



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



CLMD-RM-2026-508

July 29, 2026

Regional Memorandum
No. 508 s. 2026

**PARTICIPATION OF DEPED CALABARZON FIELD
PERSONNEL IN THE CONTINUED PILOT TESTING,
FEEDBACK GATHERING, AND FOLLOW-UP MEETING
FOR THE ARAL TUTOR PLATFORM "TUTORKO"**

To **Schools Division Superintendents**
All Others Concerned

1. In reference to the Memorandum from the Office of the Undersecretary for Learning Systems dated July 20, 2026, titled ***Request for Participation of Selected Schools Division Offices (SDOs) and Schools for the Conduct of Online Onboarding, Orientation, Pilot Testing, and Feedback Gathering for the ARAL Tutor Platform: "TutorKo"***, this Office announces the continued conduct of the pilot testing and feedback-gathering activities for the said platform.
2. The ARAL Tutor Platform, or TutorKo, is a web-based tutor management platform developed to support the implementation of the ARAL Program. It is intended to facilitate the evaluation and approval of tutor applications, tutor onboarding and deployment, tutor-learner and class matching, scheduling and management of tutorial sessions, attendance monitoring, Daily Time Record (DTR) submission and approval, and the generation of reports and dashboard information.
3. As a pilot region selected by the DepEd Central Office, DepEd CALABARZON shall continue to participate in the platform simulation to help determine the stability, usability, responsiveness, and readiness of TutorKo prior to its nationwide implementation.
4. Accordingly, the five (5) provincial Schools Division Offices and twenty-five (25) selected schools, together with their designated TutorKo Test Users, shall participate in the continued pilot testing and feedback-gathering activities. The complete list of participating SDOs, schools, and designated representatives is provided in Enclosure No. 1 of this Memorandum.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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5. The participating schools were selected to represent varied school settings and operating conditions, including:

- 5.1. Urban or Central Schools;
- 5.2. Rural but Accessible Schools;
- 5.3. Remote or Last-Mile Schools;
- 5.4. Mountainous or Geographically Isolated Schools; and
- 5.5. Island, Coastal, or Other Hard-to-Reach Schools.

The participating schools also represent different levels of internet connectivity, including stable, intermittent, weak, and areas without a regular signal, to allow the pilot test to assess the platform's performance across different network environments.

6. The designated Test Users shall accomplish the applicable worksheets contained in the TutorKo Test Guide Sheet based on their assigned platform roles:

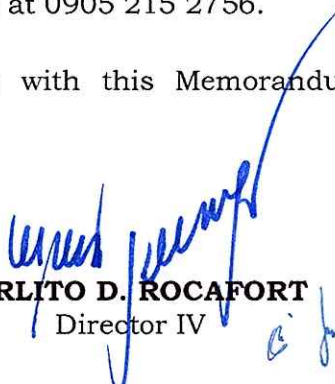
- 6.1. Tutor Applicant;
- 6.2. Approved Tutor;
- 6.3. ARAL Coordinator;
- 6.4. School Head or School Manager;
- 6.5. Schools Division Superintendent Representative; and
- 6.6. Schools Division Superintendent.

Other designated participants, including School ICT Coordinators, SDO Information Technology Officers (ITO), Human Resources (HR) personnel involved in tutor engagement and hiring, Personnel Section representatives, Partnerships or Social Mobilization representatives, and learner representatives, shall assist in validating the corresponding technical, administrative, personnel, partnership, and learner-related processes.

7. All participating schools and SDOs shall observe the testing instructions provided by DepEd Central Office and the technical team from the partner institution and website developer.
8. The deadline for the submission of the completed Test Guide Sheets shall be on **July 29, 2026, Wednesday, at 6:00 p.m.** It shall be submitted either via email at aralprogram@deped.gov.ph or through the Microsoft Teams chatbox during the Coordination Meeting on the Pilot Implementation of the ARAL TutorKo Platform held last July 20, Monday.
9. A follow-up meeting shall be conducted to discuss the consolidated testing results, unresolved concerns, system errors, user observations, and recommendations for platform improvement. The meeting details are as follows:

	Online Feedback Gathering for the ARAL Tutor Platform: "TutorKo" (Batch 1)	
	Microsoft Teams meeting Thu 7/30/2026 02:00 PM - 04:00 PM	
https://tinyurl.com/TutorKoOnlineFeedbackGathering		
Meeting ID: 479 022 919 211 229		Passcode: Do7Vk3Hx

