



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



18 December, 2023

DIVISION MEMORANDUM
No. 694, s. 2023

**DEPLOYMENT OF THE CAGAYAN DE ORO COLLEGE 4th- YEAR STUDENTS
FOR FIELD STUDY**

To: Jerry Taruc - Principal, WCCS
Brenda Galarpe - Principal, Carmen NHS
This Division

1. Pursuant to the provisions of the Memorandum of Agreement between Higher Education Institutions and the Department of Education, this Office hereby informs school heads of West City Central School, and Carmen National High School of the conduct of field study of the 4th year students from Cagayan de Oro College (COC) starting January 3, 2024 – February 12, 2024.
2. Consequently, concerned school heads are requested to coordinate with the Dean of Education of Cagayan de Oro College to ensure awareness of the cooperating teachers of their specific roles.
3. This office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: NONE
Reference: NONE
To be indicated in the Perpetual Index
Under the following subjects:

FIELD STUDY

DMSA/DM- deployment of 4th-year students for field study
December 18, 2023



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048

CAGAYAN DE ORO COLLEGE
PHINMA EDUCATION
College of Education

November 29, 2023

DepEd

CAGAYAN DE ORO CITY DIVISION

Received by:

Date: NOV 29 2023

Time: 8:10

MR. ROY ANGELO GAZO

Schools Division Superintendent

Department of Education, Schools Division of Cagayan de Oro City

Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Thru: DERROLD MARL S AVES, Ph.D.

Senior Education Program Specialist

Department of Education, Schools Division of Cagayan de Oro City

Dear Sir Roy:

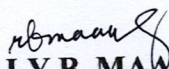
Greetings!

Once again, we are scheduled to assign our **34 Field Study students (FFS)** in the selected Cagayan de Oro Divisions Elementary and Secondary Schools. Thus, we would like to ask your consent to have the Department of Education collaborative partnership with PHINMA COC College of Education in carrying out the Field Study Program.

We would like to endorse them to the schools under DEPARTMENT OF EDUCATION, CITY DIVISION. The period of deployment is December 7, 2023 to January 18, 2024. Please find attached list of Field Study students, duly signed Memorandum of Agreement, and proposed schools for their Field Study deployment.

We are hoping for your kind consideration in this preceding matters. Thank you very much.

Sincerely yours,


RIZHALY B. MAANDIG, PhD
Dean, College of Education
Tel. No. (088) 8585869 loc 409
Mobile: 09066888344

Cc:

Mr. Vitorillo & Dr. Loquillano

EDU 600 & 601: FIELD STUDY 1 & 2
ACTUAL OBSERVATION AND TEACHING ASSISTANTSHIP
AREA DEPLOYMENT
 Second Semester A.Y 2023-2024

I. FIELD STUDY 1 & 2 GUIDELINES

The Field Study 1 & 2 Program of PHINMA COC College of Education allows Field Study students (FFS) to immerse in an actual classroom situation and learning environment where direct observation of teaching learning episodes that focus on the application of educational theories learned in content and pedagogy courses will be made; and to participate and assist in a limited actual teaching-learning activities that relate to assessment of learning, preparation of instructional materials, preparation of bulletin boards and other routines in the classroom.

PHINMA COC Field Study Program regards this goal as venue for observing and assisting classes in a new normal setting that will provide the Field Study students (FFS) more opportunities for community involvement that can also actualize the institution's mission of making lives better through education as a manifestation of being good and responsive Filipino citizens.

The following as agreed by the parties hereto shall be observed:

- A. Field Study students (FFS) shall have its actual observation and teaching assistantship within December 7, 2023 to January 18, 2024 (refer to the following specific dates presented below):

ACTUAL OBSERVATION AND TEACHING ASSISTANTSHIP		
WEEK	DATES	NO. OF HOURS
1	December 7, 2023 (except FRIDAY: December 8, 2023)	8 hours
2	December 11-14, 2023 (except FRIDAY: December 15, 2023)	32 hours
3	January 3-4, 2024 (except FRIDAY: January 5, 2024)	16 hours
4	January 8-11, 2024 (except FRIDAY: January 12, 2024)	32 hours
5	January 15-18, 2024 (except FRIDAY: January 19, 2024)	32 hours
TOTAL HOURS:		120 hours

- B. The Field Study students (FFS) will render their actual observation and teaching assistantship area duty equivalent to eight (8) hours from Monday to Thursday (*Friday is scheduled and intended for their EDU 259 class*).
- C. When a Field Study (FFS) student fails to render his/her area duty on the said dates, he/she will render extension duty hours to comply with the required number of duty hours for actual observation and teaching assistantship.
- D. Upon successful completion of the Field Study (120 hours), the Field Study student (FFS) shall be awarded a Certificate of Completion by the resource teacher.

