



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**DIVISION LETTER**  
No. 102, s. 2025

AUG 05 2025

**CONDUCT OF THE SERIES OF WORKSHOP ON THE DEVELOPMENT OF  
THE GUIDELINES ON THE UTILIZATION AND MANAGEMENT  
OF DEPED E-ARAL SOFTWARE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary/Secondary School Heads  
All Others Concerned


This Office informs the identified persons below to attend the Conduct of the Series of Workshops on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Courseware on August 6-8, 2025, at Teacher's Camp, Baguio City, to wit:

Melbourne Salonga - Bataan High School for the Arts  
Jeremy Flores - B. Camacho National High School -SHS  
LMS Teacher Presenter  
Jerson Tuang - Bataan School of Fisheries  
Glenn Anthony Gacutan - SDO Bataan  
Danilo C. Caysido - LMS Focal Person  
Presenter for LMS Monitoring & Evaluation

Attached is DepEd Memorandum DM-LS-2025-013, which contains the complete details of the workshop for your reference

Immediate dissemination of this letter is desired.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
x Schools Division Superintendent

  
Ci4  
August 5, 2025

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM  
DM-LS-2025-013

TO : ALL REGIONAL DIRECTORS

FROM : *Carmela C. Oracion*  
CARMELA C. ORACION  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems

SUBJECT : CONDUCT OF THE SERIES OF WORKSHOPS ON THE DEVELOPMENT OF THE GUIDELINES ON THE UTILIZATION AND MANAGEMENT OF DEPED e-Aral COURSEWARES

DATE : July 21, 2025

The Office of the Undersecretary for Learning Systems (OULS), through the Bureau of Learning Delivery – Teaching and Learning Division (BLD-TLD), shall conduct a series of workshops on the **Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares**.

This series of workshops aims to ensure a participatory and evidence-informed process in establishing the technical, pedagogical, and operational frameworks that will guide the development and implementation of the e-Aral coursewares. The coursewares to be developed are expected to serve as **one of the instructional delivery approaches that complement both regular classroom-based learning (in-person sessions) and/or any of the accommodations under the Alternative Delivery Mode (ADM)**, as may be necessary or appropriate to support continuous learning and ensure equitable access.

The details of the activities are as follows:

Activities	Date	Venue
Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares	August 6–8, 2025 (exclusive of travel time)	Baguio Teacher's Camp, Baguio City
Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares	August 20–22, 2025 (exclusive of travel time)	
Expert Validation of the Draft Guidelines on the Utilization and Management of e-Aral Coursewares	October 1–3, 2025 (exclusive of travel time)	



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

Workshop on the Finalization of the Guidelines  
on the Utilization and Management of e-Aral  
Coursewares

October 22-24,  
2025  
(exclusive of travel time)

The expected participants for the **Consultative Workshop** shall be drawn from the following pool of roles:

- the **Chief of the Curriculum and Learning Management Division (CLMD)**;
- an **Education Program Supervisor (EPS)** for Learning Resources with expertise in LMS-based coursewares;
- an **Information Technology Officer (ITO)** with practical experience in LMS utilization;
- an **Educational Technology (EdTech)** or Learning Management System (LMS) Expert;
- a **School Head, Master Teacher, or Head Teacher** currently implementing LMS coursewares in delivering instruction; and
- an **EPS representing a learning area**.

Select representatives from select Schools Division Offices (SDOs) are requested to deliver a 20-minute presentation regarding the **Practices and Perspectives on LMS Use and Management**. Each designated representative shall share insights on LMS-based teaching and learning. The aforesaid SDOs are as follows:

- Region II (SDO Quirino)
- Region III (SDO Bataan)
- NCR (SDO Malabon)
- CALABARZON (SDO Dasmariñas)
- Region XII (SDO Sarangani)

**Presentation details for the Consultative Workshop** are provided in **Annex A**, and the **participant distribution per region** for the aforesaid activity is in **Annex B.1**.

For the **Development and Finalization** phases, each **Regional Director** shall designate **two (2) qualified writers** who will participate in both activities to ensure continuity and consistency of inputs. These individuals must have demonstrated experience in curriculum development, digital resource creation, or instructional design, and must be actively involved in the integration of LMS-based coursewares in their respective regions or divisions.