10. During the follow-up meeting, each participating SDO shall be prepared to present or discuss the following:
- 10.1. Status of completion of the assigned test cases;
 - 10.2. Features and functions successfully tested;
 - 10.3. System errors, inaccessible functions, or unresolved technical concerns;
 - 10.4. Observations on the platform's usability under different connectivity conditions;
 - 10.5. Issues related to tutor application, hiring, onboarding, scheduling, attendance, and DTR processing;
 - 10.6. Concerns encountered by learner, tutor, school, and division-level users; and
 - 10.7. Recommendations for the improvement of TutorKo prior to its nationwide rollout.
11. Consistent with the protection of instructional time, ARAL Tutors, School ARAL Coordinators, and other teaching personnel shall not be pulled out from their regular classes to participate in the activity. Necessary arrangements shall be made to ensure that participation does not disrupt the conduct of regular classes. This provision is likewise stated in the OULS memorandum covering the original onboarding session.
12. For concerns and clarifications, please contact Ms. Donna Marie R. Sabinosa, from DepEd Central Office ARAL Program Secretariat, via email at aralprogram@deped.gov.ph or via the Viber app at 0905 215 2756.
13. Immediate dissemination of and compliance with this Memorandum are desired.


CARLITO D. ROCAFORT
 Director IV



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026-321

FOR : **CARLITO D. ROCAFORT, CESO III**
Regional Director for Region IV-A

Schools Division Superintendents
All Other Concerned

Carmela C. Oracion

FROM : **CARMELA C. ORACION**
Undersecretary for Learning Systems

SUBJECT : **PARTICIPATION OF SELECTED SCHOOLS DIVISION OFFICES (SDOs) AND SCHOOLS IN REGION IV-A IN THE ONLINE FEEDBACK GATHERING FOR THE ARAL TUTOR PLATFORM: "TutorKo"**

DATE : July 28, 2026

In line with the ongoing preparations for the nationwide implementation of the *Academic Recovery and Accessible Learning (ARAL) Program for School Year (SY) 2026-2027* and as a continuation of previous coordination activities, the Department of Education shall conduct the **Online Feedback Gathering for the ARAL Tutor Platform: "TutorKo"** on **July 30, 2026**, from **2:00 PM to 4:00 PM**, via Microsoft Teams. Below are the meeting details:

Meeting Link:	https://tinyurl.com/TutorKoOnlineFeedbackGathering
Meeting ID:	479 022 919 211 229
Passcode:	Do7Vk3Hx

Building on earlier discussions and initial onboarding sessions, the activity aims to further assess the platform's functionality, usability, and operational readiness. The feedback gathered shall be used to refine the platform and ensure the efficient management of ARAL tutors across all governance levels.

The Regional Office, in coordination with the Schools Division Offices (SDOs), are requested to ensure the participation of the following:

- ARAL Learner
- Internal and External ARAL Tutors (to test as *Applicant*)
- School ARAL Coordinator
- School ICT Coordinator



16th Floor, TechZone Condominium Corporation,
213 Sen. Gil Puyat Avenue, Brgy. San Antonio, Makati City, 1209
Email Address: ouct@deped.gov.ph | Website: www.deped.gov.ph

- School Representative - Personnel involved in Tutor Engagement and Hiring
- School Head
- SDO ARAL Focal Person
- SDO Information Technology Officer
- SDO Representative - Personnel Section
- SDO Representative - Partnerships/Social Mobilization
- Schools Division Superintendent (SDS) or authorized representative

Further, all participating offices are requested to accomplish the **TutorKo Test Guide Sheets** as additional basis in Users Testing. The same shall be submitted via email to aralprogram@deped.gov.ph on or before **July 29, 2026**.

For guidance and reference, kindly access the following links:

- TutorKo Test Guide Sheet: <https://tinyurl.com/TutorKoTestGuideSheet>
- TutorKo Platform Portal: <https://tinyurl.com/TutorKoPlatformPortal>
- TutorKo Application: <https://tinyurl.com/TutorKoApplication>
- TutorKo Credentials: <https://tinyurl.com/TutorKoCredentials>

In adherence to DepEd Order No. 009, s. 2026, titled *Guidelines on the Implementation of the Three-Term School Calendar in Basic Education*, and consistent with the policy on the protection of instructional time, **ARAL learners, tutors, and school focal persons shall not be pulled out of classes or regular teaching duties to attend the session.** A recording of the session and the reference materials shall be made available to those unable to attend.

For inquiries and clarifications, you may contact Ms. Donna Marie R. Sabinosa of the ARAL Program Secretariat through aralprogram@deped.gov.ph or +639052152756 (Viber).

