

Division Advisory No. 08 s. 2023
February 20, 2023

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.depedcdo.net)

IGNATIAN SPIRITUALITY CONVERSATION CIRCLE

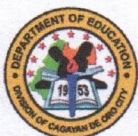
The School of Education of Xavier University – Ateneo de Cagayan University is inviting all Cooperating Teachers (CTs) to an activity called Ignatian Spirituality Conversation Circle (ISCC) which will be on March 11, 2023 (Saturday); from 8:00 a.m. to 11:30 a.m. at the Little Theater, Xavier University Ateneo de Cagayan Main Campus.

The ISCC is a formative and interactive session with people sharing one's consolation and desolation anchored in Ignatian Spirituality.

Participation to this activity is on voluntary basis only. Further, participation shall be subject to the no-disruption of classes policy as stipulated in DepEd Order No. 9, s. 2005 titled *Instituting Measures to Increase Engaged Time -On-Task and Ensuring Compliance therewith*, Section 3 of Republic Act 5546 (Policy on Contributions), and DepEd Order No. 66, s. 2017 (Policy on Off-Campus Activities).

Attached is a copy of the invitation from Xavier University – Ateneo de Cagayan for the complete details.

DMSA/ignatian spirituality conversation
February 20, 2023



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048



Xavier University

ATENEO DE CAGAYAN

School of Education

February 14, 2023

MS CHERRY MAE L LIMBACO—REYES, Ph.D, CECO V
Schools Division Superintendent
Department of Education Schools Division Office of Cagayan de Oro
9000 Cagayan de Oro City

DepEd	
CAGAYAN DE ORO CITY DIVISION	
Received by:	
Date:	FEB 14 2023
Time:	10:25

Dear Dr. Limbaco

Kalinaw!

The School of Education of Xavier University-Ateneo de Cagayan high appreciates your undying support and utmost consideration for accommodating our Pre-service Teachers as they do their Off Campus Internship experiences with the guidance and mentorship of the designated and identified Cooperating Teachers in the Department of Education.

Pursuant to the Memorandum of Agreement on "Other Optional Incentives" clause is the "TEI initiated seminar/workshop". Xavier-Ateneo would like to grab the opportunity of invite and gathering all the CTs to an activity which really embodies our trademark as Jesuit institution. We have designed an activity called **Ignatian Spirituality Conversation Circle (ISCC) which will be this March 11, 2023 (Saturday); from 8:00AM to 11:30AM at the Little Theater, Xavier University-Ateneo de Cagayan Main Campus.** The ISCC is a formative and interactive session with people sharing one's consolation and desolation anchored in Ignatian Spirituality.

Thus, we would like to seek for your endorsement to allow your personnel to attend in this endeavor. As our way of gratitude to their time since the activity will be on Saturday, we would like to also to lobby with you and your good office that the CTs' participation will be considered for their Service Credit.

Please see attached file the list of Cooperating Teachers in the DepEd Schools where we our PSTs are deployed for your reference.

Should you have further queries, you may reach us through email at soe@xu.edu.ph or through telephone number 853-9800 local 9515 or 9820.