For the **Expert Validation** phase, the **Regional Director** shall identify **one (1) representative** who is **not part of the writing team**, but possesses **substantial expertise in the utilization and management of LMS-based coursewares**. The selected representative must have practical experience in implementing digital instruction at the school, division, or regional level and be capable of providing independent, technical, and instructional validation of the developed outputs.



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The detailed distribution of participants per region across these phases is provided in Annex B.2.

To confirm their participation in the aforementioned activities and to facilitate logistical arrangements, all participants are requested to accomplish the online registration form at <https://tinyurl.com/e-ARALpolicy-Reg> on or before the deadlines specified in the table below:

Activities	Date
Consultative Workshop	July 30, 2025
Development of Policy Guidelines	August 8, 2025
Expert Validation of the Developed Policy Guidelines	September 26, 2025
Finalization of Policy Guidelines	October 10, 2025

The program schedule for the activities is enclosed in Annex C. All participants are expected to travel based on the indicated schedule to ensure timely attendance and full participation in all sessions. The first meal to be served will be breakfast on Day 1 while the last meal will be a packed dinner on Day 3.

Board and lodging expenses shall be charged against the 2025 Basic Education Curriculum (BEC) Funds, while travel expenses of field personnel shall be charged against the downloaded funds, specifically through Sub-Allotment Release Order (SARO) No. OSEC-7-25-02444. Should the regional allocation be insufficient, additional expenses may be sourced from available local funds, subject to applicable accounting and auditing rules and regulations.

Compensatory Time Off (CTO) may be granted for workshop days that fall on official holidays, in accordance with DepEd Order No. 53, s. 2023 (Updated Guidelines on the Grant of Vacation Service Credits to Teachers) and CSC-DBM Joint Circular No. 2, s. 2025 (Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees).

For inquiries, contact Ms. Krisha Anne M. Soriano, Senior Education Program Specialist, Teaching and Learning Division, Bureau of Learning Delivery at (02) 638-4799 or at email address [krishaanne.soriano@deped.gov.ph](mailto:krishaanne.soriano@deped.gov.ph).

For dissemination and strict compliance.

Copy furnished:

**MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge,  
Office of the Undersecretary for Operations



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## OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Annex A to DM-LS-2025-013

### Presenter's Guide on the Presentation of LMS Utilization for the Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Courseware

Slide No. & Title	Segment	Focus Area	Guide Questions
Slide 1 – Introduction	1. Introduction and Context	Role and Setting	<ul style="list-style-type: none"> <li>When and why did you start using digital courseware?</li> <li>What is the profile of your region/division/school in terms of courseware use?</li> </ul>
Slide 2 – Protocols and Governance	2. Institutional Governance	Governance, Rules, and Structures	<ul style="list-style-type: none"> <li>Are there protocols/guidelines on courseware development, management, and utilization?</li> <li>How are responsibilities distributed across schools/divisions/regions?</li> <li>How are updates/versioning governed?</li> </ul>
Slide 3 – Quality Assurance	3. Standards and Quality Assurance	Quality Assurance	<ul style="list-style-type: none"> <li>What standards or templates guide the development of courseware?</li> <li>How is quality assured prior to use?</li> <li>Are there review or approval mechanisms?</li> </ul>
Slides 4–5 – Courseware Development Process	4. Development Process	Design and Development	<ul style="list-style-type: none"> <li>How is the courseware developed or adapted?</li> <li>Who is involved in development?</li> <li>How is curriculum alignment ensured?</li> <li>What are your development timelines and processes?</li> </ul>
Slides 6–7 – Courseware Management	5. Management and Deployment	Courseware Management	<ul style="list-style-type: none"> <li>How is courseware organized, stored, and updated?</li> <li>How is access granted to teachers and learners?</li> <li>What roles do schools/divisions/regions play in management?</li> </ul>
Slides 8–9 – Teaching and Learning with Courseware	6. Teaching and Learning Delivery	Teaching and Learning Utilization	<ul style="list-style-type: none"> <li>How do teachers use courseware in teaching?</li> <li>What instructional models are followed?</li> <li>How do learners engage with the courseware?</li> <li>How is learner progress monitored?</li> </ul>
Slide 10 – Assessment and Grading	7. Assessment	Assessment and Feedback	<ul style="list-style-type: none"> <li>What types of assessment are integrated into courseware?</li> <li>How is grading done?</li> <li>How is feedback provided?</li> <li>How is assessment data used?</li> </ul>
Slide 11 – Context and Reach	8. Context and Coverage	Scope of Use	<ul style="list-style-type: none"> <li>What grade levels and subjects use the courseware?</li> <li>What is the level of adoption across schools/divisions?</li> <li>How is courseware supporting learning continuity?</li> </ul>
Slide 12 – Gains and Challenges	9. Outcomes and Insights	Gains, Challenges, and Lessons	<ul style="list-style-type: none"> <li>What improvements or successes have been observed?</li> <li>What challenges remain?</li> <li>What lessons can inform future policies?</li> </ul>



