



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

---

Office of the Schools Division

Superintendent

**MEMORANDUM**

No. 205, s. 2026

**2026 TARA, BASA! TUTORING PROGRAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary School Heads/ OICs  
All Others Concerned

1. In reference to Regional Memorandum No. 323, s. 2026 dated April 30, 2026, titled, *Guidelines for the Implementation of the 2026 Summer Remediation Programs*, this Office hereby informs the field on the implementation of **2026 Tara, Basa! Tutoring Program** of Department of Social Welfare and Development in partnership with the Department of Education from **May 4, 2026 to June 4, 2026** in 20 public elementary schools in the division.

2. Particular attention is invited to Paragraph Nos. 3-5, for details.

3. Moreover, in compliance with the existing common work-from-home (WFH) arrangement of DepEd as stipulated in DepEd Memorandum No. 18, s. 2026, titled, *Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114*, there shall be no Tara, Basa! Learning sessions every Friday.

4. In view of the scheduled activities during the Brigada Eskwela and other Division/ School-based initiated activities from June 1-5, 2026 that may affect the implementation of Tara, Basa! learning sessions on the said dates, the School Heads may perform necessary arrangements that will not hamper the quality of the implementation.

5. School heads in coordination with their Tara, Basa! Focal Persons are directed to encode in SDO Daily Monitoring Report through this link: **<https://tinyurl.com/2026TBTP>**

6. Teaching and Non-Teaching Personnel shall be entitled to Vacation Service Credits and Compensatory Overtime Credits (CoCs) in accordance to DepEd Order No. 13, s. 2024, *Revised Guidelines on the Grant of Vacation Service Credits for Teachers* and Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Renumeration for Overtime Service Rendered*.

7. Please see the following enclosures:

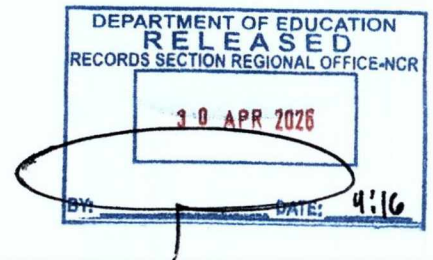
- Enclosure No. 1: List of TBTP Focal Persons & Shadow Teachers
- Enclosure No. 2: TBTP Daily Monitoring Report
- Enclosure No. 3: TBTP Individual Accomplishment Report
- Enclosure No. 4: Summary of Hours for the Request of VSC
- Enclosure No. 5: Adjusted Schedule of Learning Sessions







Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



April 30, 2026

**REGIONAL MEMORANDUM**

No. 323, s. 2026

**To:** Schools Division Superintendents  
 All Others Concerned

**GUIDELINES FOR THE IMPLEMENTATION OF THE 2026 SUMMER  
 REMEDIATION PROGRAMS**

1. Pursuant to DepEd Order 10, s.2026 titled “**Guidelines for the Implementation of the 2026 Summer Remediation Programs**”, the Department of Education - National Capital Region (DepEd-NCR) through the Curriculum and Learning Management Division (CLMD), shall implement the above-captioned programs.

2. The Summer Programs Matrix is as follows:

Summer Programs	Grade Level	Program Duration
Tara Basa!	Incoming Grade 2	May 4 – 29, 2026 (Monday to Thursday, in view of the work-from-home arrangement of DepEd)
ARAL Summer - Reading	Incoming Grades 2 to 11	May 6- June 2, 2026
ARAL Summer - Mathematics	Incoming Grades 2, 3, and 4	May 6- June 2, 2026
Senior High School Remediation - English	Incoming Grade 12	May 6- June 2, 2026
Senior High School Remediation - Mathematics	Incoming Grade 12	May 6- June 2, 2026
Summer Academic Remedial Program	All learners in Key Stages 1 to 4 who failed one or two subjects in SY 2025-2026	May 6- June 2, 2026

3. The Tara, Basa! Tutoring Program is implemented in partnership with the Department of Social Welfare and Development (DSWD), which provides tutors to support learners. In view of this, a **shadow teacher** shall be provided for the tutors to supervise and guide them during the program. Below are the terms of reference for shadow teachers:





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

- He/she must be a seasoned Grade 1 teacher who is willing to serve as a shadow teacher.
- Provide technical assistance to tutors during sessions.
- Ensure that the competencies provided by tutors are aligned with the objectives of the program.
- A shadow teacher shall assist a minimum of 3 to 5 tutors per school.

