MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE **PRESENTS:**

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

The (NAME OF TEACHER EDUCATION INSTITUTION), a tertiary level institution duly organized in accordance with law which offers a teacher education degree, with office address at (Location of TEI), represented herein by (Name of TEI Official), (Designation), *(Name of Institution)*, hereinafter referred to as the **FIRST PARTY;**

-and-

The DEPARTMENT OF **EDUCATION** – (Regional Office), 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 *(Location of Regional Office)*, represented herein by - *(Name of Regional Director), (Designation),* hereinaafter referred to as the SECOND PARTY;

W I T N E S S E T H:

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_____ or **Division of City Schools -** _____;

WHEREAS, both parties believe that a major key to reaching that 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 on 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 Schools Division Superintendent and the identified School Heads on the deployment of the Practice Teachers (PTs)/Field Study Students (FSSs);

1.1.1 That a maximum of two (2) Practice Teachers (PTs) are assigned to a Cooperating Teacher (CT) within a specific term;

1.1.2 That the number of PTs to be assigned in each cooperating school should not exceed twenty-five (25) per term;

1.1.3 That a maximum of ten (10) Field Study Students (FSSs) be allowed to observe per class in DepEd cooperating schools;

- ensure that the PTs/FSSs are proven physically, mentally, and emotionally fit before deployment;
- ensure 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 Infectious 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;
- conduct virtual meetings with the CTs on the performance of PTs/FSSs and for the improvement of the program;
- 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 Teachers 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 Teacher will receive a Certificate of Appreciation for his/her work at the end of each term regardless of the number of Practice Teachers he/she has handled;

1.3 Other Optional Incentives

- Discount on Tuition Fees on graduate studies
- 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 Emerging 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 Modality (e.g. TV or Radio-based instruction, Modular approach, etc.) for instruction;

2.3.6 ensure that activities provided promote professionalism and the development of beginning teachers;

2.3.7 allow 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 PTs/FSSs and for the improvement of the program;

3. Intellectual Property

All intellectual property rights, proprietary 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 course 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 or the Schools Division Superintendent 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 _____ until SY _____.

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

Teacher Education Institution	Basic Education Schools
NAME OF TEI REPRESENTATIVE Designation Name of TEI	NAME OF REGIONAL REPRESENTATIVE Designation Name of Region

SIGNED IN THE PRESENCE OF:

NAME OF VICE-PRESIDENT FOR ACADEMICS Designation Name of TEI	NAME OF TEI DEAN Designation Name of TEI

ACKNOWLEDGMENT
Republic of the Philippines)
City of _____)

BEFORE ME, personally appeared the following persons:

Name	**Competent Proof of Identity**	**Date/Place Issued**

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 acknowledged 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 acknowledgment 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.

NOTARY PUBLIC

Doc. No. _____;
Page No._____;
Book No._____;
Series of 2020.