II. LIST OF FIELD STUDY STUDENTS

A. WEST CITY CENTRAL SCHOOL

NAMES	PROGRAM
1. Aslag, Faith Anggamay	BEED
2. Bahian, Pearlle Wayan	BEED
3. Golde, Hannah Sabelo	BEED
4. Jampit, Jean Kathleen Macalaguino	BEED
5. Lacida, Lovely Mae Brovo	BEED
6. Maca-aras, Sittie Haniya Socalat	BEED
7. Montejo, Ricca Mae Poncio	BEED
8. Nanak, Baemina Pinagayao	BEED
9. Pacaldo, Keesha Dale	BEED
10. Salagan, Lyn Jane Onduran	BEED

B. CARMEN NATIONAL HIGHSCHOOL

NAMES

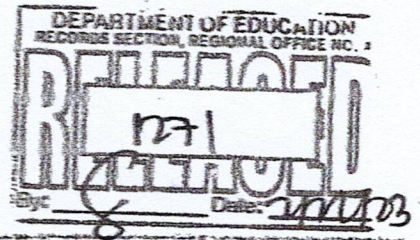
1. Alcantara, Shaneika Bustillos
2. Apdian, Michelle Jalagat
3. Barro, Romulo Jr Bantayan
4. Belonio, Dessa Kris Tonducan
5. Cabusog, Danver Klint Salem
6. Eduave, Godwin Enclonar
7. Eniola, Karyl May De Jesus
8. Harnaiz, Mary Claire Crebillo
9. Jariolne, Cheryl Armella
10. Munar, Mary Jane Geuial
11. Nieves, Kriztheia Averienne Palma
12. Pagara, Ma. Queenah Tacna
13. Ricaborda, Josh Rhial Lico
14. Gumapo, Irish Jane Bernal
15. Jumawan, Charles Adrianne Laure
16. Abecia, Maria Angela Galia
17. Bantuas, Jonaisa Caris
18. Gomising, Johairah Samo
19. Labial, Jaren Rey Virtudazo
20. Malicuban, Amelyn
21. Baulo, Aisah Domiala
22. Cagampang, Elvie Natcher
23. Mabalatan, Joenabelle
24. Ombod, Manilyn Saplina

PROGRAM

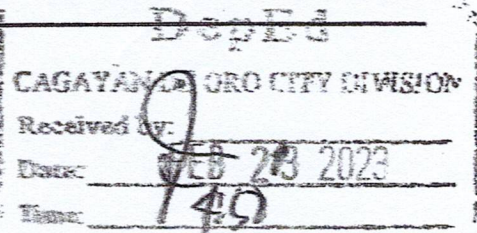
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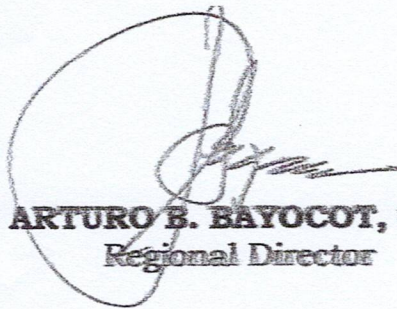
Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



First Endorsement
February 20, 2023



This Office respectfully returns to the **Schools Division Superintendent of Cagayan de Oro City Division**, the signed Memorandum of Agreement between **DepEd Region X** and **Cagayan de Oro College** on the conduct of their Practice Teaching.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated

MOA

Practice Teaching

CLMD/CLlamas3



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

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

The PHINMA Cagayan de Oro College a tertiary level institution duly organized in accordance with law which offers a Teacher Education degree. With office address at Max Suniel Street Carmen Cagayan de Oro City. Represented herein by Mr. Mark Macaventa, Chief Operations Officer, PHINMA Cagayan de Oro College hereinafter referred to as the FIRST PARTY:

And-

The DEPARTMENT OF EDUCATION – Region X. A government entity mandated by law under Batasang Pambansa Blg. 232. Otherwise known as the "Education Act of 1982". As amended by Republic Act No. 9155. Otherwise known as "Governance of Basic Education Act of 2001". With office address at Cagayan de Oro, Misamis Oriental, represented herein by – Arturo B. Bayocot, CESO III, Director, hereinafter referred to as the SECOND PARTY:

WITNESSETH:

WHEREAS, the First Party and the Second Party, through the office of the school principal, are concerned about the pre-service education of teachers as a key to achieving sustainable quality basic education;

WHEREAS, the First Party and the Second Party are committed to improve the quality of basic education in the Region X or Division of City Schools- Cagayan de Oro;

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

1. develop the competencies set for Beginning Teachers in the Philippine Professional Standard for Teachers (PPST);
2. apply their theoretical knowledge and pedagogical skills in actual teaching learning situations;
3. gain comprehensive and realistic perspective of the teaching learning situation and day-to-day school activities;
4. reflect on their qualities and commitment vis-à-vis the demands of the teaching profession; and
5. equip them for the challenges of teaching in the new normal.

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, premises considered, the parties hereby agree to the following:

1. The FIRST PARTY will

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

- 1.1.1 That a maximum of two (2) Practice Teachers (PTs) are assigned to a Cooperating Teacher (CT) within a specific term;**
- 1.1.2 That the number of PTs to be assigned in each cooperating school should not exceed twenty-five (25) per term.**
- 1.1.3 That a maximum of ten (10) Field Study Students (FSSs) be allowed to observe per class in DepED cooperating schools:**

- ensure that the PTs/FSSs are proven physically, mentally, and emotionally fit before deployment;
- ensure that the teacher intern is enrolled in accident insurance;
- ensure that the health and safety regulations implemented by the Inter-Agency Task Force for the Management on Emerging Infectious Diseases (IATF). Department of Health (DOH). And local government units are strictly observe;
- conduct at least three (3) virtual meetings with the PTs/FSSs during their experiential learning program in the designated cooperating schools;
- conduct virtual meetings with the CTs on the performance of PTs/FSSs and for the improvement of the program;
- ensure that the relevant DepEd policies and guidelines, and applicable law and regulations are respected and complied with and that the FSSs/PTs are well oriented. Informed and guided to also ensure their compliance.
- Provide incentive reward system for the following:

1.1.4 Honorarium for the Cooperating Principal and Cooperating Teacher

- That the Cooperating Principal shall receive an honorarium not exceeding one thousand pesos (Php 1000) per semester for accommodating Practice Teachers and Field Study Students assigned to his/her school; the amount will be delivered directly to the Cooperating Principal concerned; and the amount will be reviewed regularly;
- That the Cooperating Teacher (CT) will be given financial remuneration in the amount of Php 300 computed on the basis of the number of Practice Teacher (PTs) handled in a quarter/semester; the amount will be delivered directly to the Cooperating Teacher (CT) concerned; and the amount will be reviewed regularly;

1.2 Certificate of Appreciation

- The Cooperating Principal/Department Head/Cooperating Teacher will receive a Certificate of Appreciation for his/her work at the end of each term regardless of the number of Practice Teacher he/she has handle:

1.3 Other Optional Incentives

- Discount on tuition fees on graduate studies
- Discount on TEI-initiated Seminars/Conferences
- Professional Advancement Support Activities

2. The SECOND PARTY shall

- 2.1 authorize cooperating school principals and teachers to participate in orientation trainings/workshops on teaching internship program implementation;
- 2.2 ensure that the health and safety regulations are implemented by the Inter Agency Task Force for the Management on Emerging Infectious Diseases (IATF). Department of Health (DOH). And local government units are strictly observed in the conduct of experiential learning activities;
- 2.3 endorse to the principals of the cooperating schools, the following responsibilities:
 - 2.3.1 mentioning of the Practice Teacher from the First Party: (See attached file of the list of the names of the teaching interns;
 - 2.3.2 ensure that there is orientation/briefing of FSSs and PTs on the school learning environment and the community support system;
 - 2.3.3 provide PTs/FSSs the best resources teacher/mentors handling various academic classes and ensure that these resources teachers and mentors have been oriented on their responsibilities;
 - 2.3.4 coordinate with parents/guardian and seek permission to observe the conduct of school activities at home through virtual means;
 - 2.3.5 allow PTs/FSSs to observe classes and school activities or the schools' respective Learning Delivery Modality (e.g. TV or Radio-based instruction, Modular approach, etc.) for institution;
 - 2.3.6 ensure that the activities provided promote professionalism and the development of beginning teachers;
 - 2.3.7 allow the PTs/FSSs access to school information for research and instructional purposes;
 - 2.3.8 evaluate PTs' performance and submit reports of ratings; and
 - 2.3.9 provides the **FIRST PARTY** with feedback on the College Supervisors' performance;
 - 2.4. 0 provide PTs with a space / room for them to prepare their lessons and instructional materials.
- 2.4 allow the **FIRST PARTY** to supervise the activities of their PTs in coordination with the cooperating school heads or their representatives;
- 2.5 attend virtual meetings with the CSs on the performance of PTs/FSSs and for the improvement of the program;