4. Additionally, a shadow teacher shall be entitled to accumulated service credits based on the number of hours rendered, and meal provision can be outsourced or charged against local funds, subject to the usual accounting and auditing rules and regulations.

5. The learners under Tara, Basa! Tutoring Program of the Department of Social Welfare and Development (DSWD) **need not participate** in the ARAL Summer – Reading Program.

6. Participation of learners in the summer programs is as follows:

Incoming Grades 2 to 4	May participate in a maximum of two (2) SRPs
Incoming Grades 5 to 11	May participate in a maximum of three (3) SRPs
Incoming Grade 12	May participate in a maximum of two (2) SRPs

7. To ensure effective monitoring and evaluation (*see enclosure 1*) during program implementation, the Schools Division Offices (SDOs) shall conduct scheduled validation visits to participating schools, check learner progress data weekly, and provide immediate support as needed. Similarly, the Regional Office, through the Curriculum and Learning Management Division (CLMD), shall conduct spot checks and technical assistance to ensure compliance with program standards.

8. The following are the designated CLMD lead monitors for the said summer programs. Hence, all SDOs are requested to encode their respective SDO focal persons through the following link:

Tara Basa Focal Persons: <https://tinyurl.com/mvhez3de>

ARAL Focal Persons : <https://tinyurl.com/v6pjvxz8>

Summer Programs	Lead Monitors
TARA Basa	Mr. Sherwin Mamaril
ARAL Summer – Reading	Dr. Arnold Gatus
ARAL Summer - Mathematics	Mr. Lambert Quesada
Senior High School Remediation - English	Dr. Arnold Gatus
Senior High School Remediation - Mathematics	Mr. Lambert Quesada
Summer Academic Remedial Program	Dr. Roland D. Montes Ms. Charito Villanueva Ms. Marita Aquino



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

---

9. The Regional Office, through the Learning Resource Management Section (LRMS)-CLMD, shall make the materials for these programs available through printing and delivery of LRP Learner Activity Sheets and Remediation Activity Sets for Emerging Groups, and uploading of other learning resources to the RO LR Portal, upon release of corresponding guidelines and ready-to-print copies (RTPs) from CO. The SDO LRMS supervisors are directed to coordinate with Mr. Dennis M. Mendoza, EPS/LRMS Head, for LR concerns. On the other hand, the Asset Management Section, the SDO Supply Offices and School Property Custodian Office are also tasked to ensure that the printed materials have been distributed among concerned schools. Further the RO and SDO LRMS Supervisors are tasked to monitor the distribution of these materials among target recipients, while the English, Filipino and Mathematics supervisors are tasked to monitor its utilization.

10. The implementation of the SRPs shall be charged against FY 2026 fund sources under the FY General Appropriations Act (RA 12314).

11. Immediate dissemination of this memorandum is desired.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-in-Charge  
Office of the Assistant Secretary for Operations



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**Enclosure 1: Monitoring Tool Template**

This tool is designed to track the implementation, participation, progress,

Program Title: \_\_\_\_\_

School: \_\_\_\_\_

Division: \_\_\_\_\_

Grade Levels Covered: \_\_\_\_\_

Date: \_\_\_\_\_

**I. Daily Attendance and Implementation Monitoring**

Grade level	
Key Focus Areas for Remediation (Math / Reading)	
No. of Learners Enrolled	
No. of Learners Present	
Remarks	

**II. Learning Resource Utilization**

Date	
Subject	
Materials Used	
Adequacy of Materials (Y/N)	
Supplementary Resources Used	
Remarks	

**III. Learner Progress Monitoring**  
(To be completed weekly)

Date	
Subject	
No. of Learners with Improvement	
No. of Learners Needing Further Support	
Tools Used to Assess Progress	
Remarks	

**IV. Teacher Feedback and Participation**

Name of Teacher	
Subject	
Days Present	
Issues Encountered	
Support Needed	



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

---

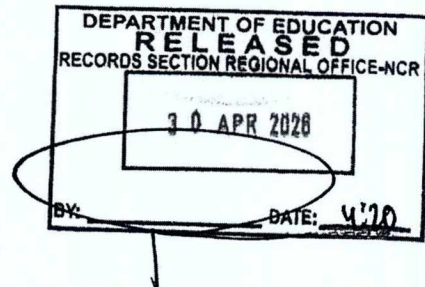
V. Program Implementation Checkpoints

Item	Status (✓/X)	Remarks
Tutors were oriented on the Guidelines		
Learning resources downloaded and printed		
Learner progress tracked and recorded		
Daily remediation sessions implemented		