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**Expected List of Participants per Region for the Consultative Workshop on  
the Development of the Guidelines on the Utilization and Management of  
DepEd e-Aral Courseware  
August 6-8, 2025**

Region	CLMD Chief	EPS Learning Resources <small>(expert on LMS resources)</small>	IT Officer <small>(expert on IT resources)</small>	Edtech /LMS Expert	School Head/MT/HT <small>(expert on representing LMS resources in the region)</small>	EPS Learning Area		Total No. of Pax per Region
I				1	1	1	Filipino	3
II	1	1			1	1	Math	4
III			1	1	1	1	TLE	4
CAR		1	1		1	1	English	4
NCR		1	1		1			3
CALABARZON		1		1	1	1	Values	4
MIMAROPA	1		1	1	1			4
V		1			1	1	AP	3
VI		1			1			2
VII	1				1	1	MAPEH	3
VIII			1	1	1			3
IX	1				1			2
X		1		1	1			3
XI				1	1			2
XII	1		1	1	1			4
CARAGA			1		1	1	Science	3
<b>Total</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>16</b>	<b>8</b>		<b>51</b>

# Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Annex B.2 to DM-L8-2026-013

## Expected List of Participants per Region for the Development, Expert Validation, and Finalization of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares

Region	Development (August 20-22, 2025)	Expert Validation (October 1-3, 2025)	Finalization (October 22-24, 2025)
I	2	1	2
II	2	1	2
III	2	1	2
CAR	2	1	2
NCR	2	1	2
CALABARZON	2	1	2
MIMAROPA	2	1	2
V	2	1	2
VI	2	1	2
VII	2	1	2
VIII	2	1	2
IX	2	1	2
X	2	1	2
XI	2	1	2
XII	2	1	2
CARAGA	2	1	2
<b>Total</b>	<b>32</b>	<b>16</b>	<b>32</b>



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Annex C.1 to DM-LS-2025- 013

**Consultative Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares**  
August 6-8, 2025

**INDICATIVE PROGRAM OF ACTIVITIES**

Time	August 6, 2025 (Day 1)	August 7, 2025 (Day 2)	August 8, 2025 (Day 3)
8:00 - 8:30 AM	<b>Opening Program</b> ❖ Welcome Remarks ❖ Statement of Purpose and Expected Outputs ❖ Workshop Overview and House Rules	Management of Learning (MOL)	
8:30 - 9:00 AM		<b>Workshop 1:</b> Establishing the Initial Policy Structure for DepEd e-ARAL ❖ Introduction & Workshop Briefing ❖ Recap of Emerging Themes	<b>Plenary Session 5:</b> Presentation of Consolidated Inputs
9:00 - 9:45 AM		<b>Workshop 1 (cont'd):</b> ❖ Group Work - Drafting the Policy Framework	
9:45 - 10:00 AM	<b>Plenary Session 1:</b> DepEd's Direction on Educational Technology	<b>Health Break</b>	
10:00 - 11:00 AM	<b>Plenary Session 2:</b> The e-ARAL Project: Advancing Learning Delivery in Basic Education	<b>Workshop 1 (cont'd):</b> ❖ Group Work - Drafting the Policy Framework (continued)	<b>Plenary Session 6:</b> Finalization of Key Messages and Non-Negotiables for the Policy
11:00 - 12:00 NN	<b>Plenary Session 3:</b> Practices and Perspectives on LMS Use and Management ❖ Region II (SDO Quirino) ❖ Region III (SDO Bataan)		
12:00 - 1:00 PM	<b>Lunch Break</b>		
1:00 - 1:15 PM	<b>MOL</b>		
1:15 - 2:00 PM	<b>Continuation of Plenary Session 3:</b> Practices and Perspectives on LMS Use and Management ❖ NCR (SDO Malabon)	<b>Workshop 1 (cont'd):</b> ❖ Group Work - Drafting the Policy Framework (continued)	<b>Synthesis:</b> Discussion on Final Structure and Section Assignments
2:00 - 3:00 PM	<b>Continuation of Plenary Session 3:</b> Practices and Perspectives on LMS Use and Management ❖ CALABARZON (SDO Dasmariñas) ❖ Region XII (SDO Sarangani)	<b>Workshop 1 (cont'd):</b> ❖ Group Work - Finalization of Policy Structure ❖ Group Reporting of Proposed Policy Structure	<b>Closing Program</b> • Commitment Setting • Closing Message
3:00 - 3:15 PM	<b>Health Break</b>	<b>Health Break</b>	<b>Health Break</b>
3:15 - 4:00 PM	<b>Open Forum</b>	<b>Workshop 1 (cont'd):</b> ❖ Group Reporting of Proposed Policy Structure	
4:00 - 5:00 PM	<b>Plenary Session 4:</b> RP-led Reflection and Expert Input on Emerging Themes		



