



25-28197

Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION ADVISORY
CID – 2025 – 0009
February 17, 2025

DAVAO DEL NORTE STATE COLLEGE EXECUTED MEMORANDUM OF AGREEMENT FOR THE CONDUCT OF AN ON-THE-JOB TRAINING OF THEIR EDUCATION STUDENTS

This Advisory is issued for the information of the Assistant Schools Division Superintendent, Chiefs of the School Governance & Operations Division and Curriculum Implementation Division, and Public and Private Secondary School Administrators.

Attached is the copy of the executed Memorandum of Agreement (MOA) documents from **Davao del Norte State College**, informing the concerned School Principals in the conduct of an **On-the-Job Training (OJT)** of their BTLED and BSED students. Other details of this advisory are in the enclosures, which are self-explanatory.

This Office interposes no objection on the aforementioned activity provided that proper coordination to the School Heads must be observed and that the participation of DepEd personnel to the said activity shall be on voluntary basis, provided, that personnel must adhere to the policy on DO 9, s. 2005 *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith* and no government funds be used in the abovementioned activity.

For your information and dissemination.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

RELEASED

FEB 19 2025

RECORDS SECTION, SDO PANABO CITY
BY 

CID/je/edo



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@depd.gov.ph

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in providing quality education, MATATAG for all.





DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, 8105

president@dnsc.edu.ph

dnsc.edu.ph

@officialdnsc

Institute of Teacher Education

February 03, 2025

JINKY B. FIRMAN, CESO VI

School Division Superintendent

Department of Education-Panabo City Division



Dear Ma'am Firman:

Attached is the fully executed Memorandum of Agreement (MOA) with Davao del Norte State College (DNSC) and the DepEd Division of Panabo, facilitating the On-the-Job Training (OJT) of our BTLED and BSED students. This MOA was approved and confirmed by the Board of Trustees (BOT) and signed by all participating partners.

The details of the MOA are summarized below:

Type of Legal Document	Partner-Agency	Short Title	Proponent/Concerned Office
Memorandum of Agreement (MOA)	DNSC and DepED, Panabo Division	OJT of BTLED and BSED	Arnold M. Duping, Ph.D.

Please do not hesitate to contact me if you require any further information.

Thank you.

Yours sincerely,

MA. KRISTINE A. PATARATA, MAED-TLE

BTLED Program Chairperson

Noted:

ARNOLD M. DUPING, Ph.D.

Institute of Teacher Education

VISION

A premier Higher Institution in Agri-Fisheries and Socio-cultural Development in the ASEAN Region.

MISSION

DNSC strives to produce competent human resource, generate, and utilize knowledge and technology, uphold good governance and quality management system for sustainable resources and resilient communities.

CORE VALUES

Excellence
Integrity
Innovativeness
Stewardship
Love of God and Country



MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is executed by and between:

The **DAVAO DEL NORTE STATE COLLEGE**, a public Higher Education Institution established under RA 7879 with principal office at New Visayas, Panabo City, Davao del Norte, represented herein by its President, **JOY M. SORROSA, Ph.D**, herein referred to as "**FIRST PARTY**"

-and-

The **DEPARTMENT OF EDUCATION, PANABO CITY DIVISION**, a government entity mandated by law under Batas Pambansa Blg. 232, otherwise known as the "Education Act of 1982", with the office address at Brgy. J.P. Laurel, Panabo City, Davao del Norte, represented herein by Schools Division Superintendent, **JINKY B. FIRMAN, CESO VI**, herein referred to as "**SECOND PARTY**"

WITNESSETH: That,

WHEREAS, both **PARTIES** are concerned about the pre-service education of teachers as key to achieving sustainable quality basic education;

WHEREAS, both **PARTIES** are committed to improve the quality of basic education in the Division of Davao del Norte;

WHEREAS, both parties believe that a major key to reaching that goal is a quality preservice training program that will provide teacher interns to:

1. Develop the competencies set for the beginning teachers in the Philippine Professional Standards for Teachers (PPST);
2. Apply their theoretical knowledge and pedagogical skills in actual teaching-situations;
3. Gain comprehensive and realistic perspective of non-teaching-learning situation and day-to-day school activities;
4. Reflect on their qualities and commitment vis-à-vis the demands of the teaching profession; and
5. Equip them for the challenges of teaching in the new normal.