Sincerely yours

DR EDRALIN C MANLA
Dean, School of Education
Xavier University-Ateneo de Cagayan



Cagayan de Oro National High School

Name of Intern	Year Level	Cooperating Teacher
1. MARTINEZ, ALLAN LLOYD MIGRIÑO	Grade 10	Sahira D. Mapandi
2. SUNOT, REJI MAE MACABODBOD	Grade 7 & 10	Mrs. Cherry Mae Casinillo
3. MONTEMOR, SHEILA MARIE CAÑEDA	Grades 7, 8, 10	Dr. Lloyd Allan Cabunoc
4. UBA, ANA JAMITO	Grades 7, 8, 10	Mrs. Jaqueline G. Gasatan
5. BENDOY, MA. ISABELA VIÑO	Grade 9	Mr. Ande Nagac
6. BUELA, WELGIE	Grade 8	Mr. Jesser T. Pairat
7. CABUDOY, KIEN MARVIN PABELIC	Grade 9	Mrs. Diana B. Uy
8. PABAYO, VIANCE THOMAS BARANDA	Grade 10	Ms. Imee S. Anay
9. VELMONTE, CHRISTIAN REY	Grade 10	Mrs. Astrud B. Suralta
10. ABALDE, JUDHA MAE EDROSO	Grade 7-8	Ms. Margarita Enerio
11. AGOT, XENIA JO BONGALON	Grade 10	Ms. Hasima Salic
12. AMPLAYO, JOVEN MOSQUEDA	Grade 7	Ms. Christina Hussein
13. BLANELA, CHRISTIAN GEM ATUEL	Grade 10	Ms. Maricel P. Ugsod
14. CARRASCO, NICOLE APILADO	Grades 7-8	Mrs. Jesusa Saloma
15. DECEDA, KYRA CHRISTIANNE T	Grades 7-8	Mrs. Catherine Ann Dela Cruz
16. GOLEZ, MICO ANGELO CABALES	Grades 9-10	Ms. Reynoza Nodado
17. RIVAS, ADRIANNE MEJARES	Grade 10	Mrs. Hannah Flores
18. SANTOS, FRANCESCA MAE TANCONGCO	Grade 9	Ms. Honey Mae Gipala-Cartel
19. OBLIGADO, KRISTINE GRACE BATAUSA	Grade 8	Mrs. Pablita A. Delgra
20. TRAJANO, MARY THERESA MAY ESPINOSA	Grade 9	Ma'am Robily Castulo



Xavier University
ATENEO DE CAGAYAN

School of Education

Bulua National High School

Name of Intern	Year Level	Cooperating Teacher
1. CORSIGA, CHRISTIAN ERVIN PLATINO	Grade 7	Mrs. Cherry Fe B. Rodriguez
2. BONSALAGAN, AISAH MOLOK	Grade 10	Maria Luisa S. Catajoy
3. SURIAL, ALCRIS JOHN EBABACOL		Mrs. Grace Maghuyop (Beauty Care) Mrs. Chielo Edrolin (Cookery) Mrs. Reina Arabacca (Bread and Pastry) Mr. Sherwin Royo (ICT)
4. PAAYAS, ERAP LANTOYAN	Grade 8	Nieva T. Adora
5. MANGINSAY, SHANNE LOUISE ENCABO	Grade 10	Lina B. Uncad
6. DABATIAN, ATHENA CELINE CHAN	Grade 10	Nena Lou Escorpiso
7. GABUTAN, ABIGAELE MARNELLE JARANILLA	Grade 9	Fritzgerald L. Bate
8. KINUYOG, DIANNE SAWAY	Grade 7	Roselle C. Salinas
9. TALLEDO, MARY CAMILLE BAJA	Grade 8	Mrs. Marilyn M. Autajay
10. BLANCO, LEILA CASHMIRE ALESNA	Grade 9	Ladylou Suan
11. CALIB-OG, NORMAN CABANSAG	Grade 10	Agnes B. Ladera
12. CHIN, CHERWIN MONHADOR	Grades 7-8	Ms. Rosheme Dejoras
13. GAPASIN, KENRICH PACUDAN	Grade 10	Ms. Jazmin Q. Limoran
14. INDING, JULLIANA TANG	Grades 7-10	Hafsah P. Salic
15. KISEO, MARVIC NIÑA LLANASAS	Grades 8 & 10	Mr. John Vincent Besas
16. MAGHUYOP, GRANT FRANCES MACALAGUING	Grades 9 & 10	Ms. Elvy Cañada
17. MALAPAD, MA. QUILA	Grade 7	Ms. Karen Salcedo
18. TIU, SOPHIA MARGARETTE	Grade 7	Mr. Elgen D. Abenis
19. ZHANG, LINGYA	Grades 7-10	Ma'am Perlita Lopez



