



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

January 30, 2024

Division Memorandum
No. 28, s. 2024

DEPLOYMENT OF BICOL UNIVERSITY STUDENT TEACHER INTERN TO CSNHS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
CSNHS School Head
All Others Concerned

1. With reference to the Joint CHED-DepEd Memorandum 01, s. 2021, re: collaboration with government schools on preservice education through student internship, the Bicol University College of Industrial Technology will field its Bachelor of Technical-Vocational Teacher Education 4th Year preservice teacher to undergo Teaching Internship.
2. In this regard, the Bicol University College of Industrial Technology requests deployment of KWYN GABRIELLE C. ALOC, a BTVTed student intern in Camarines Sur National High School from February 1, 2024 to May 8, 2024.
3. The School Head of the selected school is directed to conduct orientation to the preservice teacher together with the Cooperating Teacher on the Student Internship policies and guidelines as per Joint CHED-DepEd Memorandum 01, s. 2021 and secure a copy of the Memorandum of Agreement between Bicol University and the Department of Education Regional Office V for reference.
4. Immediate dissemination of and strict compliance with this memorandum is directed.

SUSAN S. COLLANO CESO V
Schools Division Superintendent



DM 31, s. 2019 LH Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur

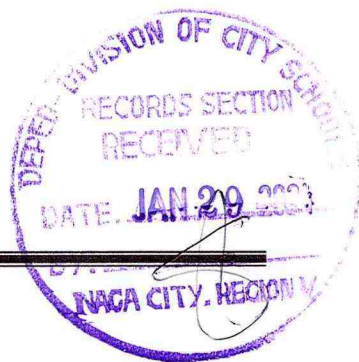
☎ 0981 630 0070

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Republic of the Philippines
BICOL UNIVERSITY
COLLEGE OF INDUSTRIAL TECHNOLOGY
Department of Technical-Vocational Teacher Education
East Campus, Legazpi City



January 22, 2024

SUSAN S. COLLANO, CESO V

Schools Division Superintendent
Schools Division of Naga City
Roxas Avenue, Triangulo, Naga City

Dear SDS Collano:

The Bicol University College of Industrial Technology will field its Bachelor of Technical-Vocational Teacher Education (BTVTEd) 4th year Pre-service Teachers to DepEd Secondary Schools this 2nd Semester AY 2023-2024 to undergo Teaching Internship from January 29, 2024 to May 3, 2024.

In this regard, we would like to request approval from your good office the deployment of our student teachers to selected cooperating schools as contained in the enclosed list of assignment.

Should you wish to request further details about this activity, you may reach us at imdelarama@bicol-u.edu.ph or at phone number at 09932921747.

Respectfully yours,


IRENE M. DELA RAMA, MAIE
BTVTEd Experiential Learning Coordinator

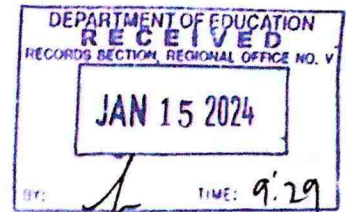
Noted:


CHRISTIAN C. CALLEJA, MAIE
Department Chairperson, BTVTEd


JONATHAN C. ARROCO, PhD
Dean, College of Industrial Technology

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30 JAN 2024

Bicol University Vision: A University for Humanity characterized by productive scholarship, transformative leadership, collaborative service, and distinctive character for sustainable societies.



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is hereby entered into by and between:

BICOL UNIVERSITY, a state university created and existing by virtue of R.A. No. 5521, as amended, which offers a teacher education degree, with principal office address at Rizal Street Legazpi City, represented herein by Dr. Baby Boy Benjamin D. Nebres III, SUC President IV, hereinafter referred as the **FIRST PARTY**.