WHEREAS, both **PARTIES** believe that aside from the usual practice teaching, intensive field study is necessary to adequately prepare the student teachers for their functions and responsibilities;

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereto hereby agree as follows:

JOY M. SORROSA, Ph.D
President, DNSC

JINKY B. FIRMAN, CESO VI
Schools Division Superintendent

GIRLEY S. GUNANAO, Ph.D
VPAA DNSC

ARNOLD M. DUPING, Ph.D
Dean

MARILENE P. ESPINOSA
Principal III

MANUEL M. ESPERANZA
Principal III

MYRNA E. PURIFICACION
Principal II

RAMELYN F. ANTALAN
Principal II

ROSEMARIE S. PATRIARCA, Ed.D
Principal IV

RUSTICO P. HERNANDEZ, JR., Ph.D
Principal II

BENJO S. MARTIN
Principal I

I. ROLES AND RESPONSIBILITIES OF THE PARTIES

1. The FIRST PARTY shall:

1.1 Coordinate with the Schools Division Superintendent and the identified school heads on the deployment of the Practice Teachers (PTs) and Field Study Students (FSSs);

1.1.1 That a maximum of two (2) Practice Teachers are assigned to a Cooperating Teacher (CT) within a specific term;

1.1.2 That the number of PTs to be assigned in a Cooperating School should not exceed twenty-five (25) per term;

1.1.3 That a maximum of ten (10) Field Study Students (FSSs) be allowed to observe per class in DepEd cooperating schools;

- Ensure that the PTs and FSSs are proven physically, mentally, and emotionally fit before deployment;
- Ensure that the teacher intern is enrolled in accident insurance.
- Conduct at least three (3) virtual meetings with the PTs/FSSs during their experiential learning program in the designated cooperating schools;
- Conduct virtual meetings with the CTs on the performance of PTs and FSSs and for the improvement of the program;
- Ensure that the relevant DepEd policies and guidelines, and applicable law and regulations are respected and complied with, and that the FSSs/PTs are well oriented, informed, and guided to also ensure their compliance;

1.1.4 Honorarium for the Cooperating Principal and Cooperating Teacher

- That the Cooperating Principal shall receive an honorarium not exceeding one thousand pesos (Php1,000.00) per semester for accommodating Practice Teachers and Field Study Students assigned to the school. The amount will be delivered directly to the Cooperating Principal concerned and the amount will be reviewed regularly.
- That the Cooperating Teacher will be given financial remuneration in the amount of Php 300.00 computed on the basis of the number of Practice Teachers handled in a quarter/semester: the amount will be delivered directly to the Cooperating Teacher concerned; and the amount will be reviewed regularly.

1.2 Certificate of Appreciation

The Cooperating Principals/ Department Heads/Cooperating Teachers will receive a Certificate of Appreciation for their work at the end of each term regardless of the number of Practice Teachers they handled.

