



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

Office of the Schools Division Superintendent

Dm # 70 S. 2024

20 February 2023

TO: School Heads of Elementary and Secondary Schools Implementing KSU Teaching Internship

**GUIDELINES IN THE IMPLEMENTATION OF KSU TEACHING INTERNSHIP PROGRAM AMONG PARTNER SCHOOLS IN SDO- TABUK CITY**

1. In response to the request of Kalinga State University for partnership in the implementation of their Student Internship Program, SDO- Tabuk City has identified the following schools, to wit;

<b>A. Elementary</b>	<b>B. Secondary</b>
Bulanao East ES	Tabuk City NHS
Tabuk City CS	Kalinga NHS
Greenhills ES	Bado Dangwa NHS
San Juan ES	Agbannawag NHS
Agbannawag CS	Tuga NHS
Southern Tabuk CS	Dilag IS
Namnama ES	Balong NHS


2. In this regard, all implementing schools shall abide with the following guidelines and reminders.
  - a. All interns must be provided with full support and avenues to be engaged with desirable experiences with their cooperating teachers aligned with their tasks and functions as future teachers.
  - b. Since their incoming work is more of instruction, it is expected that they will be delivered in **Detailed Lesson Plan Preparation, Effective Teaching Strategies/ Differentiated Teaching or inclusivity, Assessments of Learning, Contextualization, Classroom Management** and other relevant concepts due for incoming teachers.
  - c. Please be reminded that their presence is to learn not to unload the various duties and responsibilities of the cooperating teachers or be delegated with tasks not inherent to their objectives.



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 DepEd Tayo Tabuk City



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- d. To develop a passion for teaching, their experiences should be such that they must be devoid of overtasking, sarcasm and other form of negligible engagement not just and fit for their status as students.
- e. Their success after the internship activities reflects the quality of stewardship being provided for them by their professionally experienced partners.
- f. Should there be any issues and concerns affecting or related to the implementation of the program, it must be addressed by whosoever is directly concerned at any level. Griever issues shall be raised to the attention of higher authorities by following due protocols.
- g. Please be guided accordingly.

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