



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

Office of the Schools Division Superintendent

30 March 2026

DIVISION MEMORANDUM
No. 323 s.2026

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

To Select School Principals:

BALUBAL 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 University of Science and Technology in Southern Philippines for their off-campus teaching experience.
2. Consequently, concerned school heads are requested to coordinate with the Dean of School of Teacher Education to ensure awareness of the cooperating teachers of their specific roles.
3. This office directs immediate and wide dissemination of this Memorandum.

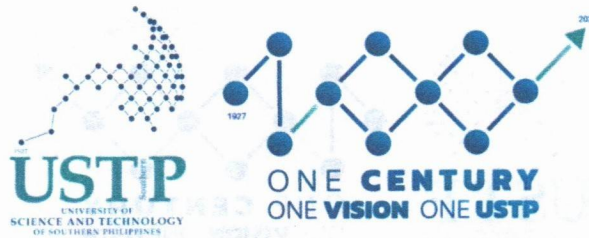
ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:
OFF-CAMPUS TEACHING
DM-96-SGOD-HRDS-DMSA/ OFF-CAMPUS TEACHING
Marh 30, 2026



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES

Alubijid | Balubal | Cagayan de Oro | Claveria | Jasaan | Oroquieta | Panaon | Villanueva

January 12, 2026

ROY ANGELO E. GAZO, PhD

Schools Division Superintendent

Department of Education – Division of Cagayan de Oro

Cagayan de Oro City, Misamis Oriental

Dear *Dr. Gazo*:

Greetings of Peace!

The University of Science and Technology of Southern Philippines (USTP) – Balubal Campus respectfully seeks the approval of your esteemed office for the deployment of thirty (30) Pre-Service Teachers from the Bachelor of Technology and Livelihood Education program. This deployment forms part of the implementation of the University's Off-Campus Practice Teaching, in accordance with the policies and guidelines of the Department of Education.

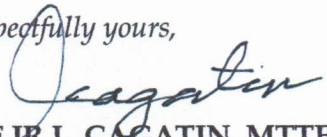
The listed Pre-Service Teachers have successfully participated in the DepEd Pre-Service Teachers Orientation conducted on January 9, 2026, as required by the Schools Division of Cagayan de Oro City. In view of the foregoing, we respectfully request the approval for the deployment of our pre-service teachers to **Balubal National High School, Purok 1, Balubal, Cagayan de Oro City**, where they shall be assigned under the supervision of the school administration and duly designated cooperating teachers. The deployment is scheduled from January 26, 2026 to March 27, 2026.

For your reference and appropriate action, attached herewith are the following documents:

- a. *List of Pre-Service Teachers from USTP – Balubal Campus; and*
- b. *Memorandum of Agreement (MOA) between the University of Science and Technology of Southern Philippines and the Department of Education-Region X.*

The University sincerely appreciates the continued support and partnership extended by your office and anticipates the favorable consideration of this request. For any inquiries or clarifications, your office may contact via email at joe.cagatin@ustp.edu.ph or through mobile number 0927 420 2589.

Respectfully yours,


JOE JR. L. CAGATIN, MTTE
Practice Teaching Coordinator
USTP-Balubal

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USTP – Balubal Campus
Bachelor of Technology and Livelihood Education

List of Qualified Pre-Service Teachers

No	COMPLETE NAME
1	Abanilla, Princess Dean Abegail N.
2	Alconde, Anavieve T.
3	Bactong, Rosemarie S.
4	Barros, Genedie N.
5	Belecario, Ian Marvin T.
6	Capunay, Ruby Jean E.
7	Cuarteros, Flornelyn N.
8	Dampal, Maria Christina B.
9	Del Puerto, Adelyn T.
10	Del Puerto, Geed mawi E.
11	Dumagsao, Reynilda P.
12	Gacuron, Jade A.
13	Davison, Jennie G.
14	Japus, Jessa Mae N.
15	Lindongan, Junnaville C.
16	Lopez, Lovely C.
17	Lopez, Lovern C.
18	Lopez, Wen Love C.
19	Loy-a, Julianne M.
20	Manugas, Suzeth Y.
21	Muring, Crystal Grachelle M.
22	Nalon, Cyrel Jay A.
23	Pacamo, Imee E.
24	Petalcorin, Zyc A.
25	Rondina, DJ Rose A.
26	Rosete, Shiela Lae A.
27	Sarte, Geia A.
28	Silaya, Juvelyn
29	Sumalinog, Enricky D.
30	Villaruben, Jennifer G.