CND



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



April 29, 2026

RECEIVED BY: *MS/ST/HR - 1500 PM*  
MARLON A. SALONGA  
SDO-MUNTINLUPA (RECORDS UNIT)

**To: Schools Division Superintendents**

Dear Sirs/Mesdames:

Attached is a letter dated April 23, 2026, from Michael Joseph Lorico, Regional Director DSWD relative to the implementation of Tara, Basa! Tutoring Program on May 4-May 29, 2026, for your information and appropriate action.

Very truly yours,

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge Office of  
Assistant Secretary for Operations

064

Regional Letter No. \_\_\_\_\_ s. 2026

Ccmd/mgp



Address: 6 Misamis St. Bago Bantay, Quezon City  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <https://www.depedncr.com.ph>



0039

implementation of program activities.

Should there be any clarification or confirmation, you may contact Ms. Nenie D. Savella, Head of Tara, Basal Tutoring Program-NCR or Ms. Hannah Mae B. Lavin, Regional Program Coordinator, through email at [tbtp-ncr@dswd.gov.ph](mailto:tbtp-ncr@dswd.gov.ph), copy furnish [hmbavin@dswd.gov.ph](mailto:hmbavin@dswd.gov.ph)

Very truly yours,



**MICHAEL JOSEPH J. LORICO**  
Regional Director

(Enclosure No. 1: List of TBTP School Focal Persons & Shadow Teachers)

**2026 Tara, Basa! Tutoring Program (TBTP) School Focal Persons & Shadow Teachers**  
*School Year 2025-2026*  
*May 4-29 to June 1-4, 2026*

<b>School</b>	<b>Name of Focal Person</b>	<b>Name of Shadow Teachers</b>	<b>School Head</b>
1. Bayanan ES-Main	Dr. Narcisa R. Inocencio Master Teacher I	Jenny L. Ugpo, TI Patricia Anne D. Limbauan, TII Clarence Ann P. Caluya, TI	Ms. Jocelyn A. Morales
2. F de Mesa ES	Sheila Marie Acebes Master Teacher I	Ruth V. Constantino, TII	Mrs. Hayde F. Gucor
3. Itaas ES	Ma. Aileen DV. Malate Teacher II	Jonalyn M. Dungca, MTI Ma. Cristina J. Torres, TII Carina D. Caya, TIII	Mrs. Maria Hazel B. Hernandez
4. Lakeview Integrated School	Elda M. Goña Master Teacher I	Jermalyn E. Cabugos, TI Shirley M. Lagera, TI Jessa Marie A. Veloria, TI	Mr. Felipe W. Marapao, Jr.
5. Muntinlupa ES	Ma. Lineth L. Bufi Teacher III	Catherine D. Rufo, MTI Joan P. Diaz, TI Ma. Rowena P. Candelaria, TII Juvylynn G. Razo, TII Crizcel V. Manio, TIII	Dr. Shella C. Navarro

6. Putatan ES	Mary Jean M. Pangan Master Teacher I	Gian Carlo Sayaman Dela Cruz T1 Chrislylyn Mallillin Agripa T1	Mr. Hilario G. Canasa
7. Poblacion ES	Marlene D. Carcedo Master Teacher I	Cunegunda B. Mejica, MTII Catherine R. Hermo, TIII Ma. Theresa C. Apil, TIII Remichelle Bojorcelo TI Jessica M. Tangog, TII Marilou S.Barberan TIII Leandra H. Abaricia, TIII Danielle Angela D.Altares TIII Sheila M. Llesis, TIII	Dr. Jennifer S. Joson
8. Soldiers Hills' ES	Mia Myka E. Villanueva Teacher II	Maria April V. Segubience, TIII	Dr. Antonio C. Gagala
9. Tunasan ES	Maria Liza T. Anito Teacher III	Josephine J. Alarcon, MTII Myrean DM. Antonio, TIII Ma. Jonalyn C. Acbang, TII Nomie H. Mercado, TIII Mellanie S. Ibay, TIII	Mrs. Olivia G. Elloso
10. Victoria Homes ES	Allan O. Batario Master Teacher II	Clarita R. Batario, TIII Josephin B. Campañano, TII	Mr. Reynaldo O. Comisario
11. Alabang ES	Sahlee Y. Donceras Master Teacher I	Airene V. Raymumdo, MT I Amalia P. Magalong, TIII Ma. Aurea E. Balagtas, TII Rashell Erica Tabuena T1 Pinky R.Otic TI Erica Marie P. Marquez T1 Dimple Rose D. Maluya T1	Dr. Raul T. Felix