For your guidance and appropriate action.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

Enclosure 1

LIST OF PROVINCIAL SDOs, SELECTED SCHOOLS, AND DESIGNATED ARAL TUTORKO TEST USERS TO SERVE AS PARTICIPANTS IN THE CONTINUED PILOT TESTING, FEEDBACK GATHERING, AND FOLLOW-UP MEETING FOR THE ARAL TUTOR PLATFORM "TUTORKO"

SDO-LEVEL INFORMATION AND REPRESENTATIVES

SDO	SDO ARAL Focal Person	SDO Information Technology Officer	SDO Personnel Section Representative	SDO Partnerships/ Social Mobilization Representative
1. Cavite Province	Maribeth C. Rieta	Lara Vey C. Morales	Riah Rivera	Erica P. Ersando
2. Laguna Province	Ruby P. Castillo	Avelyn Advento	Riah Rivera	Marlyn Lozada
3. Batangas Province	Elizabeth R. Tolentino	Ernani A. Catapat	Joemar B. Perez	Anabel E. Magalona
4. Rizal Province	Nedia Lagustan			
5. Quezon Province	Jaime F. Zara Jr.	Wilbert B. Porteza	Wennie O. Gacla	Paul Q. Marquez

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

A. Participating Schools

SDO CAVITE PROVINCE				
School Name	School ID	School Location/ Classification	School Level/Type	Internet Connectivity
1. Trece Martires City Elementary School	108187	Urban/Central School	Elementary School	Stable

SDO CAVITE PROVINCE

School Name	School ID	School Location/ Classification	School Level/Type	Internet Connectivity
2. Maragondon National High School	301204	Rural but Accessible School	Junior High School	Stable
3. Sambong Elementary School	108151	Remote/Last-Mile School	Elementary School	Intermittent
4. Guitasin Elementary School	108119	Mountainous/Geographically Isolated School	Elementary School	Stable
5. Sta Mercedes Elementary School	108049	Island/Coastal or Other Hard-to-Reach School	Elementary School	No regular signal

B. School-Level Representatives**SDO CAVITE PROVINCE**

School Name	School Head	School ARAL Coordinator	School ICT Coordinator	Internal ARAL Tutor Representative	External ARAL Tutor Representative	School Personnel Involved in Tutor Engagement and Hiring	ARAL Learner Representative
1. Trece Martires City Elementary School	Basilisa R. Digma	Gemma N. Costa	Romuel Becina	Aireen Sescon		Denver Crucillo	KC Hubilla
2. Maragondon National High School	Ruby I. Hugo	Dexter C. Mar	Gilson I. Gautani	Diane Rose Q. Egera		Junnel Manilag	Rhean Vasquez
3. Sambong Elementary School	Alma D. Otero	Kristine D. Pakingan	Melanie Ira U. Calinisan	Mhel Jhoa N O. Del Mundo		Analyn E. Rodriguez	Nemia Grace M. Paladan
4. Guitasin Elementary School	Robert V. Bisnar	Roger L. Llagas	Albin B. Caibog	Marlon S. Napa		Roger L. Llagas	Mak James Parinas
5. Sta Mercedes Elementary School	Marvin P. Marquez	Mark Shin Mae G. Barachina	Maricris V. Gayas	Monaliza C. Labasano		Mark Shin Mae G. Barachina	John Paul S. Saludar

SCHOOLS DIVISION OFFICE OF LAGUNA PROVINCE**A. Participating Schools**

SDO LAGUNA PROVINCE				
School Name	School ID	School Location/ Classification	School Level/Type	Internet Connectivity
1. Paete Central Elementary School		Urban/Central School	Elementary School	Stable
2. San Roque National High School		Rural but Accessible School	Junior High School	Stable
3. Lowland Integrated National High School	301237	Remote/Last-Mile School	Integrated School	Weak
4. Novaliches Eelementary School	108299	Mountainous/Geographically Isolated School	Elementary School	Stable
5. Sitio Pulot /Bay Elementary School		Island/Coastal or Other Hard-to-Reach School	Elementary School	Weak

B. School-Level Representatives

SDO LAGUNA PROVINCE							
School Name	School Head	School ARAL Coordinator	School ICT Coordinator	Internal ARAL Tutor Representative	External ARAL Tutor Representative	School Personnel Involved in Tutor Engagement and Hiring	ARAL Learner Representative
1. Paete Central Elementary School	Anna Liza T. Cruz	Marlyn A. Mendoza	Catherine C. Dalisay	Ana P. Bunye	Christienne Lenlie B. Manahan	Mirasol S. Cristobal	Sean Cayzen S.Baysauli
2. San Roque National High School	Merlen B. Sancha	Princess Elexies R. Bullicer	Mary Grace D. Panadero	Jocelyn R. Banay	Paula Mae B. Hibas	Galilee A. Ramos	Princess Mae Matamis
3. Lowland Integrated National High School	Jerome S. Monfero	Francis C. Mabunga	Jonas Y. Ortiguerras	Ronalyn B. Arocena	Jerico M. Quiño	Hazelyn D. Coronado	April O. Alcibor
4. Novaliches Elementary School	Maureen C. Reveche	Joan G. Obico	Sherwin Phillip P. Arnuco	Jolyrose P. Kristiansen	Angelyn Panaglima	Jude C. Ardieta/ Maureen C. Reveche	Asheera Zsaquia C. Monecia

