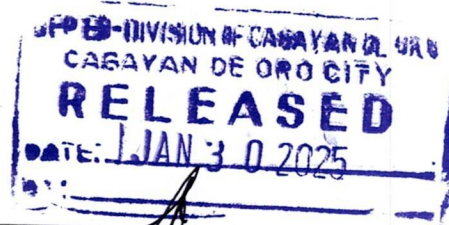




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



30 Jan 2025

DIVISION MEMORANDUM
No. 90 s.2025

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

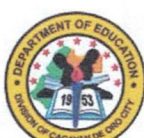
To Select School Principals:

WEST CITY CENTRAL SCHOOL
MACANHAN ELEMENTARY SCHOOL
CARMEN NATIONAL 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 (GHPC) for their off-campus teaching experience from February 17- April 4, 2025.
2. Consequently, concerned school heads are requested to coordinate with the Dean, College of Teacher Education of Golden Heritage Polytechnic College (GHPC) 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.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2

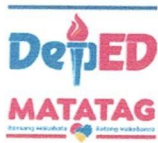


Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent
OFF-CAMPUS TEACHING

DM-30-SGOD-HRDS-DMSA/ OFF-CAMPUS TEACHING
January 30, 2025

Computerized
Diligence
Outstanding



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2



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 -0917-152-42977/ Smart 0947-933-9514

Email Address: goldenheritage1987@gmail.com

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

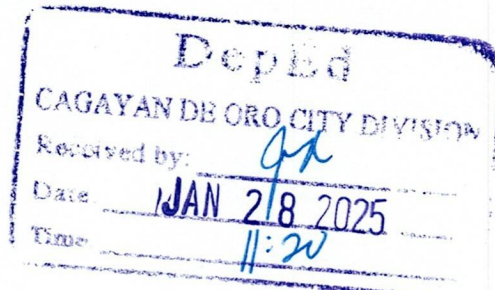
January 28, 2025

DR. ARTURO B. BAYOCOT, CESO III

Regional Director

DepEd-Region X

Cagayan de Oro City



Madam:

Greetings!

The Golden Heritage Polytechnic College Inc., 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, and MACANHAN ELEMENTARY SCHOOL for Elementary level BEED-IV Generalist, Carmen, Cagayan de Oro City and to CARMEN NATIONAL HIGH SCHOOL for Secondary level BSED-IV Major in English, Carmen, Cagayan de Oro City,** February 17, 2025 to April 4, 2025 to complete the 300 hours excluding Fridays every week which will be intended for the refresher course in preparation for the PRC-LET.

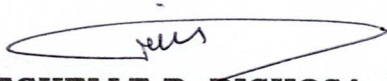
Rest assured that these student-teachers will be properly monitored/supervised by the intern supervisor for effective student-teaching activities.

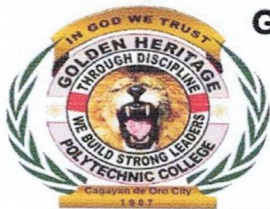
Attached are the following documents to with:

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

Anticipating for your wholehearted and favourable action on this matter.

Very truly yours,


NECHELLE D. DICHOSA, PhD
Dean, College of Teacher Education

**GOLDEN HERITAGE POLYTECHNIC COLLEGE (GHPC), INC.***Formerly: Northern Mindanao Polytechnic School, Inc.*

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

Tel. No: (088) 858-7326 / Globe 0917-152-4297 / Smart 0947-933-9514

Website: www.goldenheritage.edu.ph*** KNOWLEDGE***** SKILLS***** CHARACTER REFINEMENT****Bachelor of Elementary Education-Generalist**

1	ANINAO, GLYDELL D.
2	AVANCEÑA, JERICO A.
3	BABALCON, JAYLYN O.
4	BOLLENO, ANGELA B.
5	CALAPIZ, KATHERINE B.
6	CINCO, JERALDEN MAE B.
7	DAMOLO , SHANE CLAIRE O.
8	FRANCISCO, RODENNAH B.
9	JABAY, JUSTINE ALLEXIS
10	JANDAYAN, ABIGAIL R.
11	MEGIO, ANGIELYN L.
12	MELENDRES, RIZA A.
13	MOMONGAN, CATHERINE MAE L.
14	OMETER, REA R.
15	PADUGA , QUEENIE B.
16	PAGLINAWAN, RIZA B.
17	PEPITO, LILIBETH V.
18	RAAGAS, LESLIE B.
19	RULE, JHOUVIC C.
20	SAPINPIN, MERRY GRACE L.
21	TIRA, JUDY-ANN P.



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Website: www.goldenheritage.edu.ph

* KNOWLEDGE

* SKILLS

* CHARACTER REFINEMENT

Bachelor of Secondary Education – Major in English

1	BALISTOY, JANGIL B.
2	BANSIL, SALMA E.
3	CRUZ, MEYANI D.
4	DIALA, ANGEL ROSE A.
5	ELUMIR, JERILYN E.
6	ENDOSO, CRISTINE BEAH MARRY R.
7	GALARPE, ROSAL T.
8	GUMADLAS, ANTONETTE JOY P.
9	HELARDEZ, MADELYN H.
10	ONDIANO, DALIZA O.
11	OPLENARIA, JEFFREY S.
12	PASCO, LEAH A.
13	QUIDLAT, JUDY B.
14	SARMIENTO, RESALI D.
15	SEGURA, JUVELYN A.
16	UDASCO, GENEVIVE
17	YARE, ANGELITA E.