-and-

DEPARTMENT OF EDUCATION Regional Office V, a government entity mandated by law under Batas Pambansa Blg 232, otherwise known as the "Education Act of 1982", as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001", with office address at Rawis, Legazpi City, represented herein by Gilbert T. Sadsad, Regional Director, hereinafter referred as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the First Party and the Second Party, through the Office of the Schools Division Superintendent and the School Principal, are concerned about the pre-service education of teachers as a key to achieving sustainable quality basic education;

WHEREAS, both parties believe that a major key to reaching that goal is a quality pre-service training program that will provide teacher interns with opportunities to:

1. Develop the competencies set for Beginning Teachers in the Philippine Professional Standards for Teachers (PPST);
2. Apply their theoretical knowledge and pedagogical skills in actual teaching-learning situations;
3. Gain a comprehensive and realistic perspective of the teaching-learning situation and day-to-day school activities;
4. Reflect on their qualities and commitment vis-a-vis the demands of the teaching profession and
5. Equip them for the challenges of teaching;

WHEREAS, both PARTIES believe that aside from the usual teaching internship, intensive field study is necessary to adequately prepare the teacher interns for their functions and responsibilities;

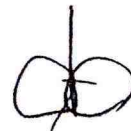

NOW, THEREFORE, in consideration of the foregoing premises, the parties hereby agree to the following:

I. The **FIRST PARTY** shall:

- I.1 Coordinate with the School Division Superintendent and identified School Heads on the deployment of the Practice Teachers (PTs) and Field Study Students (FSSs);

24010050
30 JAN 2024

- 1.2 Assign a maximum of two (2) Practice Teachers (PTs) to a Cooperating Teacher (CT), and a maximum of 25 Practice Teachers to a Cooperating School per semester;
 - 1.3 Assign Field Study Students (FSSs) to observe and assist classes in the cooperating schools, not to exceed 10 FSSs per class;
 - 1.4 Ensure that the PTs/FSSs are physically, mentally, and emotionally fit before deployment, officially enrolled, and with accident insurance;
 - 1.5 Conduct monitoring of the well-being and performance of PTs during their teaching internship in the designated cooperating schools;
 - 1.6 Conduct orientation of the PTs and FSSs on the relevant DepEd policies and guidelines, processes and procedures in the conduct of field study and teaching internship;
 - 1.7 Provide for the incentives of Cooperating Teachers in the amount of Seven Hundred Fifty pesos (Php750.00) for every pre-service teacher assigned to him/her per semester (maximum of two (2) PSTs per semester), said amount shall be deposited in their respective LBP accounts;
 - 1.8 Provide for the incentives of Cooperating Principals in the amount of Five Hundred pesos (Php500.00) per semester, for accommodating pre-service teachers assigned to his/her school, said amount shall be deposited to his/her LBP account; and
 - 1.9 Issue Certificate of Recognition to the Cooperating Principal and Cooperating Teacher at the end of each term, regardless of the number of Practice Teachers handled.
2. The SECOND PARTY shall:
- 2.1 Authorize the Cooperating Principals to assign qualified and competent teachers who can be Resource Teachers for the Field Study, and Cooperating Teachers for the Teaching Internship;
 - 2.2 Endorse to the principals of the cooperating schools, through the Schools Division Office, the following responsibilities:
 - 2.2.1 Mentoring of the Practice Teachers from the First Party;
 - 2.2.2 Orient the PTs and FSSs on the school learning environment and community; support system, school resources and activities, school policies and regulations, and other relevant information;
 - 2.2.3 Provide PTs and FSSs the best resource teachers/mentors handling various academic classes and ensure that these resource teachers and mentors have been oriented on their responsibilities;
 - 2.2.4 Coordinate with parents/guardian and seek permission to observe the conduct of school activities at home through virtual means;



24010050
30 JAN 2024

- 2.2.5 Allow PTs/FSSs to observe classes and school activities or the school's respective Learning Delivery Modality (e.g. TV or Radio-based Instruction, Modular approach, etc.) for instruction;
- 2.2.6 Ensure that activities provided promote professionalism and the development of beginning teachers;
- 2.2.7 Allow the PTs/FSSs access to school information for research and instructional purposes;
- 2.2.8 Evaluate the performance of Practice Teachers and submit reports of ratings and feedback to the Experiential Learning Coordinator of the First Party;
- 2.2.9 Provide the FIRST PARTY with feedback on the College Supervisors' performance.
- 2.2.10 Conduct an orientation or briefing of the Cooperating Teachers on their roles and responsibilities in mentoring the Practice Teachers; and
- 2.2.11 Monitor the implementation of the experiential learning program to ensure that relevant and quality experiences are provided to FSSs and PTs consistent with the guidelines on Field Study (observation and assistantship) and Teaching Internship (actual teaching).