SDO LAGUNA PROVINCE

School Name	School Head	School ARAL Coordinator	School ICT Coordinator	Internal ARAL Tutor Representative	External ARAL Tutor Representative	School Personnel Involved in Tutor Engagement and Hiring	ARAL Learner Representative
5. Sitio Pulot / Bay Elementary School	Rosalie Macalos	Byran Armand Manzanero	Joshua R. Hekin	Byran Armand Manzanero		Rosalie Macalos	Eunice Villagace

SCHOOLS DIVISION OFFICE OF BATANGAS PROVINCE**A. Participating Schools****SDO BATANGAS PROVINCE**

School Name	School ID	School Location/ Classification	School Level/Type	Internet Connectivity
1. Lemery Pilot Elementary School		Urban/Central School	Elementary School	Stable
2. Aya Elementary School		Rural but Accessible School	Elementary School	Stable
3. Utod Elementary School		Remote/Last-Mile School	Elementary School	Stable
4. San Nicolas Elementary School		Mountainous/Geographically Isolated School	Elementary School	Intermittent
5. Pisa Integrated School	503073	Island/Coastal or Other Hard-to-Reach School	Integrated School	Intermittent

B. School-Level Representatives**SDO BATANGAS PROVINCE**

School Name	School Head	School ARAL Coordinator	School ICT Coordinator	Internal ARAL Tutor Representative	External ARAL Tutor Representative	School Personnel Involved in Tutor Engagement and Hiring	ARAL Learner Representative
1. Lemery Pilot Elementary School	Louie L. Alvarez	Judith C. Lacorte	Filipina P. Pilapil	Maricris P. Alvarez		Sevilla R. Marasigan	

SDO BATANGAS PROVINCE

School Name	School Head	School ARAL Coordinator	School ICT Coordinator	Internal ARAL Tutor Representative	External ARAL Tutor Representative	School Personnel Involved in Tutor Engagement and Hiring	ARAL Learner Representative
2. Aya Elementary School	Cherrelyn V. Atienza	Rhazel M. Magtibay	Maribel A. Magnaye	May Ann L. Talag		Lita C. Luna	Kyla Rosales
3. Utod Elementary School	Aurea L. Destreza	Katherine D. Alonzo	Elvira C. Viado	Angelika T. Lazat		Dan Albert B. Rodriguez	Cedric P. Abellera
4. San Nicolas Elementary School	Pederico A. Gayeta	Nei Ann Mae Caguicla	Kim Melody A. Atienza			Rose Ann A. Babao	
5. Pisa Integrated School	Mary Ann B. Luzon	Breccio M. Gamo Jr,	Vhia Norriane D. Gavino	Lourdes B. Datinguinoo		Julius B. Evangelista	Geoffrey III B. Cardinez

SCHOOLS DIVISION OFFICE OF RIZAL PROVINCE**A. Participating Schools****SDO RIZAL PROVINCE**

School Name	School ID	School Location/ Classification	School Level/Type	Internet Connectivity
1. Tomas Claudio Memorial Elementary School	109444	Urban/Central School	Elementary School	Stable
2. Jalajala Elementary School	109449	Rural but Accessible School	Elementary School	Stable
3. Sto. Nino Integrated School	501149	Remote/Last-Mile School	Integrated School	Stable
4. Basecamp Elementary School	165508	Mountainous/Geographically Isolated School	Elementary School	Intermittent
5. Banaba Elementary School	109373	Island/Coastal or Other Hard-to-Reach School	Elementary School	Weak

B. School-Level Representatives

SDO RIZAL PROVINCE							
School Name	School Head	School ARAL Coordinator	School ICT Coordinator	Internal ARAL Tutor Representative	External ARAL Tutor Representative	School Personnel Involved in Tutor Engagement and Hiring	ARAL Learner Representative
1. Tomas Claudio Memorial Elementary School	Daniel S. Custodio	Jilliane C. Benavidez	Princess Ann D. Tan	Frances C. Fenequito	Christian Minor	Aldwin Jerome SJ Austria	
2. Jalajala Elementary School	Cristina C. Juangco	Jinky Marie M. Gonzaga	Adelyzalyn A. Ragudos	Editha T. Libato	Jonalyn A. Pascual	John Raymond B. Umali	Pionah Joy Candelaria
3. Sto. Nino Integrated School	Eloisa M. Anorico	Lordennisa F. Pagalunan	Charo C. Abling	Diana R. Punongbayan		Cherry F. Timtiman	Ma. Pia A. Villanueva
4. Basecamp Elementary School	Charlie P. Calibuso Jr	FERLYN S. SOLIMA	Anthony Israel	Angeline P. Manibale-Enaje	Sheralyn Parel	Anthony Israel	
5. Banaba Elementary School	Maria Rosa O. Celestra	Angela B. Apolinario	Anjanet A. Duenos	Judy Anne O. Abletia	Honeylyn A. Apolinario	Aizel A. Figuracion	Macky M. Anore