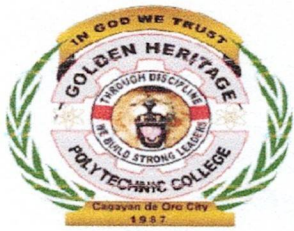
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 Email Address: goldenheritage1987@gmail.com

◆ **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	
13	• Pre-lesson conference	Mentor & Mentee
14	• Actual classroom teaching	
	• Post-conference	

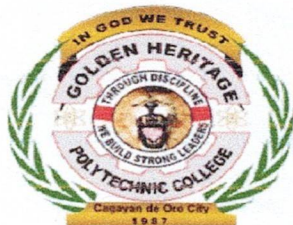


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 Email Address: goldenheritage1987@gmail.com

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

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 _____

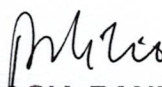
School _____

School _____

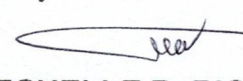
Date _____

Date : _____

Prepared by:


ROVELIE DEGRACIA PANLILIO, MAED
Intern Supervisor

Approved by:


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



GOLDEN HERITAGE POLYTECHNIC COLLEGE

Formerly: Northern Mindanao Polytechnic School

Vamenta Blvd., Carmen, Cagayan de Oro City

Tel.# (088) 858-7326 / (08822) 71-15-22

Email. Address: goldenheritage1987@gmail.com

KNOWLEDGE

SKILLS

CHARACTER REFINEMENT

January 23, 2023

MEMORANDUM OF AGREEMENT

Know All Men By These Presents:

This **Memorandum of Agreement** is made and entered by and between: **Golden Heritage Polytechnic College** represented by its President, **Mary Ian Dichosa, DBM**, with principal address at Zone 4 Tambo, Carmen Cagayan de Oro City, and hereinafter referred to as the first party.

The **Basic Education Schools** represented by regional Director, DepEd-Region X, **DR. ARTURO B. BAYUCOT, CESO III** with principal address at Masterson's Avenue, Cagayan de Oro City and hereinafter referred to as the **SECONDARY PARTY**.

WITNESSETH:

WHEREAS, both parties have mutual and peculiar needs beneficial to each other and with a common felt need to improve the quality of basic education in the Philippines.

WHEREAS, Golden Heritage Polytechnic College is a higher learning institution offering teacher education programs and desirous of producing ideal Filipino teachers as characterized in the National Competency Based Teacher Standards and in the Teacher Education Curriculum.

WHEREAS, the Basic Education Schools are stakeholders in the development of future teachers, and provide Teacher Education Institutions authentic environment to implement teacher education curriculum.

For the First Party:

1. Submit a list of qualified pre-service teachers a week before the practice teaching program commences.
2. Coordinate with the school principal/school head before the pre-service teachers enter the school.
3. Provide necessary incentives fee of six hundred pesos (600.00) for the off campus Practice Teaching.
4. Share with the public school system the technology, human and material resources available in the institutions.

For the Secondary Party:

1. Provide necessary compliment to secure the safety of pre-service teachers during their stay in the Basic Education School.
2. Allow the pre-service teachers the access to inform regarding the school, and community.

3. Provide the pre-service teachers with the best mentors to enhance their experience in preparation for teaching for life.
4. Allow the faculty and cooperating teachers of the teacher education institutions the access to information regarding the school and community for research purposes.
5. Submit performance evaluation reports of pre-service teachers.

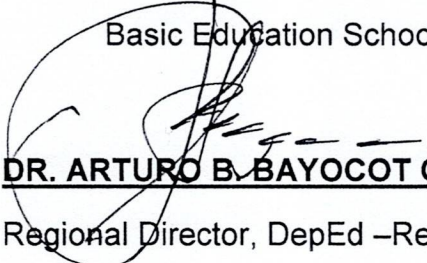
This Agreement shall take effect immediately upon signing by all parties concerned and shall remain in force unless sooner terminated by mutual consent.

IN WITNESS WHEREOF, parties of the agreement hereunto affix their signature this 16th day of January 2023 at Cagayan de Oro City, Philippines.

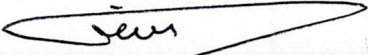
Teacher Education Institution


MARY IAN D. DICHOSA, DBM
 President

Basic Education Schools


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

Signed in the Presence of:


NECHELLE D. DICHOSA, PHD
 Dean, College of Education


JINKY M. ARNEJO, PhD
 Public School District Supervisor

REPUBLIC OF THE PHILIPPINES

ACKNOWLEDGEMENT

This JAN 23 2023 day of _____ 20____ at the CAGAYAN DE ORO CITY personally appeared before me _____ with CTc No. _____ issued at _____ on _____ and _____ with CTc No. _____ issued on known before the same persons who executed the foregoing instrument, and they acknowledged to me that the same is their free and voluntary deed.

WITNESS MY HAND AND SEAL

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 Book No. 96
 Series of 57
2023


 ETREMBE, PEARLADA
 Notary Public
 Until Dec 31, 2023
 PTR No. 5492218-A/02-12-2022
 RP No. 1008-101111/VN-D-1008
 TIN 100-048-258/Rol No. 10019
 WLS No. 100-048-258/Rol No. 10019