



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

25 Jun 2026

DIVISION MEMORANDUM
No.294 , s. 2026

**SIGNING OF CONTRACT OF QUALIFIED APPLICANTS FOR DOLE-DEPED
GOVERNMENT INTERNSHIP PROGRAM (GIP) ARAL PROGRAM**

To: Asst. Schools Division Superintendents
Chief-Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 224, s. 2026 titled Participation of DepEd CALABARZON Field Personnel in the Implementation of the DOLE-DepEd Government Internship Program (GIP) under ARAL Program, this office announces the signing of contract of qualified applicants for the DOLE-DepEd Government Internship Program (GIP) Orientation on June 29, 2026, 9:00 AM onwards at SDO Batangas Province Conference Hall, Bolbok, Batangas City.
2. The program will commence on July 1, 2026 to December 15, 2026 in their respective assigned school, Monday to Friday, 7:00 AM to 4:00 PM. Qualified applicants shall render 2-hour ARAL tutorial in the morning, 2-hour ARAL tutorial in the afternoon and 4-hour preparation of instructional materials and other related clerical tasks. They are requested to bring all necessary documents, reports, and other pertinent records needed for the job application.
3. Participants to this contract signing are the Qualified Applicants together with School Heads and Public Schools District Supervisors of the target School for GIP Tutor Deployment.
4. Attached is the sample work plan required for the school head to submit as part of the requirement of the program.
5. This Memorandum serves as Travel Order of the participants.



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6. Immediate and wide dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent *dm*

Encl. As Stated.

Reference: Regional Memorandum No. 224, s. 2026

To be indicated in the Perpetual Index under the following subject:

Issuances- Division Memorandum

*ERT/ SIGNING OF CONTRACT OF QUALIFIED APPLICANTS FOR DOLE-DEPED GOVERNMENT INTERNSHIP PROGRAM
(GIP) ARAL PROGRAM/R2-153194 / 6/25/2026*



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Attachment 1. List of Qualified Applicants for DOLE-DepEd Government Internship Program (GIP) ARAL Program

No.	Name	Target School for GIP Tutor Deployment
1.	AGULO, ANN LORRAINE A.	San Andres Elementary School
2.	ALCARAZ, MARICRIS A.	Sampaga Elementary School
3.	ALMENDRAL, PRINCESS PAULINE S.	San Nicolas Central School
4.	ANCHOREZ, AUBREY MAY C.	Gregorio Paradero Elementary School
5.	ARROYO, FRANCESCA JADE R.	Sampaga Elementary School
6.	ARROYO, RICA S.	Gregorio Paradero Elementary School
7.	ATIENZA, MAY B.	Baybayin National High School
8.	BAON, MARIAN JOY G.	Flaviano- Pelagia Pantoja MES
9.	BAUYON, MA. JENINA ROSE R.	Dr. Jose A. Alaras Elementary School
10.	BUQUIZ, CHARLES C.	Rosario West Central School
11.	CALANGI, RHEYCIE LYN D.	Talaga Elementary School
12.	CASTILLO, CHARLYN M.	Mabini Central School
13.	CUSTODIO, BEAVI IRENE M.	San Pedro Elementary School
14.	DEL ROSARIO, CHARMAINE A.	West Bauan Central School
15.	DELGADO, RAFIELYN MAE B.	Putol Elementary School
16.	ETOR, JHELA DANICA R.	Flaviano- Pelagia Pantoja MES
17.	GAA, JOHN CHRISTIAN O.	Balayan East Central School
18.	GUINTO, EUNICE N.	Marilag Elementary School
19.	HERNANDEZ, MEGAN GALE C.	Talaga Elementary School
20.	HOLGADO, MARINEL M.	Coral na Munti Elementary School
21.	LALAP, RUTH ANGEL O.	Gulod Elementary School
22.	LEYBA, MARYLEINE H.	Isabelo Baleros Memorial Elementary School
23.	LORENZANA, MARY KATHRYN S.	Taal Central School
24.	MABILING, ANNABELLE B.	Padre Garcia Integrated National High School
25.	MAYUGA, JOLINA M.	Estaban E. Vito Memorial Elementary School
26.	PALICPIC, MARIANNED P.	Pansol Integrated National High School
27.	RAMIREZ, HANNA MYKA D.	Butong Integrated School
28.	RODRIGUEZ, JHON ANTHONY D.	Caloocan Elementary School
29.	SAMBAYAN, NICOLE CLAUDETTE P.	Quilib San Roque Elementary School
30.	SANTOS, KIM ABRAHAM	Pansol Integrated National High School
31.	TURNO, CARE JOICE U.	Lanatan-Muntingtubig Elementary School
32.	TURNO, CARL JEAN U.	Putol Elementary School
33.	VALENCIA, KRISTINE D	Rosario West Central School
34.	CASTILLO, SHEILA MAE D.	New Danglayan Elementary School
35.	VILLALOBOS, MELODIE B.	Lanatan-Muntingtubig Elementary School
36.	VILLANUEVA, JOANNAH ZHARMAINE E.	Coral Na Munti National High School



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FORM F

**GOVERNMENT INTERNSHIP PROGRAM
 WORK PLAN**
(GIP for Academic Recovery and Accessible Learning (ARAL) Program)

Intern Name1: _____
 Office Assignment: _____
 Position/Job Title: GIP Intern _____(school)
 Immediate Supervisor: _____
 Evaluation Period: From July 1, 2026 to December 15, 2026
 Duration: 3 months 6 months 12 months

Intern Name2: _____
 Office Assignment: _____
 Position/Job Title: GIP Intern _____(shool)
 Immediate Supervisor: _____
 Evaluation Period: From June 16, 2026 to December 15, 2026
 Duration: 3 months 6 months 12 months

Below is a sample Detailed Work Plan for Government Internship Program (GIP) Interns assigned under the Department of Education (DepEd) Academic Recovery and Accessible Learning (ARAL) Program for a six (6)-month internship period.