South City Central School

Name of Intern	Grade/ Year Level	Cooperating Teacher
1. MEMPER, JERAHMAE SILAYNON	Grade 4	Mrs. Arlene Macamay
2. MISAJON, LOUIE CONSTANTINO	Grade 3	Mrs. Myrna V. Nacasabog
3. SALILO, RODNEY HINGANAN	Grade 2	Mrs. Maria Luisa G. Absin
4. CABAÑEROS, LARA GELIANE SEPAYA	Kindergarten	Mr. Dave Maravillas
5. DAROY, BILL CHRISTIAN PONTILLAS		Mrs. Joy Pangan
6. GEMINA, IDRIANA MAE TASIC	Kindergarten	Mrs. Leonila R. Ubilas
7. MAGTO, GWYNETH ENERIO	Kindergarten	Mr. Jesson Ryan Avenido
8. OLIVERIO, MARION SONX TEOPPE	Kindergarten	Mrs. Joana R. Rodriguez
9. ACOBO, MELROSE ACENAS	Grade 4	Mrs. Venus Iris Bahala
10. ALCOVER, ROSE SHENLY DALONDONAN	Grade 1	Mrs. Helen M. Pesado
11. CABEGIN, SANDRA VISSIA BANAAG	Grade 6	Mr. Yolán Cesar D. Zea
12. CASTILLO, LOWELYN DIXON	Grade 4	Ms. Liezl Magallanez
13. DANAG, DAPHNE BADOY	Grade 3	Mrs. Grace Yrag
14. MABALE, NIKKI RACAZA	Grade 2	MS. IRISH B. COLANCE
15. MASALTA, BRIDGET NICOLE BAUTISTA	Grade 6	Mrs. Arlene S. De Guma
16. OBGUIA, JELYZZA JANKA SANDOVAL		Mrs. Rosalie Eslate
17. PALACIO, CLARISSE GUIBONE	SPED	Mrs. Athena Maghinay
18. TAN, PRINCESS REYEN BABIA	SPED	Mrs. Ladyline Galgo



West City Central School

Name of Intern	Grade/ Year Level	Cooperating Teacher
1. AMBULO, ROYETTE EARL CABILADAS	Grade 4	Mrs. Maila Villacencio
2. BALATAYO, XYZA JHYNN ECHEM	Grade 4	Mrs. Cherry Lou Z. Pahapay
3. BAYRON, JETHRO CHRIS LANDAR	Grade 5	Mrs. Marivic M. Esguerra
4. IMPERIO, WELMA JANE JOROMO	Grade 1	Mrs. Delilah B. Torayno
5. LLAMIS, MONIQUE CLARIVEL MALALIS	Grade 6	Mrs. Vernie Joy V. May
6. MAGLASANG, MA. JESSELA CASIN	Grade 2	Ms. Shella Mae J. Camance
7. SOMERADO, JUHAIMA BERUA	Grade 3	Mrs. Melody A. Embol
8. ACEBES, GWEN FIONA MILLE	Kindergarten	Ms. Julleflor Chio Sales
9. BULALA, LESLEI DAWN ABEJO	Kindergarten	Mrs. Dioneta S Bahian
10. TERNIDA, LATREIA CHANNIYEL CABALLERO	Kindergarten	Ms. Rachel Joy M. Alba
11. VILLALVETO, NICOLETTE JED CASAS	Kindergarten	Ms. Noelle May P. Roble
12. ACERA, VANESSA SANDOVAL	SPED	Ms. Katrina Jessica E. Tahud
13. BARBAC, ALYSSA MARIE MALUPA	SPED	Mrs. Benylyn A. Yana
14. EMBORONG, CN ARANTON	SPED	Ms. Jonah Ville R. Quiza
15. GARCIA, LOUIS GHYBRYL PEREZ	SPED	Mrs. Elizabeth Acheron-Clam
16. NUDALO, MONIQUE MAE JACOB	SPED	Mr. Leonardo Campilan Jr
17. REYES, MAIKEE YDELL RAGANDANG	SPED	Ms. Rhanim Jailani G. Jarabe
18. YAP, SANTIAGO LAPADA	SPED	Ms. Eveleyn Pamon