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Annex C.2 to DM-LS-2025-013

**Workshop on the Development of the Guidelines on the Utilization and Management of DepEd e-Aral Coursewares**  
 August 20-22, 2025

**INDICATIVE PROGRAM OF ACTIVITIES**

Time	August 20, 2025 (Day 1)	August 21, 2025 (Day 2)	August 22, 2025 (Day 3)
8:00 - 8:30 AM	<b>Opening Program</b> ❖ Welcome Remarks ❖ Statement of Purpose and Expected Outputs ❖ Workshop Overview and House Rules	Management of Learning (MOL) and Progress Checking	
8:30 - 9:00 AM	Plenary 1: Overview of the e-ARAL Project and Objectives of the Policy	Continuation of Policy Writing	Plenary 3: Presentation of the Developed Sections per Group
9:00 - 9:45 AM	Plenary 2: DepEd Standards on Policy Writing and Walkthrough of the Policy Template		Writing Session 4: Content Harmonization and Finalization
9:45 - 10:00 AM	Health Break	Health Break	Health Break
10:00 - 10:15 AM	Presentation of Group Assignments, Templates, and Guide Questions	Continuation of Policy Writing	Writing Session 5: Output Consolidation
10:15 - 11:00 AM	Writing Session 1: Start of Group Writing per Section		
11:00 - 11:30 AM			
11:30 - 12:00 NN			
12:00 - 1:00 PM	Lunch Break	Lunch Break	Lunch Break
1:00 - 1:15 PM	Continuation of Policy Writing	MOL	MOL
1:15 - 1:30 PM		Writing Session 2: Cross-Group Clarification and Input	Expert Feedback and Synthesis by RP
1:30 - 3:00 PM			Closing Program • Commitment Setting/Ways Forward • Closing Message
3:00 - 3:15 PM	Health Break	Health Break	Health Break
3:15 - 4:00 PM	Continuation of Policy Writing	Writing Session 3: Peer Review and Feedback Incorporation	
4:00 - 4:30 PM	Synthesis and Debrief: Day 1 Reflections and Writing Targets for Day 2		
4:30 - 5:00 PM			



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## OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Annex C.3 to DM-LS-2025-013

### Expert Validation of the Draft Guidelines on the Utilization and Management of e-Aral Coursewares

October 1-3, 2025

#### INDICATIVE PROGRAM OF ACTIVITIES

Time	October 1, 2025 (Day 1)	October 2, 2025 (Day 2)	October 3, 2025 (Day 3)
8:00 - 8:30 AM	<b>Opening Program</b> ❖ Welcome Remarks ❖ Statement of Purpose and Expected Outputs ❖ Workshop Overview and House Rules	Management of Learning (MOL) and Progress Checking	
8:30 - 9:00 AM		<b>Validation Session 3:</b> Tool-based Critique of Assigned Sections	<b>Plenary 4: Presentation of Validation Results</b> • Group Sharing of Key Findings
9:00 - 9:45 AM			
9:45 - 10:00 AM	Health Break	Health Break	Health Break
10:00 - 10:30 AM	<b>Plenary 2:</b> Presentation of the Developed Policy Guidelines on the Management and Utilization of DepEd e-ARAL	<b>Continuation of Validation Session 3</b>	<b>Continuation of Plenary 4</b>
10:30 - 11:00 AM	<b>Plenary 3:</b> Presentation of the Validation Tool and Mechanics		
11:00 - 11:30 AM	<b>Validation Session 1:</b> Guided Review of Assigned Policy Sections		<b>Plenary Session 5:</b> Synthesis and Integration of Expert Comments
11:30 - 12:00 NN			
12:00 - 1:00 PM	Lunch Break	Lunch Break	Lunch Break
1:00 - 1:15 PM	<b>Validation Session 2:</b> Small Group Work Using the Validation Tool per Component	MOL	MOL
1:15 - 1:30 PM		<b>Continuation of Validation Session 3</b>	<b>Closing Program</b> • Commitment Setting/Ways Forward • Closing Message
1:30 - 3:00 PM			
3:00 - 3:15 PM	Health Break	Health Break	Health Break
3:15 - 4:00 PM	Continuation of Validation Session 2 (with expert consultation as needed)	<b>Continuation of Validation Session 3</b>	
4:00 - 4:30 PM			
4:30 - 5:00 PM	End-of-Day Synthesis and Instructions for Day 2	<b>Technical Review / RF Clinic on Consolidated Findings</b>	