SCHOOLS DIVISION OFFICE OF QUEZON PROVINCE**A. Participating Schools**

SDO QUEZON PROVINCE				
School Name	School ID	School Location/ Classification	School Level/Type	Internet Connectivity
1. Claro M. Recto Memorial Central School	109272	Urban/Central School	Elementary School	Stable
2. Tignoan Elementary School	109077	Rural but Accessible School	Elementary School	Stable

SDO QUEZON PROVINCE

School Name	School ID	School Location/ Classification	School Level/Type	Internet Connectivity
3. Masikap Elementary School (formerly Maliliit na Bato Elementary School)	109070	Remote/Last-Mile School	Elementary School	Stable
4. Sto. Nino National High School (formerly Pagsangahan National High School)	308003	Mountainous/Geographically Isolated School	Integrated School	Weak
5. Angeles Caglate Integrated School	501219	Island/Coastal or Other Hard-to-Reach School	Integrated School	Intermittent

B. School-Level Representatives

SDO QUEZON PROVINCE

School Name	School Head	School ARAL Coordinator	School ICT Coordinator	Internal ARAL Tutor Representative	External ARAL Tutor Representative	School Personnel Involved in Tutor Engagement and Hiring	ARAL Learner Representative
1. Claro M. Recto Memorial Central School	Estrella D. Cueno	Bernadette K. Javier	Abigail D. Saez	Regina M. Tolentino	Janell Raiza De Jesus	Romulo M. Del Mundo Jr.	Levina Joice L. Mance
2. Tignoan Elementary School	Jeric V. Prudente	Angelita C. Eclavea	Sheena Karla M. Ballarbare	Rose Anne P. Potestades		Nanette A. Tan	Abcde Naveen T. Cesario
3. Masikap Elementary School (formerly Maliliit na Bato Elementary School)	Emmanuel A. Amoin	Ma. Kristel B. De Leon	Emmanuel A. Amoin	Miah W. Valdemor		Mark Anthony P. Maming	Angelyn G. Dioquino
4. Sto. Nino National High School (formerly Pagsangahan National High School)	Maria Teresa J. Alvasan	Crizandra F. Edades & Jeza A. Mangaya	Jansen A. Dimatera	Herzon R. Alibong	Dina O. Mangubat	Jetrho Allen S. Balisacan	Don Benedict Z. Acula

SDO QUEZON PROVINCE							
School Name	School Head	School ARAL Coordinator	School ICT Coordinator	Internal ARAL Tutor Representative	External ARAL Tutor Representative	School Personnel Involved in Tutor Engagement and Hiring	ARAL Learner Representative
5. Angeles Caglate Integrated School	Lecerio F. Del Moro, Jr.	Lourdeza E. Mosqueda	Rachell E. Manipol	Maria Anabel S. Baltero		Maria Carmela M. Caparros	Alien Shantal Oliveros



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-OULS-2026-_____

FOR : **CARLITO D. ROCAFORT, CESO III**
Regional Director, Region IV-A

ALL OTHERS CONCERNED

FROM :  **JEROME Y. BUENVIAJE**
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems

SUBJECT : **REQUEST FOR PARTICIPATION OF SELECTED SCHOOLS
DIVISION OFFICES (SDOs) AND SCHOOLS FOR THE
CONDUCT OF ONLINE ONBOARDING, ORIENTATION, PILOT
TESTING, AND FEEDBACK GATHERING FOR THE ARAL
TUTOR PLATFORM: "TutorKo"**

DATE : July 20, 2026

In preparation for the nationwide implementation of the Academic Recovery and Accessible Learning (ARAL) Program for School Year (SY) 2026–2027, the Department continues to refine its operational strategies. Drawing from implementation experiences and key learnings over the past year, the Department aims to streamline processes and strengthen the management of ARAL tutors across various governance levels.

To support this initiative, the Department has partnered with Learntalk LTD. and Thames International School to develop **TutorKo**, a dedicated tutor management platform designed to seamlessly connect tutors, learners, and schools. The platform supports the evaluation and approval of tutor applications, onboarding, deployment, and class matching.

