



**POSTED**

Republic of the Philippines  
**Department of Education**

Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

**DIVISION MEMORANDUM**

DM No. 046, s. 2025

JAN 22 2025

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
EPS-Division Teaching Internship Focal Person  
Concerned Elementary and Secondary School Heads  
Chancellor-DMMMSU-MLUC  
All Others Concerned

FROM: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

SUBJECT: **ORIENTATION ON POLICY AND GUIDELINES IN THE  
DEPLOYMENT OF TEACHING INTERNSHIP/PRACTICE  
TEACHER**

Date: January 21, 2025

**PARTICULARS**

1. The Schools Division Office-City of San Fernando, La Union through the Curriculum Implementation Division, shall conduct an Orientation on the Policy and Guidelines in the deployment of Practice Teachers at Alumni Hall, DMMMSU-MLUC San Fernando City, La Union on January 23, 2025, at 8:00 AM.
2. The activity aims to ensure practice teachers understand the policies and legal framework governing their deployment and clarify the roles and responsibilities of practice teachers, cooperating teachers, and school administrators.
3. Participants are the concerned public Elementary and Secondary School Heads, the Dean of the College of Education, Student Teacher Supervisors of the said university, Student Interns/Practice Teachers, and other concerned personnel of DMMMSU-MLUC.
4. Attached is the list of concerned elementary and secondary school heads to attend the said activity.
5. Immediate dissemination of this Memorandum is desired.

**SHEILA MARIE A. PRIMICIAS, EdD, CESO VI**

Schools Division Superintendent

*"Sa Makatag na Panuntunan, Serbisyon Tapat Maaasahan"*

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**LIST OF CONCERNED ELEMENTARY AND SECONDARY SCHOOL HEADS TO ATTEND THE ORIENTATION ON POLICY AND GUIDELINES IN THE DEPLOYMENT OF TEACHING INTERNSHIP/PRACTICE TEACHER**

1. Arlyn B. Bambico - San Fernando South Central Integrated School
2. Brenda A. Sabado - Lingsat Integrated School
3. Myla M. Ducusin - Catbangan Central School
4. Miriam O. Aurelio - Pagudpud Integrated School
5. Edmon Ariel Zapico - Bungro Elementary School
6. Ernesto N. Nacis - Sevilla Elementary School
7. Rodrigo B. Panit - Dr. Quintin Balcita Sr. National High School
8. Alexis Joyce Cariaga - Bangbangolan National High School
9. Laila L. Datuin - San Fernando City National Vocational High School
10. Gemma G. Gurtiza - Sagayad Elementary School
11. Guadalupe B. Sobrepeña - Ilocanos Elementary School

The Schools Division Office - City of San Fernando, La Union through the Curriculum Implementation Division, shall conduct an Orientation on the Policy and Guidelines in the Deployment of Practice Teachers at Alumni Hall, DIVISION OFFICE - San Fernando City, La Union on January 23, 2025, at 8:00 AM.

The activity aims to ensure practice teachers understand the policies and legal framework governing their deployment and clarify the roles and responsibilities of practice teachers, cooperating teachers, and school administrators.

Participants are the concerned public Elementary and Secondary School Heads, the Dean of the College of Education, Student Intern/Practice Teachers of the said university, Student Intern/Practice Teachers, and other concerned personnel of DIVISION OFFICE - MLUC.

Attached is the list of concerned elementary and secondary school heads to attend the said activity.

Very truly yours,  
SERRA MARIE A. FRANCIS, PhD, CESO III  
Schools Division Superintendent



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