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# Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Annex C-1 to DM-LS-2025-013

## Finalization Workshop on the Guidelines on the Utilization and Management of e-Aral Coursewares

October 22-24, 2025

### INDICATIVE PROGRAM OF ACTIVITIES

Time	October 22, 2025 (Day 1)	October 23, 2025 (Day 2)	October 24, 2025 (Day 3)
8:00 - 8:30 AM	<b>Opening Program</b> <ul style="list-style-type: none"> <li>Welcome Remarks</li> <li>Statement of Purpose and Expected Outputs</li> <li>Workshop Overview and House Rules</li> </ul>	Management of Learning (MOL)	
8:30 - 9:00 AM		Continuation of Workshop Session 2	Plenary Session 2: Presentation of the Final Draft
9:00 - 9:45 AM			
9:45 - 10:00 AM	Plenary Session 1: Presentation of the Validation Findings	Health Break	Health Break
10:00 - 10:30 AM	<b>Workshop Session 1:</b> Review of Assigned Sections and Validator Inputs	Continuation of Workshop Session 2	Plenary Session 3: RP Feedback Synthesis
10:30 - 11:00 AM			
11:00 - 12:00 NN	<b>Workshop Session 2:</b> Refinement by Working Teams per Section	Lunch Break	Lunch Break
12:00 - 1:00 PM	Lunch Break	Lunch Break	Lunch Break
1:00 - 1:15 PM	Continuation of Workshop Session 2	MOL	MOL
1:15 - 1:30 PM		Continuation of Workshop Session 2	<b>Closing Program</b> <ul style="list-style-type: none"> <li>Commitment Setting / Ways Forward</li> <li>Final Acknowledgment and Closing Message</li> </ul>
1:30 - 3:00 PM			
3:00 - 3:15 PM	Health Break	Health Break	Health Break
3:15 - 4:00 PM	Continuation of Workshop Session 2	<b>Workshop 3:</b> Peer Review Session: Cross-Group Review and Comments	
4:00 - 4:30 PM			
4:30 - 5:00 PM	<b>End-of-Day Synthesis</b> <ul style="list-style-type: none"> <li>Recap of Revisions</li> <li>Targets for Day 2</li> </ul>		



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**Dr. Carolina S. Violeta, CESO V**  
Superintendent  
DepEd SDO of Bataan

Dear Dr. Violeta,

Good day!

First of all, we would like to thank you for listening to us and the story of our mission. We are so grateful that you also shared this vision with us.

With this, we would like to request the following information to be added to the grant that we are applying for, as well as to make a proposal for the possible funds that we can use for your schools.

We would like to request the following:

- Number of Kindergarten teachers per school. (arranged per district if possible)
- Literacy assessment result from each school from SY 2024-2025 (if possible)
- Top Districts to be prioritized for Pilot project (who needs it the most)

This information will help us in making our proposals for our fundraising activities for your division and could also help us in prioritizing your schools for inclusion in our foundation's projects.

Rest assured that the Read to Achieve Foundation Philippines, Inc. strictly adheres to the provisions of the Data Privacy Act of 2012. All information will be treated with the highest level of confidentiality and used as a collective information, solely for the purposes of our proposal.

Thank you so much!

Warm regards,

A handwritten signature in black ink, appearing to read "Patricia" followed by a stylized surname.

**Patricia Gonzalez-Cruz**  
Executive Director