As a selected pilot region, your participation in the platform simulation is vital to ensuring its stability and readiness. In this regard, the participation of ARAL Focals and concerned representatives from the identified SDOs and schools across the four (4) clusters in Region IV-A (CALABARZON) is hereby requested as **TutorKo Testing Phase Participants**.

An onboarding session has been scheduled for all Test Users to provide an overview of the TutorKo platform, including its features and project timeline. Additional information and next steps will also be discussed during the session.

Meeting Details: TutorKo Online Onboarding and Orientation

- **Date:** Monday, July 20, 2026
- **Time:** 2:00 PM to 4:00 PM
- **Platform:** Microsoft Teams
- **Meeting Link:** <https://tinyurl.com/R4ATutorKoOnboarding>
- **Meeting ID:** 457 343 920 546 21
- **Passcode:** NK9iX28r
- **Requested Participants per SDO:**
 1. ARAL Learner
 2. Internal and External ARAL Tutors (to test as *Applicant*)
 3. School ARAL Coordinator
 4. School ICT Coordinator
 5. School Representative - Personnel involved in Tutor Engagement and Hiring
 6. School Head
 7. SDO ARAL Focal Person
 8. SDO Information Technology Officer
 9. SDO Representative - Personnel Section
 10. SDO Representative - Partnerships/Social Mobilization
 11. SDS or authorized representative

All participants are requested to submit the names of their designated Test Users through this link: <https://tinyurl.com/R4ATutorKoTestUsers>

Pursuant to DepEd Order No. 009, s. 2026 (Guidelines on the Implementation of the Three-Term School Calendar in Basic Education), and consistent with the policy on the protection of instructional time, **ARAL Tutors and School Focal shall not be pulled out from their regular class hours to attend the onboarding session.** The recording of the session and learning guides will be provided for reference.

For concerns and questions regarding the TutorKo Orientation, please contact **Ms. Donna Marie R. Sabinosa** of the **ARAL Program Secretariat** at aralprogram@deped.gov.ph or through +639052152756 (Viber).

Your participation in this pilot phase is essential to informing improvements for effective nationwide implementation.

For your guidance and strict compliance.

Copy Furnished:

ATTY. FATIMA LIPP D. PANONTONGAN
Chief of Staff and Undersecretary

WILFREDO E. CABRAL

Undersecretary for Human Resource and Organizational Development and Infrastructure

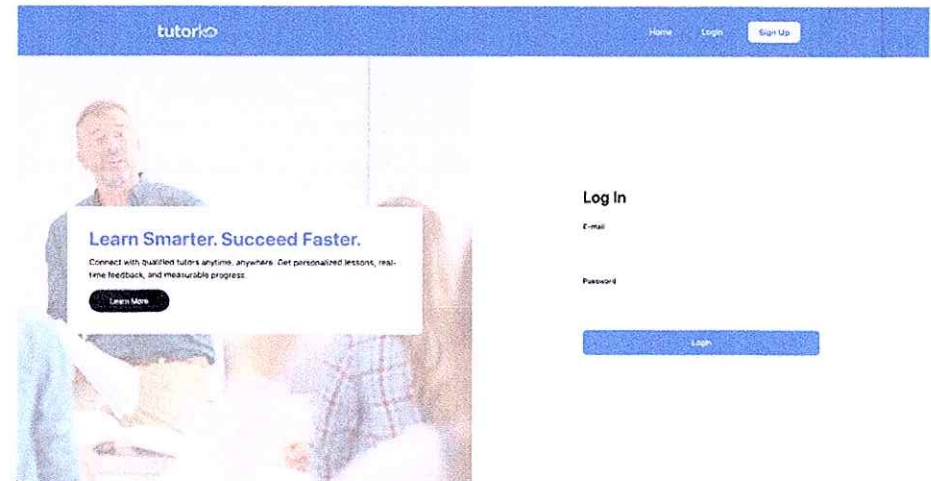
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QUICK OVERVIEW

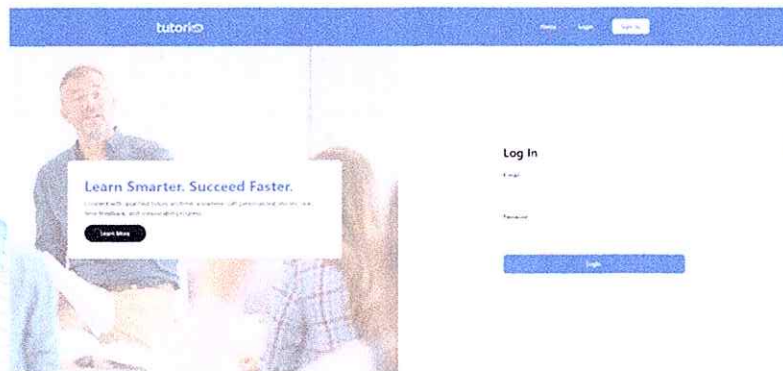
JULY 02, 2026



ABOUT

Tutorko is a web-based platform designed to manage the entire tutoring lifecycle for both educational institutions and learners. Built with a multi-tenant architecture, it enables schools, tutoring centers, and educational organizations to efficiently manage tutors, students, schedules, learning sessions, performance tracking, and administrative processes within a single system.