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement is hereby entered into by and between:

XAVIER UNIVERSITY-ATENEO DE CAGAYAN, a tertiary level institution duly organized in accordance with law which offers a teacher education degree with office address at Corrales Avenue, Cagayan de Oro City, represented herein by **FR. MARS P TAN, SJ**, President, Xavier University-Ateneo de Cagayan, herein referred to as the **FIRST PARTY**;

The **DEPARTMENT OF EDUCATION – REGION 10**, a government entity mandated by law under Batas Pambansa Blg. 232, otherwise known as the “Education Act of 1982”, as amended by Republic Act No. 9155, otherwise known as “Governance of Basic Education Act of 2001”, with office address at Upper Balulang, Cagayan de Oro City, represented here in by **DR ARTURO B. BAYOCOT, CESO III**, hereinafter referred to as the **SECOND PARTY**:

WITNESSETH:

WHEREAS, the First Party and the Second Party, through the office of the school principal, are concerned about the pre-service education of teachers as a key to achieving sustainable quality basic education;

WHEREAS, the First Party and the Second Party are committed to improve the quality of basic education in the Region 10;

WHEREAS, both parties believe that a major key to reaching the goal is a quality pre-service training program that will provide teacher interns opportunities to:

1. Develop the competencies set for Beginning Teachers in the Philippine Professional Standards for Teachers (PPST);
2. Apply their theoretical knowledge and pedagogical skills in actual teaching-learning situations;
3. Gain comprehensive and realistic perspective of the teaching-learning situation and day-to-day school activities;
4. Reflect to 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 teaching internship, intensive field study is necessary to adequately prepare the teacher interns for their functions and responsibilities

NOW, THEREFORE, premises considered, the parties hereby agree to the following:

1. The **FIRST PARTY** will
 - 1.1. Coordinate with the School Division Superintendent and the identified School Heads on the deployment of the Practice Teachers (PTs)
 - 1.1.1. That a maximum of two (2) Practice Teachers (PTs) are assigned to a Cooperating Teachers (CTs) with a specific term;
 - 1.1.2. That the number of PTs to be assigned in each cooperating school should not exceed to twenty-five (25) per term;
 - 1.1.3. That a maximum of ten (10) Field Study Students (FSS) be allowed to observe per class in DepEd cooperating Schools:
 - Ensure that the PTs/FSSs are proven physically, mentally, and emotionally fit before deployment;

Mars P. Tan

- Endure that the teacher intern is enrolled in accident insurance;
- Ensure that the health and safety regulations implemented by the Inter-Agency Task Force for the Management on Emerging Infections Diseases (IATF), Department of Health (DOH), and local government units are strictly observed;
- Conduct at least three (3) virtual meetings with the PTs/FSSs during their experiential learning program in the designated cooperating schools;
- 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;
- Provide incentive reward system for the following:

1.1.4. Honorarium for the Cooperating Principal and Cooperating Teacher

- That the Cooperating Principal shall receive an honorarium not exceeding one thousand pesos (Php 1000) per semester for accommodating Practice Teachings and Field Study Students assigned to his/her school; the amount will be delivered directly to the Cooperating Principal concerned; and the amount will be reviewed regularly;
- That the Cooperating Teacher (CT) will be given financial remuneration in the amount of Php 300 computed on the basis of the number of Practice Teachers (PTs) handled in a quarter/semester; the amount will be delivered directly to the Cooperating Teacher (CT) concerned; and the amount will be reviewed regularly

1.2. Certificate of Appreciation

- The Cooperating Principal/Department Head/Cooperating Teaching will receive a Certificate of Appreciation for his/her work at the end of teach term regardless of the number of Practice Teachers he/she has handled;

1.3. Other Optional Incentives

- Discount on TEI-initiated seminars/conferences
- Professional advancement support activities

