



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

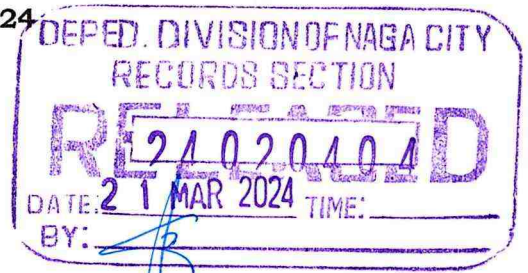
March 21, 2024

DIVISION MEMORANDUM

No. 100, s. 2024

**DEPLOYMENT OF BICAST EXERCISE AND SPORTS INTERNS IN SELECT
PUBLIC ELEMENTARY AND SECONDARY SCHOOLS FOR SECOND SEMESTER
THIS SCHOOL-YEAR 2023-2024**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned



1. With reference to the Joint CHED-DepEd Memorandum 1, s. 2021, the Bicol State College of Applied Sciences and Technology (BICAST) recognizes the role of DepEd schools in providing the experiential learning environment for Sports Management in Bachelor of Science in Exercise and Sports Science (BSESS) Program.
2. Relative to this, the BICAST requests deployment of their Exercise and Sports Interns in selected public elementary and secondary schools in Naga City Division for second semester this school year 2023-2024. BSESS Interns are expected to complete a minimum of 70 hours to shadow physical activity facilitator, with a maximum of six (6) contact hours in a day including fitness/strength and conditioning work out in the facility. See Enclosure 2 MOA Provisions on the details of the conduct of activities.
3. It is expected that the School Heads of the identified schools shall assign a point/focal person responsible for the implementation of the internship, and orient the interns on the standard rules and regulations of the school along with the provisions of the Joint CHED-DepEd Memorandum 1, s. 2021.
4. The following documents are enclosed for reference of all concerned:
Enclosure 1: List of Schools and Interns for Deployment
Enclosure 2: MOA Provisions on Duties and Responsibilities of the Parties.
5. Immediate dissemination of and strict compliance with this memorandum is directed.

For:

SUSAN S. COLLANO CESO V
Schools Division Superintendent

DM 31, s. 2019 LH Rev. 01



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Enclosure No. 1 to Division Memorandum No. ____, s. 2024

LIST OF SCHOOLS AND SPORTS INTERNS FOR DEPLOYMENT

I. ELEMENTARY

A. JULIAN B. MELITON ELEMENTARY SCHOOL (Arnis)

1. OLIQUINO, CHRISTIAN ANDY
2. IGNACIO, SEBASTIAN
3. DOCTOR, JOSHUA

B. NAGA CENTRAL SCHOOL I (Gymnastics)

1. PELAGIO, JOVIT

C. DEL ROSARIO ELEMENTARY SCHOOL

1. CORTAS, JUDITH (Table Tennis)
2. DE OCAMPO, MARY ROSE (Lawn Tennis)

D. DON MANUEL I. ABELLA CENTRAL SCHOOL (Badminton)

1. CAMBE, ELIZA NICOLE
2. SANCHEZ, CHARLES
3. CUADRANTE, JEROME

II. SECONDARY SCHOOLS

A. CAMARINES SUR NATIONAL HIGH SCHOOL

- | | |
|--------------------------|--------------|
| 1. OSIA, CHRISTINE LOREY | VOLLEYBALL |
| 2. RIVERO, JOVELYN. | VOLLEYBALL |
| 3. FAROL, MA. ELYNNA | VOLLEYBALL |
| 4. MOSQUETE, JONALISA | VOLLEYBALL |
| 5. ITAY, DAVE JUSTIN | BASEBALL |
| 6. CABAUTAN, GIO | BASEBALL |
| 7. TUYADO, MARBET | BASEBALL |
| 8. PAULO, JOHN MICHAEL | FUTSAL |
| 9. RODRIGO, RENALYN | FUTSAL |
| 10. CARDINAL, SHERRYL | ATHLETICS |
| 11. MARIANO, CHRISTOPHER | SEPAK TAKRAW |

B. NAGA CITY SCHOOL OF ARTS AND TRADES (Pencak Silat)

1. MITRA, PAUL CHRISTIAN
2. RIVERA, GIL JR.

C. TINAGO NATIONAL HIGH SCHOOL (Billiards)

1. SORIANO, RIZZA JANINE MYLENE
2. SABALLEGUE, SHIELA ELIZABETH
3. DE LA ROSA, MARY JEN
4. PATROPEZ, KEIL RICHMOND

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Enclosure No. 2 to Division Memorandum No. ____, s. 2024