The platform is device-agnostic and connectivity-aware, allowing users to access its services seamlessly from desktops, laptops, tablets, and mobile devices across various network environments. Its flexible and scalable design makes it suitable for organizations of different sizes while providing a consistent and user-friendly experience for administrators, tutors, learners, and parents.



COMPONENTS

Tutor Application

Web-based Online
Application

Process Tracking

Interview Scheduling

Approvals and On-
boarding

Lesson/Tutorial Management

Management of Lessons, Sessions,
Tutors, Learners and Schedules

Repository of Materials

Optional Audio Recording upload

Tutor and Learner Attendance
Tracking

Reports & Approvals

Attendance Report

Tutor DTR

Tutor Requirement

Tutor Application

ROLES

SCHOOL MANAGER / HEAD

Initial filter of Tutor applications
Tutor requirements
Tutor On-boarding
Approvals of Tutor DTRs

ARAL COORDINATOR

Lesson Setup
Tutorial Session
Tutor and Learners Assignment
Materials/Modules Uploads and Updates

TUTORS

Application
Tutor and Learner Attendance Tracking
DTR Submission

DIVISION (SDS)

Applicant Tutor Interview and Acceptance
Report and Dashboard Views

DISTRICT / REGION / NATIONAL

Report and Dashboard Views

PRE-REQUISITES

SCHOOL MANAGER / HEAD

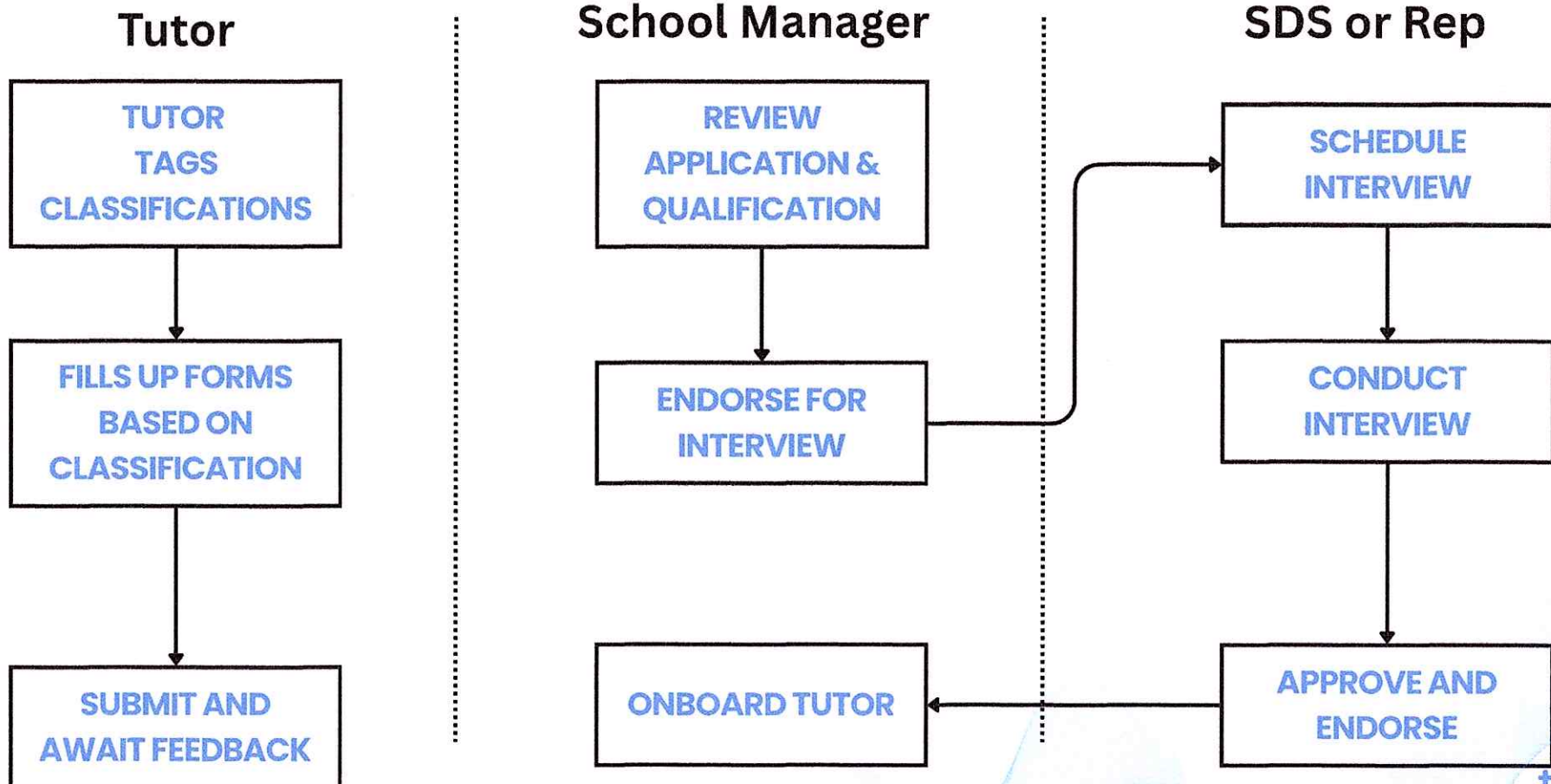
Tutor Count Requirements
Tutor Applicants