2. The **SECOND PARTY** shall

- 2.1. Authorize cooperating school principals and teachers to participate in orientation trainings/ workshops on teaching internship program implementation;
- 2.2. Ensure that the health and safety regulations implemented by the Inter-Agency Task Force for the Management on Infectious Diseases (IATF), Department of Health (DOH), and local government units are strictly observed in the conduct of experiential learning activities;
- 2.3. Endorse to the principals of the cooperating schools, the following responsibilities
- 2.3.1. Mentoring of the Practice Teachers from the First Party (See attached file of the list of the names of the teaching interns)
 - 2.3.2. Ensure that there is orientation/briefing of FSSs and PTs on the school learning environment and the community support system
 - 2.3.3. 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;
 - 2.3.4. Coordinate with parents/guardian and seek permission to observe the conduct of school activities at home through virtual means
 - 2.3.5. Allow PTs/FSSs to observe classes and school activities or the schools' respective Learning Delivery Modalities (e.g. TV or radio-based instruction, modular approach, etc.) for instruction

Handwritten signature

- 2.3.6. Ensure that activities provided promote professionalism and the development of beginning teachers
 - 2.3.7. Allot the PTs/FSSs access to school information for research and instructional purposes
 - 2.3.8. Evaluate PTs performance and submit reports of ratings; and
 - 2.3.9. Provide the FIRST PARTY with feedback on the College Supervisors' Performance
- 2.4. Allow the FIRST PARTY to supervise the activities of their PTs in coordination with the cooperating school heads or their representatives;
- 2.5. Attend virtual meetings with the CSs on the performance of the PTs/FSSs and for the improvement of the program

3. Intellectual Property

All intellectual property rights, propriety rights, titles, and interests in all materials belonging to, and those developed by, a Party pursuant to this 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 wish to mention the other Party in any public disclosure, said Party shall seek prior consent from the other Party prior to such action.

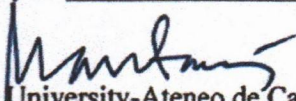
4. Settlement of Disputes

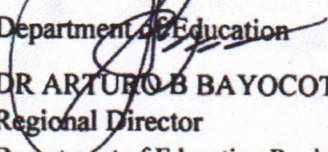
Both parties shall exert their best effort to reconcile any differences that may arise during the courses of the deployment of pre-service teachers for Field Study and Teaching Internship. In the event the concerns and disagreements escalate, the Dean of the TEI and the Regional Director shall work towards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

- 5. This Agreement will be subject for review by both parties at the end of every school year.

This AGREEMENT shall take effect immediately upon signing by all parties concerned, and shall remain in force from the SY 2022 until SY 2023


IN WITNESS WHEREOF, parties of the agreement hereunto affixed their signatures this _____ day of _____, 20____ at the City of Cagayan de Oro, Philippines.


 Xavier University-Ateneo de Cagayan
 REV FR MARS P TAN, SJ
 President
 Xavier University-Ateneo de Cagayan


 Department of Education
 DR ARTURO B BAYOCOT, CESO III
 Regional Director
 Department of Education Regional Office 10

DR JULIET Q DALAGAN
Vice President for Higher Education
Xavier University-Ateneo de Cagayan

SIGNED IN THE PRESENCE OF:


DR EDRALIN C MANLA
Dean, School of Education
Xavier University-Ateneo de Cagayan

ACKNOWLEDGEMENT
Republic of the Philippines)
City of _____)

BEFORE ME, personally appeared the following persons:

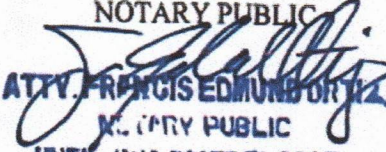
Name	Component Proof of Identity	Date/Place Issued
REV FR MARS P TAN, SJ	P99728648B	DFA CDD 24 Mar 2022
DR ARTURO B BAYOCOT, CESO III		


Personally known to me to be the same persons who executed the foregoing instrument for and on behalf of the entities represented herein, and they acknowledge to me that the same is their free and voluntary act and deed as well as that of the principals represented herein.

