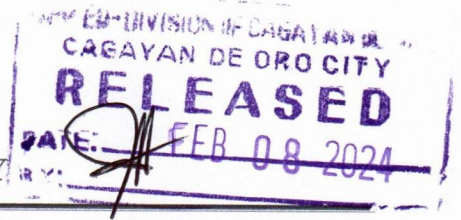




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

8 February 2024

DIVISION MEMORANDUM

No. 102, s. 2024

**DEPLOYMENT OF PRE-SERVICE TEACHERS FOR THEIR OFF-CAMPUS
TEACHING**

To: **Jerry P. Taruc** – Principal, West City Central School
Evelyn Q. Sumanda – Principal, CDONHS – Junior High School
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 selected schools listed above on the deployment of Pre-Service Teachers of Golden Heritage Polytechnic College, Inc. for their off-campus teaching experience from February 19 – April 16, 2024.
2. Consequently, concerned school heads are requested to coordinate with the Dean of Education of Golden Heritage Polytechnic College, Inc. 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:

OFF-CAMPUS TEACHING

DMSA/DM-deployment of pre-service teachers for the off-campus teaching
February 8, 2024



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



GOLDEN HERITAGE POLYTECHNIC COLLEGE (GHPC), INC.

Formerly: Northern Mindanao Polytechnic School, Inc.

Vamenta Boulevard, Carmen, 9000 Cagayan de Oro City, Philippines

Tel. Nos: (088) 858-7326 / Globe -0917-152-4297?/ Smart 0947-933-9514

Email Address: goldenheritage1987@gmail.com

◆ **KNOWLEDGE** ◆ **SKILLS** ◆ **CHARACTER REFINEMENT**

January 30, 2024

DR. ARTURO B. BAYOCOT, CESO III

Regional Director

DepEd-Region X

Cagayan de Oro City

Madam:

Greetings!

The Golden Heritage Polytechnic College, located at Vamenta, Blvd., Carmen, Cagayan de Oro City, in its desire to expose its fourth year students in Teacher Education to actual Experiential Learning Course in practice teaching per CMO no. 30 s. 2004 is sincerely requesting permission to allow our student-teacher to undergo the said practice teaching to, **WEST CITY CENTRAL SCHOOL for Elementary level BEED-IV Generalist, Ilaya, Carmen, Cagayan de Oro City and to CAGAYAN DE ORO NATIONAL HIGH SCHOOL for Secondary level BSED-IV Major in English, Nazareth, Cagayan de Oro City,** February 19, 2024 to April 16, 2024 to complete the 300 hours excluding Fridays every week which will be intended for the refresher course in preparation for the PRC-LET.

Rest assured that these student-teachers will be properly monitored/supervised by the intern supervisor for effective student-teaching activities.

Attached are the following documents to with:

1. List of student-teachers
2. Matrix of Activities
3. Mentoring agreement
4. Memorandum of agreement

Anticipating for your whole-hearted and favourable action on this matter.

Very truly yours,

NECHELLE D. DICHOSA, PhD

Dean, College of Teacher Education



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BACHELOR OF ELEMENTARY EDUCATION

1	APINOHON, MELANIE, TUNDAY
2	BATOCTOY, FRANCE MIA JIE, HERNANDO
3	DAVID , ANDREA, GANZON
4	GALUYON, ANGELICA, SUYA
5	JURILLO, PRINCESS BEAULA, OMAO
6	KIM, MERRY JOY, GALUYON
7	RAYLA, FISCHER, DELOS REYES
8	SAROMENES, RICA MAE, BACORNAY
9	SIMACON, JESSICA BLANCA, TAGUD
10	WABE, GWYNNE, CAHANDOC



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BACHELOR OF SECONDARY EDUCATION

