



2503-876

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 130, s.2025

**DEPLOYMENT OF UNP TEACHER EDUCATION STUDENTS FOR
CLASS OBSERVATION AND IMMERSION**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
School Head of Vigan Central School
All Others Concerned

1. In reference to the Memorandum of Agreement (MOA) entered between University of Northern Philippines and the Schools Division of Vigan City for the Class Observation of Teacher Education Students in Teaching Physical Education and Health, this office informs the School Head to accept the pre-service student teachers to undergo class Observation and immersion for 10 hours for BECEd, 10 hours for BSNEd and 20 hours for BPEd as a component of their coursework for the 2nd Term, Academic Year 2024-2025.
2. The school concerned and the cooperating teachers shall observe their obligations outlined in the signed Memorandum of Agreement to attain the provision of quality teacher education equipping them with the necessary instructional skills and teaching strategies needed to succeed in the teaching profession.
3. Attached is the letter stating the School Assignment of the Teacher Education Students and the Memorandum of Agreement for reference.
4. For information and guidance of all concerned.

Vilma D. EDA
VILMA D. EDA, CESO V
Schools Division Superintendent

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
1 1 MAR 2025
RELEASED
BY: *N*





MEMORANDUM OF AGREEMENT



KNOW ALL PERSONS BY THESE PRESENTS:

This Memorandum of Agreement entered into this 7th day of February 2025, by and between the following:

The **UNIVERSITY OF NORTHERN PHILIPPINES**, a higher education institution accredited by the Commission on Higher Education, was created and exists by virtue of Republic Act No. 4449, with its principal address at Brgy. Tamag, Vigan City, Ilocos Sur, represented by its President, **ERWIN F. CADORNA, Ph.D.**, hereinafter referred to as the **FIRST PARTY**; and

The **DEPARTMENT OF EDUCATION, SCHOOLS DIVISION OF VIGAN CITY**, as part of the executive department of the government responsible for ensuring access to, promoting equity in, and improving the quality of basic education, with principal office address at Mena Crisolago St. Corner Rivero St. Brgy. 9, Vigan City, Ilocos Sur, represented by its Schools Division Superintendent, **VILMA D. EDA, CESO V**, hereinafter referred to as the **SECOND PARTY**.

WITNESSETH:

WHEREAS, the FIRST PARTY, through the **College of Teacher Education** offers **Bachelor of Physical Education (BPEd)**, **Bachelor of Special Needs Education (BSNEd)**, and **Bachelor of Early Childhood Education (BCEd)**;

WHEREAS, in the BPEd as a requirement for the completion of the Degree, the students are required to undergo twenty (20) hours of observation in Special Education classes as part of their course in PE 136: Process of Teaching Physical Education and Health;

WHEREAS, in the BCEd, the students are required to observe early intervention classes and create Individualized Family Service Plans (IFSP), Individualized Behavior Plan (IBP), and Case Studies as requirements needed for their specialization courses.

WHEREAS, in the BSNEd, the students are required to observe early intervention classes and create Individualized Family Service Plans (IFSP), Individualized Transition Plan (ITP), and Case Studies as requirements needed for their specialization courses.

WHEREAS, the SECOND PARTY as the host agency can serve as a laboratory of the students to complement their classroom instruction and enrich their learning experiences to prepare them for jobs in their chosen field after graduation;



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MEMORANDUM OF AGREEMENT



WHEREAS, these activities provide an opportunity for the host agencies to determine potential manpower whom they may eventually hire;

NOW, THEREFORE, for and in consideration of the foregoing premises and for their mutual advantage and benefit, the parties shall endeavor to cooperate and agree on the following terms:

A. Roles and Responsibilities of the FIRST PARTY. The FIRST PARTY shall:

1. Assign course instructors of the offered subjects from the BPEd, BECEd, and BSNEd programs who will serve as the Coordinator and who shall coordinate matters and concerns regarding the conduct of the observation and immersion with the SECOND PARTY;
2. Recommend and endorse qualified students who shall undergo the observation and immersion with the SECOND PARTY; provided, that the FIRST PARTY shall furnish the SECOND PARTY the list of qualified students, which shall form part of this Agreement;
3. Provide the curriculum/syllabus and all requirements to the SECOND PARTY before the students will be allowed to attend the orientation and formally start their observation and immersion activities;
4. Ensure that the coordinator and students assigned with the SECOND PARTY shall abide by the rules, regulations, and policies of the latter;
5. Be held responsible for the acts of the students which may cause damage or injury to the SECOND PARTY, or any other person transacting with the SECOND PARTY, except when such injury or damage is: (a) due to the gross ignorance, influence of an employee of the SECOND PARTY;
6. Provide to the SECOND PARTY a copy of the outputs of students such as their outputs on their Individualized Education Programs (IEP), Transition Plans (TP), Individualized Family Service Plans (IFSP), Individualized Behavior Plan (IBP), and Case Studies as a requirement needed for their major subjects.
7. Provide Performance Evaluation Forms to the SECOND PARTY to be used in evaluating the performance of the Faculty Member assigned to monitor the students; and
8. Ensure the confidentiality of accessed student and school records as mandated in the Data Privacy Act.