I hereby certify that this document, consisting of ___ () pages, including this page on which this acknowledgement is written, has been signed by the Parties and their instrumental witnesses at the foot thereof and on each and every page of this Memorandum of Agreement.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal this _____ day of _____, 20__ at _____, Philippines.

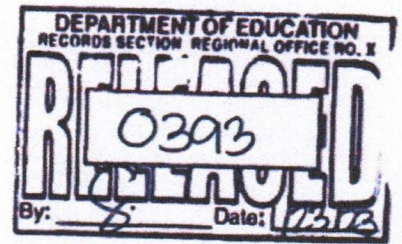
Doc. No.: 89
Page No.: 17
Book No.: 1
Series of 2023

NOTARY PUBLIC

ATTY. FRANCIS EDMUND ORTIZ
NOTARY PUBLIC
UNTIL 12 FEBRUARY 2023
PTR NO. 537894-A/MIS-OR
IBF NO. 189672/MIS-OR
ROLL NO. 76356
TAZUCENA ST. CARMEN, CDO

REVIEWED BY:

DepEd RO-X Legal Unit
Date: 8/5/2023



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO



First Endorsement
January 20, 2022

This Office respectfully returns to **EDRALIN C. MANLA, PhD, Dean, School of Education, Xavier University**, Corrales Avenue, Cagayan de Oro City, the attached **approved** Memorandum of Agreement (MOA) on Practice Teaching (Internship) for Pre-service Teachers, between the Department of Education Regional Office 10 and Xavier University-Ateneo de Cagayan thru the School of Education.

DR. ARTURO B. BAYOCOT, CESO III
Regional Director

DR. VICTOR G. DE GRACIA, JR., CESO V
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

ATCH.: As stated

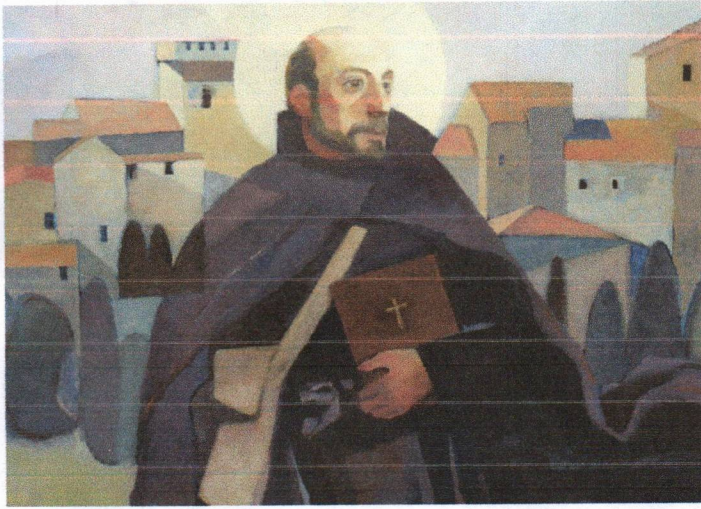
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DTS# 23-90420



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
(088) 856-3932 | (088) 881-3137 | (088) 881-3031
Department of Education Region 10
region10@deped.gov.ph
<http://deped10.com>





Ignatian Spirituality Conversation Circle

Little Theater, Xavier University-Ateneo de Cagayan
March 11, 2023

Rationale

The Ignatian Spirituality Conversation Circle (ISCC) is a formative and interactive session with people sharing one's experiences anchored in Ignatian Spirituality. This is in partnership with the Campus Ministries Office of Xavier-Ateneo which aims to become more conscious and recognize God's movement and loving presence in all things.

Program Flow

- 7:30 – 8:00 Arrival and Registration
- 8:00 – 8:15 Preliminaries
- 8:15 – 11:30 Ignatian Spirituality Conversation Circle
- 11:30-11:45 Distribution of Certificate
- 11:45-12:00 Refreshments



Xavier University
ATENEO DE CAGAYAN