ARAL COORDINATOR

Lesson List
Tutor List
Student List
Schedules

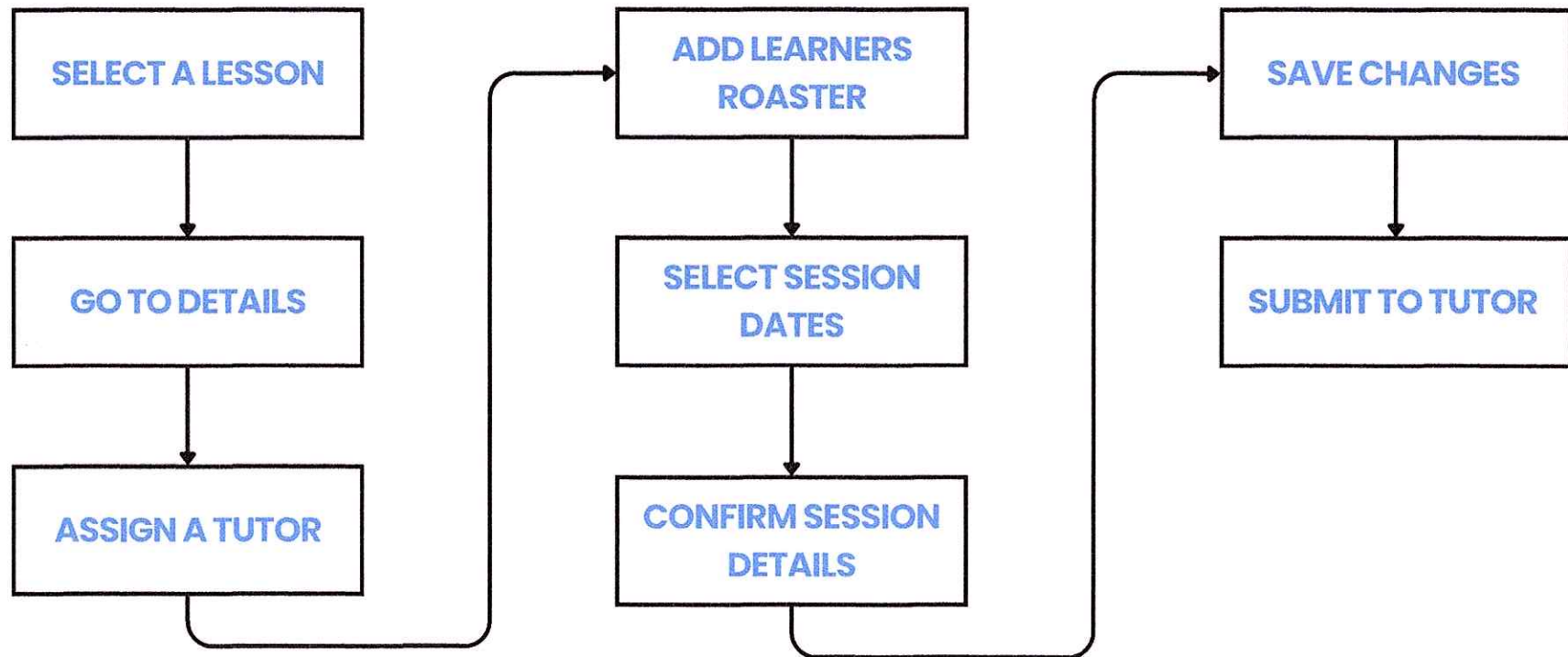


TUTOR APPLICATION



TUTORIAL SESSIONS

(ARAL COORDINATOR)



* Assumption is roaster or ARAL Learners have been grouped

TUTOR MONITORING

Tutor

