a different tutor or keep the current one if acceptable.
Red text: Tutor and ARAL Teaching Load columns	The total teaching load limit has been reached (2400 mins). Additional assignments cannot be accommodated by the tutor. This may occur when reassigning a tutor to a section.	Unassign one or more sections from the tutor to free up capacity, or assign a different tutor. You may also keep the current assignment.

Download the ARAL Teaching Load Simulator Tool:

with User Guide, references, and other materials

bit.ly/ARALSimulator2025

SUMMARY AND REPORT

EXTRACT DATABASE

† FIRST ROW

+ LAST ROW

SUMMARY

TEACHER PROFILE

SUMMARY OF ARAL TUTORS - READING

SCHOOL ID: _____ REGION: _____ DIVISION: _____

SCHOOL NAME: _____

SCHOOL HEAD: _____

POSITION TITLE: _____ ACADEMIC QUARTER: _____

TEACHING LOAD ASSIGNMENT

ARAL READING LEARNER AND TUTOR ASSIGNMENT DATA			ASSIGNED ARAL TUTORS					
ASSESSMENT TYPE (AT)	NO. OF ARAL LEARNERS	NO. OF SECTIONS	ARAL TUTOR SIMULATOR			ACTUALLY ENGAGED TUTOR		
			DepEd Teachers	Non-DepEd Tutors	Total ARAL Tutors / AT	DepEd Teachers	Non-DepEd Tutors	Total ARAL Tutors / AT
KS1 - FILIPINO EMERGENT	0	0	0	0	0	0	0	0
KS1 - ENGLISH EMERGENT	0	0	0	0	0	0	0	0
KS2 - 3LD ENGLISH FRUSTRATION	0	0	0	0	0	0	0	0
KS3 - 3LD ENGLISH FRUSTRATION	0	0	0	0	0	0	0	0
TOTAL	0	0	<i>Note: Tutors may be assigned to more than one section of different Assessment Types.</i>					

SUMMARY OF ARAL TUTORS PER TEACHING LOAD ASSIGNMENT CATEGORY

[illegible]

Note: DepEd teachers with total teaching loads exceeding 1,800 minutes may be eligible for teaching overload compensation or VSC, whichever is applicable, subject to existing policies and regulations.

ARAL TUTOR PROFILE

SUMMARY OF ARAL TUTOR PROFILES / ENGAGED				
	ARAL TUTOR ACTUALLY ENGAGED			
ARAL Tutors	Engaged	Completed Training	Specialized in Reading	Total ARAL Tutors
A. DepEd Teachers (D)	0	0	0	0
B. Non-DepEd Tutors (N)	0	0	0	0
TOTAL	0	0	0	0

ARAR TUTOR BY QUALIFICATION			
EXTERNAL TUTOR ACTUALLY ENGAGED			
RQA - LET-eligible A	0	OTHER LICENSED A	0
PRIVATE SCHOOL T	0	PARA-TEACHERS	0
SUC/LUC TEACHER	0	NON-LICENSED ED	0
EDUCATION PRACT	0	PRE-SERVICE TEAC	0
RETIRED PROFESS	0	OTHERS	0

ENGAGED ARAL TUTOR PROFILE AND TEACHING LOAD

[illegible]

TEACHERS DATA

1. UPDATE THIS PORTION ONLY WHEN THE SCHEDULE HAS BEEN REVIEWED AND FINALIZED
2. Input data in white cells only. Do not edit data in gray cells.
3. Click "Update Data" to update the Additional Tutors' data in the Schedule sheet.

ADD'L TUTORS DATA

+ LAST ROW

[illegible][illegible]

LEARNERS DATA

+ ADD 20 ROWS

CLEAR LEARNER DATA

[illegible]

SIMULATOR: TEACHING LOAD AND LEARNER ASSIGNMENT

↓ LAST ROW | LEARNERS

ASSIGN ARAL TUTOR

TABLE 2

[illegible]