

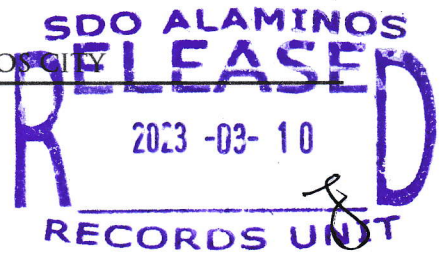


Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-127



TO: Asst. Schools Division Superintendent
Chief Education Supervisor -Curriculum Implementation Division
Chief Education Supervisor -Schools Governance Operation Division
School Heads of Public Elementary and Secondary Schools with
Practice Teachers
Cooperating Teachers

SUBJECT : **HANDLING PRACTICE TEACHING/ OFF CAMPUS ACTIVITIES**

FROM : Schools Division Superintendent

DATE : March 6, 2023

Hereunder are the Policies and Guidelines relative to the Practice Teachers from State Universities and Colleges and other Teacher Training institutions authorized and permitted by the Commission on Higher Education (CHED) that are deployed to the schools in Alaminos City Division, to wit:

1. A School-Based Orientation to be facilitated by the School Principal/ Head shall be conducted prior to the actual classroom teaching of the Practice Teachers;
2. Only Master Teachers and teachers with at least five (5) years of teaching experience can be assigned as Cooperating Teachers;
3. Teaching loads to be assigned to Secondary Practice Teachers shall be limited to at least two (2) teaching loads while Elementary Practice Teachers (by the nature of the class schedule) maybe assigned with a maximum of three (3) subject loads;
4. Practice Teachers shall not be assigned as Substitute Teachers for teachers who are absent or on leave;
5. In no case shall a Practice Teacher teach or conduct activities without the presence of the Cooperating Teacher;

With hundred reasons to serve!



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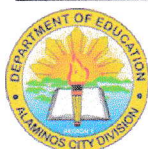
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6. Practice Teachers may be involved in the different activities of the schools but their participation shall be without the involvement of monetary or material contributions;
7. Liability and accountability in all matters that involve the Practice Teaching Activities within the premises of the Cooperating Schools and other related activities within or outside the School premises resides on the Cooperating Teacher and the Cooperating Principals/School Heads in adherence to the Principle of Command Responsibility, hence the presence of the latter officials in these activities is imperative;
8. The Cooperating Principal / Head shall maintain a Record of Attendance of all Practice Teachers indicating their Actual Time of Entry and Departure during the period of the Off Campus/Practice Teaching;
9. Cooperating School Heads shall conduct regular conference with the Cooperating Teachers to monitor the performance of the Practice Teachers;
10. School Heads should always coordinate with the student's Teaching Supervisor from the University/ College with regards to the issues and concerns of the Practice Teachers; and
11. Progress Reports should be submitted to the Office of Schools Division Superintendent every two weeks. These reports shall be used as basis of the Monitoring Supervisors in providing technical assistance.

For information, guidance, wide dissemination and compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge *me*
Schools Division Superintendent

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