12. Bayanan ES-Unit 1	Shyrin H. Anas Teacher V	Kimberly R. Santiago, TIII Nennette E. Tanasan, TIII Zarina C. Ecaro, TI	Dr. Jane May C. Valbuena
13. Bagong Silang ES	Lucia V. Marcera Teacher III	Nenita R. Dariagan Teacher III	Mr. Arsenio S. Medenilla
14. Buli ES	Cherry C. Pagkalinawan Teacher I	Rose Anne Z. Geronimo Teacher I	Mrs. Marie Ann R. Esmeria
15. Cupang ES-Annex	Meliza Aimee V. Demegillo Teacher I	Adelfa P. Bragaiz Teacher I	Mrs. Maricel G. Lumio
16. Cupang ES-Main	Nora T. Cruz Master Teacher I	Lecel P. Sarmiento, TIII Ruthelyn F. Domingo, TIII Cristine D. Victoria MT 1 Jonalyn S. Gaa, TI Roylyn T. Reyes, TI	Mrs. Alma O. Bituin
17. Filinvest Alabang ES	Rachel F. Mendoza Teacher III	Rachel F. Mendoza Teacher III	Mrs. Zyra A. Trimidal
18. Sucat ES-Main	Jun L. Cabagtong Master Teacher I	Angelie Rose V. Case Teacher I	Mr. Edizer S. Laqueo
19. SESSPA Zone 3	Melody G. Lozada Teacher II	Ailyn T. Ocay Teacher I	Mrs. Mary Jean S. Dalugdug
20. SESSPA Zone 4	Lorena E. Estigoy Teacher II	Trisha M. Sariola Teacher I	Mrs. Mary Jean S. Dalugdug



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**2026 TARA, BASA! TUTORING PROGRAM DAILY MONITORING REPORT**

Date: \_\_\_\_\_

Name of Elementary School: \_\_\_\_\_

Name of School Principal: **DR./MR./MRS.** \_\_\_\_\_

Name of PSDS In-Charge: **DR./MR./MRS.** \_\_\_\_\_

1. Number of Classes/ Sections Organized: \_\_\_\_\_

2. Learners' Participation: (Number of Learners Attended)

Grade Level	Section	Target No. of Learners	Actual No. of Learners Attended	No. of Absent
Grade 1	A			
	B			
	C			
<b>TOTAL:</b>				

3. Parents' Participation: (Number of Parents Attended)

Grade Level	Section	Target No. of Parents	Actual No. of Parents Attended	No. of Absent
Grade 1	A			
	B			
	C			
<b>TOTAL:</b>				

4. Tutors Participation:

	Target No. of Tutors	Actual No. of Tutors Attended	No. of Absent
<b>TOTAL:</b>			



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

5. Youth Development Workers (YDWs) Participation:

	<b>Target No. of YDWs</b>	<b>Actual No. of YDWs Attended</b>	<b>No. of Absent</b>
TOTAL:			

6. Shadow Teachers Participation:

Grade 1 Teachers	<b>Target No. of Shadow Teachers</b>	<b>Actual No. of Shadow Teachers Attended</b>	<b>No. of Absent</b>
TOTAL:			

7. Summary of Participation:

<b>Participants</b>	<b>Target Number</b>	<b>Actual Number</b>	<b>Percentage (%)</b>
Learners			
Parents			
Tutors			
YDWs			
Shadow Teachers			
<b>TOTAL:</b>			

8. Issues, challenges and other concerns

<b>Issues/ Challenges/ Other Concerns</b>	<b>Action Taken</b>	<b>Recommendations</b>
•	•	•
•	•	•
•	•	•



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

---

9. Documentation (Photos in Action with Caption)

(Photo with Caption)

Prepared by:

\_\_\_\_\_  
School Focal Person, TBTP

Checked and reviewed by:

\_\_\_\_\_  
School Principal

Monitored by:

\_\_\_\_\_  
PSDS In-Charge

Noted by:

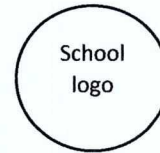
**JOHN ALBERT B. COLLE**  
Tara, Basa! Division Focal Person

*\*Attach Attendance Sheets of Learners, Parents, Tutors, YDWs, Shadow Teachers*

(Enclosure No. 3 : Individual Accomplishment Report)



Republic of the Philippines  
Department of Education  
National Capital Region  
Schools Division Office of Muntinlupa City



**NAME OF SCHOOL**  
(Address)

School Year \_\_\_\_\_

**2026 TARA, BASA! TUTORING PROGRAM (TBTP)**  
**INDIVIDUAL ACCOMPLISHMENT REPORT**

Coverage: (Indicate inclusive dates) – 20 days

<b>Day</b>	<b>Dates</b>	<b>Hours Rendered</b>	<b>Accomplishments/ Output</b>
1	May 4, 2026 Monday	<i>Actual Time:</i> <b>(Time) AM-</b> <b>(Time) PM</b> <i>Actual No. of</i> <i>Hours &amp;</i> <i>Minutes:</i> <i>Ex:</i> <b>5hrs. 30mins</b>	<ul style="list-style-type: none"><li>• Checking of Attendance of Learners, Parents, Tutors, YDWs</li><li>• Coaching and Mentoring sessions with the Tutors &amp; YDWs</li><li>• Accomplishment of Daily Monitoring Report with Narrative/ Documentation</li><li>• Perform other related tasks</li></ul>
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
<b>Total No. of Hours:</b>			

*\*Attach MoVs for verification purposes.*

Prepared by:

\_\_\_\_\_  
School Focal Person/ Shadow Teacher  
Tara, Basa! Tutoring Program (TBTP)

Certified true and correct:

\_\_\_\_\_  
School Principal

(Enclosure No. 4: Summary of Hours)

Republic of the Philippines  
Department of Education  
National Capital Region  
Schools Division Office of Muntinlupa City  
Curriculum Implementation Division

### **Request for Vacation Service Credits for Teachers**

Title of the Activity: **2026 Tara, Basa! Tutoring Program (TBTP)**  
Inclusive Dates: **(Indicate inclusive dates) – 20 days**

Name	Position	School/ Office	No. of Hours of Service Rendered	No. of VSC (to be filled out by the Division HRMO)
Ex. JUAN A. DELA CRUZ	TIII	MES	80	
1.				
2.				
3.				
4.				
5.				

Note: Attach Individual Accomplishment Report & Daily Time Record (DTR)

Prepared by:

**(NAME OF SCHOOL FOCAL PERSON)**

Tara, Basa! Focal Person

Certified true and correct:

**(NAME OF SCHOOL HEAD)**

Principal

Noted by:

**JOHN ALBERT B. COLLE**  
TBTP Division Focal Person



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

---

(Enclosure No. 5: Adjusted Schedule of Learning Sessions)

## **2026 Tara, Basa! Tutoring Program**

### **Adjusted Schedule of 20-Day Learning Sessions**

#### **MAY 2026**

<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
3	4 <b>Day 1</b>	5 <b>Day 2</b>	6 <b>Day 3</b>	7 <b>Day 4</b>	8 <i>(No Session)</i>	9 <b>Day 5</b>
10	11	12	13	14	15 <i>(No Session)</i>	16 <b>Day 6</b>
	<b>FINAL EXAMINATION OF TUTORS &amp; YDWs</b>					
17	18 <b>Day 7</b>	19 <b>Day 8</b>	20 <b>Day 9</b>	21 <b>Day 10</b>	22 <i>(No Session)</i>	23 <b>Day 11</b>
24	25 <b>Day 12</b>	26 <b>Day 13</b>	27 <b>Day 14</b>	28 <b>Day 15</b>	29 <i>(No Session)</i>	30 <b>Day 16</b>
31						

#### **JUNE 2026**

<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
	1 <b>Day 17</b>	2 <b>Day 18</b>	3 <b>Day 19</b>	4 <b>Day 20</b>	5	6

**Note:**

*In case of any unforeseen/ emergency suspension of learning sessions. Schools, in coordination with SDO and its partners and beneficiaries, may adjust their schedules, as needed.*

**Example:**

*May 7, 2026 (Thursday) – Online Orientation of DepEd CO on Learning Systems.*