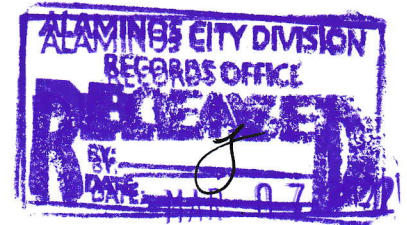




Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**DM-2022-072**

**TO :** Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division (CID)  
Chief, School Governance and Operations Division (SGOD)  
School Heads of Public Elementary and Secondary Schools

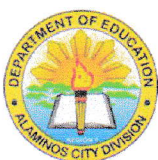
**SUBJECT :** **DEPLOYMENT OF STUDENT TEACHERS TO THE DIFFERENT PUBLIC ELEMENTARY AND SECONDARY SCHOOLS**

**FROM :** Office of the Schools Division Superintendent

**DATE :** March 7, 2022

1. Teachers Education Institutions (TEIs) will be deploying student teachers in the different public elementary and secondary schools starting March 9, 2022 onwards.
2. Before the said deployment, the SDO conducts orientation to facilitate the roles and responsibilities of TEIs, cooperating schools, cooperating teachers and student teachers.
3. Cooperating Schools must comply the following:
  - a. In the Elementary, student teachers will be assigned to Grades 4-6 classes because lower grades are very crucial in terms of reading abilities of the learners including the use of the Mother Tongue as medium of instruction in teaching some learning areas.
  - b. Master Teachers (MTs) are the priority to handle student teachers but in the absence or insufficient MTs, key teachers or highly proficient teachers will do with at least 5 years teaching experience.
  - c. Cooperating teacher to student teacher ratio must be 1:1.
  - d. Student teachers will observe the cooperating teachers for at least 2 weeks before given loads with a maximum of 3 subjects in the elementary and 3 sessions in the secondary.
  - e. Make sure that the student teachers will learn on the preparation of WHLP, DLP, assessment, instructional materials, proper filling up of school forms, different strategies in teaching, RPMS-PPST, classroom management and others.

***With hundred reasons to serve!***



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**Office of the Schools Division Superintendent**

- f. In their final demonstration teaching, Classroom Observation Tools (COT) will be used using the indicators under Beginning Teacher in the Philippine Professional Standards for Teachers (PPST).
4. Schools with student teachers shall submit the list of their cooperating teachers handling student teachers which will serve as basis in monitoring the schools to check their capacities in handling pre-service teachers.
5. For your information, guidance widest dissemination, and strict compliance.

**LORNA G. BUGAYONG PhD, CESO V**  
Schools Division Superintendent

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***With hundred reasons to serve!***

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