MOA PROVISIONS ON DUTIES AND RESPONSIBILITIES OF THE PARTIES

A. BISCAST shall:

1. Assume full responsibility over the students during their Internship at DEPED;
2. Develop in collaboration with DEPED an Internship plan for the student interns specifying goals and objectives;
3. Provide free medical and dental services and certification by a duly licensed medical doctor and dentist to the student interns;
4. Provide appropriate insurance coverage to include travel, medical and health to the student interns during the duration of the Internship;
5. Assign an SIPP coordinator for the student internship program;
6. Conduct pre-internship orientation/training to student interns, as a prerequisite to their deployment to internship venues, on work environment issues, including, but not limited, proper work ethics and laws against sexual harassment;
7. Recommend students who will undergo Internship/OJT;
8. Endorse the list of student interns to DEPED and the same for extension of training;
9. Ensure that the provisions of this agreement are properly implemented and coordinated in the industry for the purpose of ensuring high standard of training;
10. Safeguard student interns undergoing internship from harassment, exploitation, deplorable training conditions and such other conditions that contravene or defeat the purpose of internship;
11. Take appropriate action on any complaint against the student intern in accordance with the policies of BISCAST;
12. Conduct initial and regular visit/inspection of the training establishment to ensure safety of student interns;
13. Monitor and evaluate performance of the student intern jointly with DEPED based on the prescribed internship plan;
14. Monitor the student intern and attend to his/her needs and concerns by coordinating with DEPED, CHED and other concerned government authorities if necessary;
15. Conduct monitoring and evaluation of DEPED to gauge the overall performance of the latter and provide feedback mechanism; and
16. Conduct a post training review and evaluation of the program and the performance as well as with DEPED.

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B. DEPED shall:

1. Accommodate trainees of Bachelor of Science in Exercise and Sports Science for a minimum of 70 hours to shadow physical activity facilitator, of Student- Personal Trainer with a maximum of six (6) hours contact hours in a day including fitness/strength and conditioning work out in the facility.
2. Make available, free of charge, consumable materials and basic hand tool and equipment necessary for the internship program;
3. Design and implement the internship plan in partnership with BISCASST;
4. Encourage student interns to develop their personality and professionalism, and to the extent possible, protect them from physical or moral danger;
5. Assign a point/focal person responsible for the implementation of all phases of the internship;
6. Orient the student intern on the standard rules and regulations of their establishment before signing of contract;
7. Enter into an internship contract/agreement with the student intern;
8. Facilitate the processing of the documents of the student intern in coordination with BISCASST;
9. Provide practical training or work experience in accordance with agreed internship plan and schedule of activities;
10. May provide necessary incentives to the student interns, such as free duty meals, travel allowance and uniform, if applicable;
11. Ensure that student interns do not perform tasks and duties of regular position in DEPED;
12. Provide supervised applied learning experience for student interns in accordance with agreed Internship Plan and schedule of activities;
13. Develop feedback mechanism to the student intern;
14. Develop feedback mechanism to BISCASST of the overall implementation of the internship and the student performance;
15. Provide monitoring and evaluation reports or other information on the student intern's performance as may be required by BISCASST;
16. Make available, accurate and current records and provide access to BISCASST of such records while on internship;
17. Notify and provide at least 30 working days written notice to the BISCASST of a student intern's breach of contract or misconduct in the internship premises prior to BISCASST's decision to suspend or terminate the contract; and
18. Issue certificates of completion for the student interns not later than two weeks after the completion of internship.

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The following terms and conditions are likewise included:

1. **DEPED** is not obliged to pay interns additional compensation of any kind nor enter into any kind of employer-employee relationship with the interns during the training.
2. **DEPED** shall allow student interns to participate and attend important occasions as part of school activity, such as fitness, sports competition and others with prior notice from **BISCAST**.
3. **BISCAST** may pull out any student intern from the Internship on reasonable grounds upon written notice. The written notice shall immediately take effect upon receipt of notice by **DEPED**.
4. Any decision by **DEPED** regarding behavior and performances of the Interns shall be forwarded to **BISCAST** through the Student Internship Coordinator for due process or investigation.
5. During the effectivity of this Agreement, it is understood that the Student Interns shall follow all rules and regulations, policies and procedures particularly those affecting the training activities, duly promulgated by **DEPED**.
6. Upon completion of the full Advanced Internship program, **DEPED** has the option to hire the student intern if it so desires.

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