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B Obligations of the SECOND PARTY The SECOND PARTY shall:

1. Accept a maximum number of FIVE (5) students in the BPED program that shall undergo TWENTY (20) hours of class observation with the SECOND PARTY;
2. Accept a maximum number of EIGHT (8) students in the BECED program that shall take encounter with the students of special education centers with the SECOND PARTY;
3. Accept a maximum number of TEN (10) students in the BSNEd program that shall take encounter with the students of special education centers with the SECOND PARTY;
4. Provide needed files and records of learners with special education needs to the FIRST PARTY with the condition of keeping them confidential and for academic purposes only;
5. Provide necessary orientation to the students on the rules, regulations, and policies, which govern over the SECOND PARTY;
6. Ensure that specific learning experiences and activities given to the students are aligned with those prescribed by the academic requirements provided by the FIRST PARTY;
7. Take part in the assessment of the Individualized Education Programs (IEP), Transition Plans (TP), Individualized Family Service Plans (IFSP), Individualized Behavior Plan (IBP), and Case Studies as outputs of students in their major subjects.
8. After completion by the students of the required number of hours, accomplish and issue certificates of completion of the students and evaluation forms, which shall be sealed and submitted to the COLLEGE OF TEACHER EDUCATION of the FIRST PARTY and shall form part of the computation of the students rating of the subject in accordance with the grading system stated in its syllabus; and
9. Provide feedback on the Faculty Member monitoring the students to be submitted directly to the Dean of the College.

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C. General Provisions.

1. There shall be no employer-employee relationship between the FIRST PARTY and SECOND PARTY, nor between the students and the SECOND PARTY; further, no form of relationship not expressly stipulated herein shall be inferred and none of the parties is authorized to represent or bind the other;
2. No future employment rights nor obligation to hire the students after the completion of the internship program by the SECOND PARTY shall be implied in this agreement;
3. Any amendment to this agreement shall be in writing and signed by both of the parties;
4. This agreement shall be effective from February 2025 to February 2026.

IN WITNESS WHEREOF, the parties have hereunto set their hands at Vigan City, Ilocos Sur.

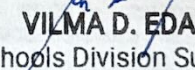
UNIVERSITY OF NORTHERN PHILIPPINES

DEPARTMENT OF EDUCATION
DIVISION OF VIGAN CITY

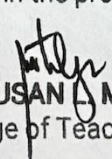
First Party, by:

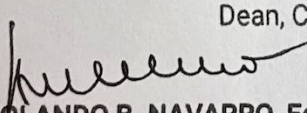
Second Party, by:

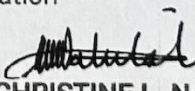

ERWIN F. CADORNA, Ph.D.
University President

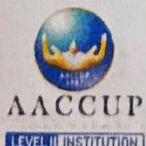

VILMA D. EDA, CESO V
Schools Division Superintendent

Signed in the presence of:


MA TERESA SUSAN MANZANO, Ed.D.
Dean, College of Teacher Education


ROLANDO B. NAVARRO, Ed.D.
Vice President for Academic Affairs


MARIE CHRISTINE L. NATIVIDAD
Chief Education Supervisor



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ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
 PROVINCE OF ILOCOS SUR) S.S.
 CITY OF VIGAN)

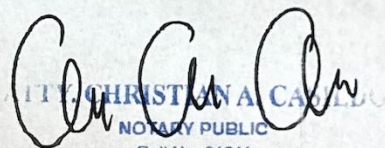
BEFORE ME, a Notary Public for and in the Province of Ilocos Sur, personally appeared the following:

- | | | |
|---------------------|--------------------------------|------------------------|
| 1. ERWIN F. CADORNA | UNP ID No. 01-0001-NT | Issued at Vigan City |
| 2. VILMA D. EDA | Driver's License ADB-04-000040 | Issued at Ilocos Norte |

Known to me and to me known to be the same persons who executed the foregoing instrument which they acknowledge to me as their voluntary act.