3. Intellectual property

All intellectual proprietary rights, titles, and interests in all materials belonging to, and those developed by, a party pursuant to this MOA, to be made and/or brought into use said materials for the purpose of and during the implementation of the said MOA. Such grant excludes the right to sublease 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

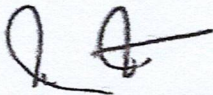
Both parties shall exert their best effort to reconcile any differences that may arise during the course of the deployment of pre-service teachers for Field Study and Teaching Internship. In the event the concerns and disagreements escalate., the Dean of the TEI and Regional Director or the Schools Division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

5. This agreement will be subject for review by both parties at the end of every school year.

This **AGREEMENT** shall take effect immediately upon signing by all parties concerned, and shall take effect immediately upon signing by all parties concerned, and shall remain in force from the SY 2022- 23 until SY 2024-25.

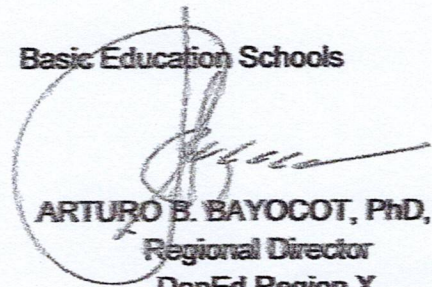
IN WITNESS WHEREOF, parties of the agreement hereunto affixed their signatures this 20 day of December , 2022 at the City of Cagayan de Oro , Philippines.

Teacher Education Institution



MARK MACAVENTA
Chief Operations Officer
PHINMA COC

Basic Education Schools

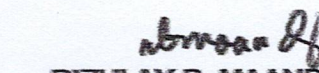


ARTURO B. BAYOCOT, PhD, CESO III
Regional Director
DepEd Region X

SIGNED IN THE PRESENCE OF:



ENGR. LIEL O. DELOS ANGELES
Assistant COO
PHINMA COC



RIZHLAY B. MAANDIG, PhD
Dean
PHINMA COC

ACKNOWLEDGEMENT
Republic of the Philippines
City of Cagayan de Oro

BEFORE ME, personally appeared the following persons:

Name	Competent Proof of Identity	Date/Place Issued
ARTURO B. BAYOCOT	Employment ID-4902909	Region 10 Cagayan de Oro-DepED
MARK MACAVENTA	DRIVER'S LICENSE-N12-83-011758	9-20-2022-Quezon City
LIEZL O. DELOS ANGELES	DRIVER'S LICENSE-N03-13-030518	Expiry-12-22-2023-Muntinlupa City
RIZHLAY B. MAANDIG	PRC ID-1021450	Expiry-9-18-2026

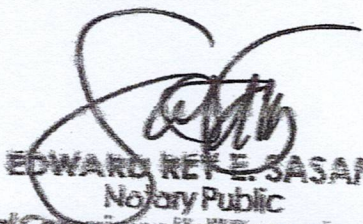
personally known to me to be the same person who executed the foregoing instrument for and on behalf of the entities represented herein, and they acknowledged to me that the same is their fee and voluntary act and deed as well as that of the principles represented herein.

I hereby certify that this document, consisting of ____ () pages, including this page on which this acknowledgement is written, has been signed by the Parties and their instrumental witnesses at the the foot thereof and on each and every page of this Memorandum of Agreement.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal this _____ day of MAY 25 2023, 20____ at Cagayan de Oro City, Philippines.

NOTARY PUBLIC

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Book No. 2
Series of 2020.


EDWARD REY E. SASAM
Notary Public
Notarial Commission Until December 31, 2023
Roll No. 81955; TIN No. 408-239-761
IBP OR No. 230997; Dated, Jun. 12, 2022
PTR No. 5376413; Dated, Aug. 15, 2022
MCLE Compliance: Recent Bar Passer
Signed the Roll of Attorneys on May 26, 2022
Zone 3, Patag, Camp Evangelista, Cag. de Oro C.