3. Intellectual Property

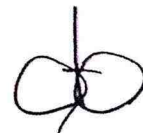
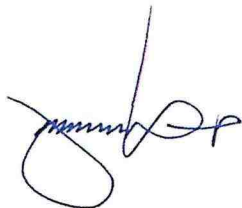
All intellectual property rights, propriety rights, titles, and interest in all materials belonging to, and those developed by a Party pursuant to this MOA, to be made and/or brought into use in the course of delivery of services covered by this MOA shall belong to the said Party. Each Party grants the other party the authority to use said materials for the purpose of and during the implementation of the said MOA. Such grant excludes the right to sub-lease any and all licenses and copyrights and to modify any material, instrument, or courseware under the MOA, without the prior written agreement of both parties. All materials developed jointly by the TEI and the DepEd, pursuant to this MOA, shall be jointly owned, and each shall be free to use the same. Should either Party wish to mention the other Party in any public disclosure, said Party shall seek prior consent from the other Party prior to such action.

4. Settlement of Disputes

Both parties shall exert their best effort to reconcile any differences that may arise during the course of the deployment of pre-service teachers for Field Study and Teaching Internship. In the event the concerns and disagreements escalate, the Dean of the TEI and the Regional Director or the School Divisions Superintendent shall work toward the resolution of the issue. Unresolved issues will be referred to the Teacher Education Council.

5. The renewal of this Agreement will be subject for review by both parties after the expiration of the same.

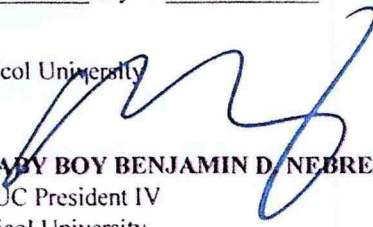
This AGREEMENT shall take effect immediately upon signing by all parties concerned and shall remain in force from January 2024 until May 2026.



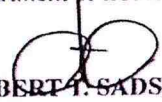
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IN WITNESS WHEREOF, parties of the AGREEMENT hereto affixed signatures this _____ day of _____ 2024 at the City of Legazpi, province of Albay, Philippines.

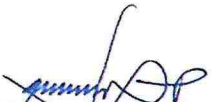
Bicol University

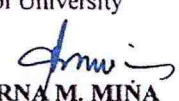

BABY BOY BENJAMIN D. NEBRES III
SUC President IV
Bicol University

Department of Education


GILBERT T. SADSAD
Regional Director
DepEd Region V

SIGNED IN THE PRESENCE OF


MA. JULIETA B. BORRES
Vice President for Academic Affairs
Bicol University


LORNA M. MIÑA
Dean, BU College of Education

DANILO E. DESPI
Schools Division Superintendent
SDO Legazpi City

NENE R. MERIOLES
Schools Division Superintendent
SDO, Albay

FATIMA D. BUEN
Schools Division Superintendent
SDO, Tabaco City

NYMPHA D. GUEMO
Schools Division Superintendent
SDO, Ligao City

JOSE L. DONCILLO
Schools Division Superintendent
SDO Sorsogon City

WILLIAM E. GANDO
Schools Division Superintendent
SDO, Sorsogon Province

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Republic of the Philippines
BICOL UNIVERSITY
COLLEGE OF INDUSTRIAL TECHNOLOGY
Department of Technical-Vocational Teacher Education
East Campus, Legazpi City

NAGA City Division

Camarines Sur National High School			
Name	Specialization	Permanent Address	Current Address
Aloc, Kwyn Gabrielle C.	BTVTED-GFD 4B	Purok 5 Brgy. Tulay na Lupa, Labo, Camarines Norte	Del Rosario, Naga City
TOTAL:	1		

Prepared by:


IRENE M. DELA RAMA, MAIE
BTVTED Experiential Learning Coordinator
Page 1 of 1

Noted by:


CHRISTIAN C. CALLEJA, MAIE
Department Chairperson, BTVTED


JONATHAN C. ARROCO, PhD
Dean, College of Industrial Technology

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