WITNESS MY HAND AND SEAL this 10 MAR 2025 at Vigan City, Ilocos Sur.

Doc. No.: 93 ;
 Page No.: 10 ;
 Book No.: 02 ;
 Series of 2025.


ATTY. CHRISTINA CAVALLO
 NOTARY PUBLIC
 Roll No. 91311
 Commission until Dec. 31, 2025
 Within the Jurisdiction of RTC Vigan City, Ilocos Sur
 PTR No. 16024/01/08/2025
 IBP OR No. 502942/01/08/2025
 MCLE Compliance : "NEW LAYWER"



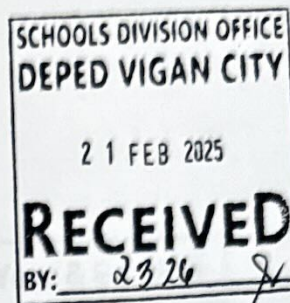
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OFFICE OF THE PRESIDENT

February 19, 2025

VILMA D. EDA, CESO V
 Schools Division Superintendent
 Schools Division of Vigan City
 Bantay, Ilocos Sur



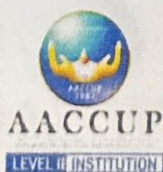
Dear **Superintendent Eda**:

Greetings of Peace!

In reference to the Memorandum of Agreement entered into by the University of Northern Philippines with the Schools Division of Vigan City for the class observation of the UNP students, the College of Teacher Education respectfully endorses the following students of the **Bachelor of Physical Education (BPEd)**, **Bachelor of Early Childhood Education (BECEd)**, and **Bachelor of Special Needs Education (BSNEd)** for the conduct of their special education observation as part of their coursework for the **2nd Term, Academic Year 2024-2025**:

Office Assignment: Vigan Central School
Faculty-In-Charge: Mr. Christian Dem R. Haluber/ Dr. Aurelia Vitamog
Duration: 10 hours

Name of Student	Course, Year & Section
1. De la Cruz, Deserie Joy	BECEd-2
2. Flores, Kate Ann	BECEd-2
3. Paa, Tricia	BECEd-2
4. Vitug, Alicia	BECEd-2
5. Cabanig, Jayson	BECEd-2
6. Mendoza, Marjo	BECEd-2
7. Quiamno, Maricar	BECEd-2
8. Tolentino, Reyna	BECEd-2
9. Igarta, Lenzie Grace B.	BSNEd 1





COLLEGE OF TEACHER EDUCATION

OFFICE OF THE PRESIDENT

Office Assignment: **Vigan Central School**
Faculty-In-Charge: **Mr. Christian Dem R. Haluber**
Duration: **10 hours**

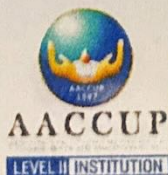
Name of Student	Course, Year & Section
1. Andallo, Erica G.	BSNEd-3
2. Lorenz Angelo	BSNEd-3
3. Marzan, Frances Joana	BSNEd-3
4. Quiteviz, Julien Marie	BSNEd-3
5. Rabanal, Jerald	BSNEd-3
6. Rufon, Angela	BSNEd-3

Should there be any concerns or inquiries, you may call the Marketing Department at 0917807649.

Our heartfelt gratitude to the cooperation of the various offices of your school in preparing the BSNEd, BECEd, and BPEd students to become equipped professionals in the future.

Very respectfully yours,

DR. ERWIN P. CABANERA
SUV President IV





BAGONG PILIPINAS

OFFICE OF THE PRESIDENT

10. Mararac, Angelica	BSNEd 1
11. Mendoza, Chrisbelle P.	BSNEd 1
12. Pons, Ma. Divina Q.	BSNEd 1

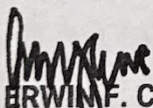
Office Assignment: Vigan Central School
 Faculty-In-Charge: Dr. Matilde Concordia
 Duration: 20 hours

Name of Student	Course, Year & Section
1. Cadaoas, Jann Rodney	BPEd-3
2. Corrales, Joefrenz	BPEd-3
3. Agcamaran, Maria Jenina	BPEd-3
4. Baja, Chun Yin	BPEd-3

Should there be any concerns or inquiries, you may call Dr. Matilde Concordia at 09178087469.

Our heartfelt gratitude to the cooperation of the Schools Division of Ilocos Sur in preparing the BSNEd, BECEd, and BPEd students to become equipped professionals in the future.

Very respectfully yours,


DR. ERWIN F. CADORNA
 SUV President IV

