

Tracking #

50409-2023

Date: 2-17-23



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

February 14, 2023

Division MEMORANDUM

No. 118, s. 2023

To : Personnel Development Committee (PDC)
Education Program Supervisors
Public Schools District Supervisors/District-in-Charge
School Heads/Teachers-in-Charge
All Practice Teachers Concerned
This Division

**ONLINE ORIENTATION ON THE POLICY AND GUIDELINES ON THE
DEPLOYMENT OF PRE-SERVICE TEACHERS FOR FIELD
STUDY AND TEACHING INTERNSHIP**

1. In reference to the Division Memorandum No. __, s. 2023 re: **Policy and Guidelines on the Deployment of Pre-Service Teachers for Field Study and Teaching Internship**, there will be an online orientation for the above cited policy in the following schedules:

| | |
|--|--|
| ALL Public Schools District Supervisors / District-in-Charge | 20 February 2023 (Monday) 8:00 a.m. to 5:00 p.m. |
| ALL School Heads / Teachers-in-Charge | |
| ALL Practice Teachers | 22 February 2023 (Wednesday) 8:00 a.m. to 5:00 p.m. |

2. The link for the online orientation shall be forwarded by EPS II – HRD Erlyn G. Mangadlao via Facebook Group Message.
3. **Public Schools District Supervisors/District-in-Charge** and **School Heads/Teachers-in-Charge** who have Practice Teachers for School Year 2022-2023 are required to accomplish this MS Excel (<https://tinyurl.com/SUR-PracticeTeachers>) not later than **20 February 2023, 12:00 NN**.
4. The school heads shall coordinate with the District Office so that **all Practice Teachers** can gather in one place and use a registered DepEd e-mail to access and join the MS Teams during the online orientation.
5. The Program Management Team (See Enclosure 01) shall convene on **14 February 2023, 3:00 p.m.** for a **Pre-Work Meeting** via MS Teams.





Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure 01 of Division Memorandum No. ____, s. 2023

PROGRAM MANGEMENT TEAM

| Position | Name of In-charge | Terms of Reference |
|---------------------------------|--|---|
| Program Manager | MARY LUZ B. ADVINCULA-NIERE, MBA | The Program Manager prepares the design proposal and all its attachments, serves as the overseer of the event, compiles all Curriculum Vitae and Resource Packages prepared by the Learning Facilitator, and finalizes the Completion Report. |
| Logistics Manager | ERLYN G. MANGADLAO | The Logistic Manager shall ensure that the requirements and documents needed during the event are checked and/or prepared, verifies if the meals and snacks are ready and correct based on the List of Menu, prepares and processes the Purchase Request, and coordinates with the people who have parts in the program matrix. |
| QATAME Associate | JOEVANIE M. DEMAFILES | The QATAME Associate shall prepare the M&E tool that will be used and forward the link to the HRD for dissemination, and forwards update to the Documenter about the responses during the event. |
| Learner Facilitators | MARY LUZ B. ADVINCULA-NIERE, MBA ERLYN G. MANGADLAO CARL TIAN CHOW C. CORREOS | The Learner Facilitators shall prepare their Resource Package and submit to the HRD for quality assurance. |
| Live Streaming In-Charge | MARVIN G. MINGUILLAN | The IT Office shall ensure that the orientation runs smoothly online via MS Teams or any platform prescribed. |
| Documenters | ERLYN G. MANGADLAO MELCHOR O. CACHA | The photographer documents all the highlights of the activity/training and arrange them with caption to form part of the Completion Report, and prepares minutes of the event when needed. |
| | LIEU GEE KEESHIA C. GUILLEN (host) | The secretariat shall prepare the Attendance Sheet link, ensure that the details on the List of Participants are correct, check the Pre-Test and Post Test and prepare the List of Scores, and print updates on M&E. |





Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

6. Immediate and wide dissemination of the Memorandum is highly desired and directed.

JOSITA B. CARMEN, CESO V
 Schools Division Superintendent *J. Carmen*

Encl.: (1) Program Management Team
 Reference: as stated

To be indicated in the Perpetual Index
 under the following subjects:

PROFESSIONAL DEVELOPMENT
 PRE-SERVICE TEACHERS

HRD POLICY
 ONLINE ORIENTATION

HRD-MAN/DM- ONLINE ORIENTATION ON THE POLICY AND GUIDELINES ON THE DEPLOYMENT OF PRE-SERVICE TEACHERS FOR FIELD STUDY AND TEACHING INTERNSHIP ___ /February 14, 2023