MONTH	ACTIVITY	EXPECTED DUTIES/ OUTPUTS
Month 1	Orientation and Program Familiarization	<ul style="list-style-type: none"> Attend orientation on GIP and ARAL Program guidelines. Assist teachers in organizing learner profiles and class records. Prepare tutoring schedules and learning materials. Help in encoding student information and attendance.





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MONTH	ACTIVITY	EXPECTED DUTIES/ OUTPUTS
	Tutorial Assistance and Learner Monitoring	<ul style="list-style-type: none">• Conduct basic reading and numeracy tutoring sessions• Assist struggling learners during remediation activities• Monitor learner participation and progress• Coordinate with teachers regarding learner needs
Month 2	Administrative and Clerical Support	<ul style="list-style-type: none">• Organize and file learner assessment records• Assist in preparing reports, forms, and documentation• Reproduce and distribute learning materials• Support teachers during classroom activities
	ARAL Program Tutorial Sessions	<ul style="list-style-type: none">• Facilitate small-group tutorial sessions• Guide learners in reading comprehension and mathematics exercises• Provide one-on-one learner support when needed
Month 3	Learner Progress Monitoring	<ul style="list-style-type: none">• Maintain attendance and activity logs• Help check learner outputs and exercises• Record and summarize learner performance data• Assist in preparing intervention materials• Participate in parent or guardian coordination activities
	School Administrative Assistance	<ul style="list-style-type: none">• Support inventory of learning resources and supplies• Encode reports and consolidate program documents• Assist in preparing visual aids and instructional materials• Help maintain orderly classroom and office records
Month 4	Enhanced Tutorial and Remediation Activities	<ul style="list-style-type: none">• Conduct follow-up tutoring for low-performing learners• Assist learners with assignments and practice activities



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MONTH	ACTIVITY	EXPECTED DUTIES/ OUTPUTS
	Program Documentation and Reporting	<ul style="list-style-type: none">• Provide reading assistance and literacy support• Monitor attendance and behavior during sessions• Prepare accomplishment reports and attendance sheets• Assist teachers in compiling learner portfolios• Document ARAL activities through photos and records• Submit weekly progress updates to the supervising teacher
Month 5	Culminating Tutorial Activities	<ul style="list-style-type: none">• Conduct review and reinforcement sessions• Assist in final learner assessments and evaluations• Support teachers during recognition or closing activities• Help prepare completion reports and learner summaries
	Final Administrative Support and Turnover	<ul style="list-style-type: none">• Organize and turn over all program documents and files• Prepare final accomplishment reports• Assist in inventory and safekeeping of materials• Participate in evaluation and feedback sessions

General Responsibilities of GIP Applicants

- Assist teachers in implementing the ARAL Program
- Provide tutorial support in reading and numeracy
- Perform clerical and administrative tasks
- Maintain confidentiality of learner records
- Submit reports and attendance regularly
- Demonstrate professionalism and punctuality at all times

B. Summary of Target Competencies by End of Internship



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The internship under the Department of Education ARAL Program aims to develop GIP applicants into responsible, skilled, and professional support personnel who can effectively assist teachers in tutorial, administrative, and learner support activities. Through the five-month work plan, applicants are expected to strengthen their communication, organizational, problem-solving, and interpersonal skills while demonstrating professionalism, teamwork, adaptability, and commitment to quality public service in the school environment.

Under the Department of Education ARAL Program

- **Tutorial and Teaching Assistance** – The GIP applicant is expected to effectively assist learners in reading, numeracy, and other remediation activities through guided tutorial sessions and academic support.
- **Administrative and Clerical Skills** – The GIP applicant is expected to competently perform clerical and administrative tasks such as filing records, preparing reports, encoding data, and organizing school documents.
- **Program Implementation Support** – The GIP applicant is expected to actively support teachers and school personnel in implementing ARAL Program activities and other school-based tasks.
- **Monitoring and Documentation** – The GIP applicant is expected to accurately maintain attendance records, learner progress reports, and activity documentation in a timely and organized manner.
- **Professionalism and Work Ethics** – The GIP applicant is expected to demonstrate punctuality, accountability, discipline, teamwork, and confidentiality in carrying out assigned duties.
- **Communication and Interpersonal Skills** – The GIP applicant is expected to communicate effectively and maintain positive working relationships with teachers, learners, parents, and school personnel.
- **Problem-Solving and Adaptability** – The GIP applicant is expected to show initiative, adaptability, and the ability to handle responsibilities efficiently with minimal supervision.

C. Signatures



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I. Conforme of Intern

Intern Name & Signature:
Date:

Intern Name & Signature:
Date:

Intern Name & Signature:
Date:

II. Approved by Supervisor

Supervisor Name & Signature:
Position: Date:

III. Noted by HR/GIP Focal Person

Name & Signature: _____
Office: Department of Labor and Employment – Batangas Provincial Office
Date:



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