JOY M. SORROSA, Ph.D.
President, DNSC

JINKY D. FIRMAN, CESO VI
Schools Division Superintendent

GIRLEY S. GOMANAO, Ph.D.
VPAA, DNSC

ARNOLD N. DUPING, Ph.D.
Dean

MARIVENE P. ESPINOSA
Principal III

MANUEL M. ESPERANZA
Principal III

MYRNA E. PURIFICACION
Principal II

RAMELYN F. ANTALAN
Principal II

ROSEMARIE S. PATRIARCA, Ed.D
Principal IV

RUSTICO P. HENRRANDEZ, JR., Ph.D
Principal II

BENJO S. MARTIN
Principal I

2. The **SECOND PARTY** shall:

- 2.1 Authorize cooperating school principal and teachers to participate in orientation trainings/workshops on teaching internship program implementation;
- 2.2 Endorse to the Cooperating Principal, the following responsibilities:
- Mentoring of the Practice Teachers from the First Party (See attached file of the list of names of the teaching interns);
 - Ensure that there is orientation/briefing of FSSs/PTs on the school learning environment and the community support system;
 - Provide PTs/FSSs the best resource teachers/mentors handling various academic classes and ensure that these resource teachers and mentors have been oriented on their responsibilities;
 - Coordinate with parents/guardians and seek permission to observe the conduct of school activities at home through virtual means;
 - Allow PTs/FSSs access to school information for research and instructional purposes;
 - Evaluate PT's performance and submit report of ratings, and
 - Provide the **FIRST PARTY** with feedback on the College Supervisor's performance.
- 2.3 Allow the **FIRST PARTY** to supervise the activities of their PTs in coordination with the Cooperating School heads or their representatives.
- 2.4 Attend meetings with the Cooperating Schools on the performance of PTs/FSSs and for the improvement of the program.

II. **INTELLECTUAL PROPERTY**

All intellectual property rights, titles and interests in all materials belonging to, and those developed by, a Party pursuant to the MOA, to be made and/or brought into use in the course of the delivery of services covered by this MOA shall belong to the said Party. Each Party grants the other Party the authority to use said materials for the purpose of and during the implementation of the said MOA. Such grant excludes the right to sub-lease any and all licenses and copyrights and to modify any material, instrument, or courseware under the MOA, without the prior written agreement of both parties. All materials developed jointly by the TEI and the DepEd, pursuant to this MOA, shall be jointly owned and each shall be free to use the same. Should either Party wishes to mention the other Party in any public disclosure, said Party shall seek prior consent from the other Party prior to such action.

III. **CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

For the purpose of this Agreement, "Confidential Information" shall include all information or material, whether tangible/written or intangible/oral or electronic, not generally known to the public, that has or could have value or other utility imparted by the **SECOND PARTY** to the **FIRST PARTY** during the implementation of the Teaching Internship. In case of doubt, the **SECOND PARTY** shall treat the information as confidential. Hence, the Pre-service Teachers of the **SECOND PARTY** are not allowed to disclose any confidential information of the **FIRST PARTY**.

JOY M. SORROSA, Ph.D.
President, DNSC

JINKY B. FIRMAN, CESO VI
School Division Superintendent

GINLEY S. GUMANAO, Ph.D.
VRAA, DNSC

ARNOLD M. DUPING, Ph.D.
Dean

MARIVINE P. ESPINOSA
Principal III

MANUELA ESPERANZA
Principal VI

MYRNA E. PURIFICACION
Principal II

RAMESSA F. ANTALAN
Principal II

ROSEMARIE S. PATRIARCA, Ed.D
Principal IV

RUSTICO P. HENRRANDEZ, JR., Ph.D
Principal II

BENJO S. MARTIN
Principal I

IV. SETTLEMENT OF DISPUTES

Both parties shall exert their best effort to reconcile any differences that may arise during the course of the deployment of pre-service teachers for Field Study and Teaching Internship. In the event the concerns and disagreements escalate, the Dean of the TEI and the Regional Director or the Schools Division Superintendent shall work towards the resolution of the issue. Unresolved issues will be referred to the Teacher Education Council.

V. HEALTH AND SAFETY

Both PARTIES shall ensure the safety and welfare of the student trainees while at the premises of the **SECOND PARTY** by providing adequate orientation and safety precautions.

VI. QUITCLAIM

In consideration of the training received, the **FIRST PARTY** hereby releases and discharges the **SECOND PARTY**, its officers, employees, and agents from any and all claims, demands, actions, causes of action, or liabilities arising out of or related to the on-the-job training, except for claims arising from gross negligence or willful misconduct.

VII. EFFECTIVITY AND TERMINATION OF THE AGREEMENT

This Agreement shall take effect immediately upon signing by all parties concerned and shall remain in force unless sooner terminated by mutual consent. This will be subjected for review by both parties at the end of every school year.

