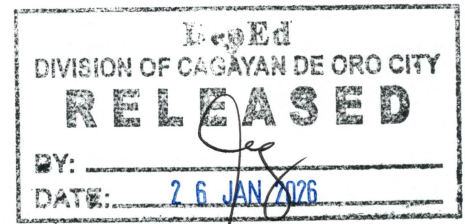




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

26 Jan 2026

DIVISION MEMORANDUM
No. 72 s.2026

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

To Select School Principals:

EAST GUSA 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 Southern De Oro Philippines College 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-15-SGOD-HRDS-DMSA/ OFF-CAMPUS TEACHING
January 26, 2026



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

Transmittal Letter, - Office of the Academe Department, VIPC CDO

January 09, 2026

DR. ROY ANGELO E. GAZO

Schools Division Superintendent
Department of Education-Cagayan de Oro City Division
Cagayan de Oro City, Misamis Oriental

THRU: DR. DEROLD MARL S. AVES

Senior Education Program Specialist
Department of Education-Cagayan de Oro City Division
Cagayan de Oro City Misamis Oriental

Sir:

Greetings!

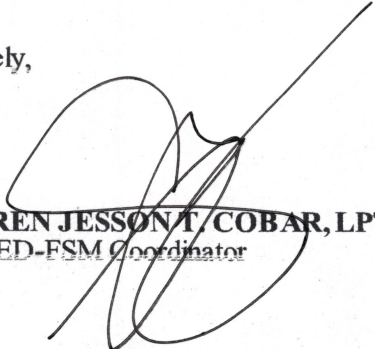
Please find attached the following documents for your review and consideration:

1. A formal letter requesting approval for the Teaching Internship of our Bachelor of Technical-Vocational Teacher Education (BTVTEd) student, in accordance with the Joint CHED-DepEd Memorandum Order No. 1, Series of 2021.
2. A copy of the Memorandum of Agreement for your consideration in support of this request.
3. The student's Certificate of Registration and School ID.

We trust that the attached documents are in order and complete. We look forward to continuing our collaborative efforts in shaping competent and dedicated future educators of the nation. Should you require additional information or clarification, please do not hesitate to contact us at **0936-500-3874**.

Thank you very much for your continued support and guidance.

Sincerely,



WARREN JESSONT COBAR, LPT
BTVTEd-FSM Coordinator

January 09, 2026

DR. ROY ANGELO E. GAZO

Schools Division Superintendent
Department of Education-Cagayan de Oro City Division
Cagayan de Oro City, Misamis Oriental

THRU: DR. DEROLD MARL S. AVES

Senior Education Program Specialist
Department of Education-Cagayan de Oro City Division
Cagayan de Oro City Misamis Oriental

Sir:

Greetings of peace and commitment to quality education!

We respectfully write to express our intent to deploy a student from Vineyard International Polytechnic College, currently enrolled in the **Bachelor of Technical-Vocational Teacher Education major in Food Service Management**, to one of the public senior high schools under your division. The student is as follows:

- **Ms. MARJO M. LADAO** – *Pre-Service Teacher*: Teaching Internship at the Senior High School level

The student has chosen **Gusa National High School** as her preferred venue for the teaching internship due to its proximity to her residence, which will facilitate daily attendance and ensure her active participation. Her deployment is a required component of the academic program and curriculum, designed to equip her with practical and professional experience in a real-world classroom environment.

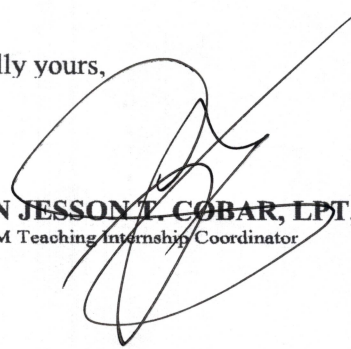
The teaching internship aim to enhance the students' competencies in lesson planning, classroom management, instructional delivery, and learner engagement. This initiative also fosters collaboration between higher education institutions and secondary schools, aligning with the goals of the Department of Education to promote quality and relevant teacher education.

We assure the department that these students will strictly observe all policies, protocols, and ethical standards set by both the Department of Education and the host school. They will also be closely supervised and guided by their faculty supervisors from our institution throughout their deployment period.

We sincerely hope for your favorable approval and endorsement of this request. We look forward to continuing our partnership in nurturing future educators who are competent, compassionate, and committed to their calling.

Thank you and more power to your office.

Respectfully yours,


WARREN JESSONT E. COBAR, LPT, MTTE
BTVTED-FSM Teaching Internship Coordinator