1	ABREGANA, ROSALINDA, ANANA
2	BAYA-ON, JAZMIN, DENACIA
3	CAAGBAY, CRISTINA, B
4	ENDRINA, MAYBELLE, RICAMORA
5	GONZAGA, CLAIRE MAY, SOTTO
6	LAZAGA, ALVIE, TUBONGBANUA
7	LIGPA-AN , GRILYN, BELCO
8	MORALES, RUSSEL STEVE, SION
9	RICABLANCA, ANGELINE, A.
10	SALONNOY , ROLIE, LUMANDONG
11	SOLINDAO , ROLINA, INTA
12	SULTAN, ASNAINA, GURO
13	TABON, LEAH, CAMACHO
14	TACANDONG, ELISHA ANN, RAMISO
15	TAÑAN, JOAN, NEBRES
16	TION, CHARITY FAITH, MONTEROS



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◆ **KNOWLEDGE** ◆ **SKILLS** ◆ **CHARACTER REFINEMENT**

*Matrix of Activities for Practice Teaching

Week Number	Activities / implementing	Person involved
1	School- based General orientation	Intern Supervisor/s invited resource speakers
2	Portfolio & CBARS Preparation	Intern Supervisor/s or Dean
	Workshop on DepEd forms K-12 Curriculum & Assessment	Intern Supervisor/s or Dean
3	Pre-teaching Experience (school-based) • Class observation /participation • Classroom Management & Discipline • Lesson planning • Writing journals/reflection	Class adviser Intern Supervisor/s or Dean Dean, Principal/ coordinates
4	School-Based Actual Teaching • Pre-conference • Topical Teaching	Intern Supervisor/s or Dean
5	Formal Endorsement of student teacher	Intern Supervisor/s
6	Mentor Presentation of Lesson plan in preparation for initial teaching	Mentors
7-8	Initial teaching (1-2 subjects) • Pre-lesson conference • Topical teaching • Team teaching with mentor • Tutoring and remedial	Mentor & Mentee
9	Initial teaching: continue • Pre-lesson conference	Mentor & Mentee
10	• Mentor observation	
11	• Mentee Demonstration • Post-conference	
12	Sustained teaching	Mentor & Mentee
13	• Pre-lesson conference	
14	• Actual classroom teaching • Post-conference	



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15	Full teaching • Pre-lesson conference • Substitute teaching • Post-conference • Evaluation	Mentor & Mentee
16	Final Demonstration	Mentor & Mentee Intern Supervisor/s Dean
17&18	Final Evaluation Post-conference Summative conference • Portfolio Organization & Assessment • CBARS organization & Assessment • Portfolio submission Formal/ reflection notebook • CBARs submission • Exit interview	Mentor & Mentee Intern Supervisor/s Dean



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◆ **KNOWLEDGE**

◆ **SKILLS**

◆ **CHARACTER REFINEMENT**

Mentoring Agreement for PRACTICE TEACHING

We are voluntarily entering into a mutually beneficial relationship. It is intended that this relationship will be rewarding in which our time together will be spent in personal and professional development activities. Features of our mentoring relationship will include.

Duration of the Mentoring Program : 300 hours

Likely frequency of meeting/schedule : as arranged or case to case basis

Maximum length of each meeting: 20-30 minutes

Mentoring activities Classroom Development Activities related to practice teaching.

- Classroom Management and discipline
- Lesson planning & test construction
- Use of teaching aids
- Teaching techniques & strategies
- Types of assessment/procedure of assessment
- Records & forms preparation
- Final Demo Teaching

We have discussed the basic principles underlying our mentoring relationship as a development opportunity. We agree to a no-fault conclusion of this relationship if necessary.

Mentee _____

Mentor _____

Course and Year _____

Class/ Subject _____

School _____

School _____

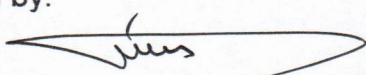
Date _____

Date : _____

Prepared by:

ROVELIE DEGRACIA PANLILIO, MAED
Intern Supervisor

Approved by:


NECHELLE D. DICHOSA, PhD
Dean, College of teacher education