JOY M. SORROSA, Ph.D.
President, DNSC

JINKY B. FIRMAN, CESO VI
Schools Division Superintendent

GIRLEX S. GUMANNO, Ph.D.
VPAA, DNSC

ARNOLD M. DUPING, Ph.D.
Dean

MARILENE P. ESPINOSA
Principal III

MANUEL M. ESPERANZA
Principal III

MYRNA E. PURIFICACION
Principal II

RAMELYN F. ANTALAN
Principal II

ROSEMARIE S. PATRIARCA, Ed.D
Principal IV

RUSTICO P. BERNANDEZ, JR., Ph.D
Principal II

BENJO S. MARTIN
Principal I

IN WITNESS WHEREOF, the PARTIES hereunto have affixed their respective signatures
this ____ day of _____ 2024, at Davao del Norte, Philippines.

DAVAO DEL NORTE STATE COLLEGE
FIRST PARTY

DepEd-PANABO CITY DIVISION
SECOND PARTY


By:


By:


JOY M. SORROSA, PhD
DNSC President

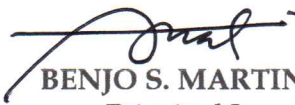

JINKY B. FIRMAN, CESO VI
Schools Division Superintendent


Signed in the presence of:



GIRLEY S. GUMANAO, PhD
Vice President for Academic Affairs
Witness

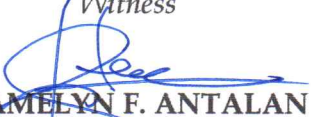

ARNOLD M. DUPING, PhD
Dean, Institute of Teacher Education
Witness

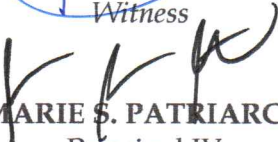

MARIVENE P. ESPINOSA
Principal III
Southern Davao National High School
Witness

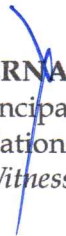

BENJO S. MARTIN
Principal I
Cagangohan National High School
Witness


MANUEL M. ESPERANZA
Principal III
Panabo City National High School
Witness


MYRNA E. PURIFICACION
Principal II
Panabo City Senior High School
Witness


RAMELYN F. ANTALAN
Principal II
Panabo City Central Elementary School
Witness


ROSEMARIE S. PATRIARCA, Ed.D
Principal IV
Rizal Elementary School
Witness


RUSTICO P. HERNANDEZ, JR., Ph.D
Principal II
San Vicente National High School
Witness

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
City of Panabo)S. S.

BEFORE ME, a Notary Public, for and in the City of Panabo, this 9th day of January, 2025, personally appeared:

	ID No.	Issued on/Issued at
JOY M. SORROSA, PhD	_____	_____
JINKY B. FIRMAN, CESO VI	_____	_____

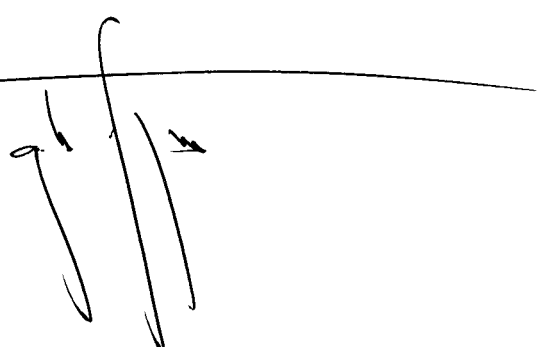
Known to me and to me known to be the same person(s) who executed the foregoing instrument and who acknowledged to me that the same is their free and voluntary act and deed, and that of the institutions respectively represented.

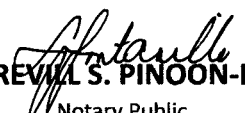
The foregoing instrument refers to a Memorandum of Agreement (MOA) consisting of six (6) pages, including the page in which this Acknowledgement is written, signed by the parties, including their instrumental witnesses on each and every page thereof and sealed with my notarial seal.

WITNESS MY HAND AND SEAL, on the date and place above written.

NOTARY PUBLIC

Doc. No. 116;
Page No. 35;
Book No. 3;
Series of 2025




ATTY. LOREVIL S. PINOON-FONTANILLA
Notary Public
Until December 31, 2026
Roll of Attorney's No. 62803
Commission Serial No. 18-2024
PTR No. 0999922G. 01/02/2025 Panabo City
IBP Lifetime Member No. 73611
MCLE Compliance No. VII-004609
Issued on September 13, 2021 at Pasig City, Philippines