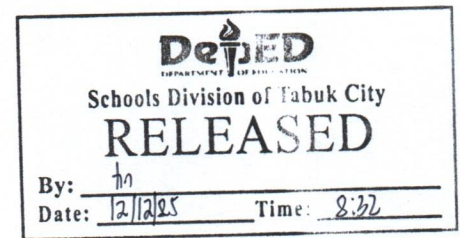




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City
Bulanao Norte, Tabuk City



Office of the Schools Division Superintendent

Division Memo

No. 594 s. 2025

December 10, 2025

**GUIDELINES IN THE IMPLEMENTATION OF THE STCI TEACHING
INTERSHIP PROGRAM AMONG PAR TNER SCHOOLS IN SDO TABUK CITY**

To: All School Heads of Elementary and Secondary Schools implementing
STCI Teaching Internship

1. In response to the request of St. Tonis College, Inc. in the implementation of their student internship Program, SDO Tabuk City has identified the following schools, to wit:
 - a. Appas Integrated School
 - b. Magsaysay Elementary School
 - c. Kalinga National High School
2. In this regard, all implementing schools shall abide by 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, Assessment 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.
 - d. To develop a passion for teaching, their experiences should be such that they must be overtaking, sarcasm and other forms of negligible engagement not just for their status as students.



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- 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, they must be addressed by whoever 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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Schools Division Superintendent

FOR THE DIVISION SCHOOLS SUPERINTENDENT


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