



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

27 JAN 2026

No. **061**, s. 2026

**SCHEDULED CLASS MEETINGS OF TEACHING INTERNS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
Concerned School Heads

(CBNHS Payao, CBNHS Rayuray, CBNHS Poblacion, CMVNHS, BNHS, Dariwdiw ES, CAMES, MMMES, Rayuray ES, Nagbacalan ES, Sumader ES, Bil-loca ES, Baay ES and Benigno Macadaeg MES)

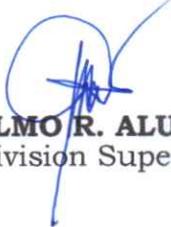
All Others Concerned

1. In view of the letter from Mariano Marcos State University – College of Teacher Education regarding the approved Implementation Plan for the Teaching Internship Program for the Second Semester, School Year 2025-2026, the following are the scheduled class meetings to be conducted by the Internship Faculty-in-Charge with the Teaching Interns:

January 29-30, 2026  
February 26-27, 2026  
March 26-27, 2026

2. In this regard, the Teaching Interns from their cooperating schools are requested to be allowed to attend their scheduled class meetings at the MMSU College of Teacher Education on the dates mentioned above. It is further requested that no demonstration teaching activities be scheduled on these dates.

3. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: Letter from MMSU-CTE  
Reference: None  
To be included in the Perpetual Index  
Under the following subject:

TEACHING INTERNS

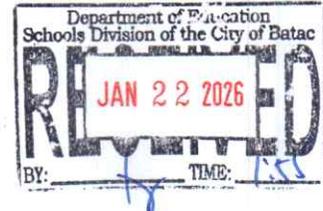
MPO/DM- Scheduled Class Meetings  
2601263/6027/January 27, 2026



January 22, 2026

SDCB RECORDS UNIT  
2601263

**MR. ANSELMO R. ALUDINO**  
Schools Division Superintendent  
Schools Division of the City of Batac (SDCB)  
Asuncion Street, Brgy. 16S Quiling Sur  
City of Batac, Ilocos Norte, 2906



Sir:

Warm greetings.

In line with the approved Implementation Plan for the Teaching Internship Program for the Second Semester, School Year 2025–2026, we respectfully inform your good office of the **scheduled class meetings** to be conducted by the Internship Faculty-in-Charge with the Teaching Interns in MMSU College of Teacher Education, as follows:

- January 29–30, 2026 ✓
- February 26–27, 2026 ✓
- March 26–27, 2026 ✓

These class meetings are conducted in accordance with the Memorandum of Agreement for the Teaching Internship Program 2025, particularly Section 1.3.1, which provides that the First Party shall conduct at least three (3) supervisory meetings with the Practice Teachers during the internship period. The meetings are scheduled monthly and are coordinated with the cooperating teachers.

The purposes of these meetings are to facilitate regular monitoring and feedback, address interns' concerns, share field experiences, and reinforce internship requirements—particularly the conduct and progress of the Classroom-Based Action Research (CBAR). The meetings will also include updates on CBAR completion, preparedness for the e-portfolio, and the scheduling of demonstration teaching and monitoring activities.

In this regard, we respectfully request the support of your good office in **excusing the Teaching Interns from their respective cooperating schools on the dates mentioned above, to allow them to attend their scheduled class meetings** at the MMSU College of Teacher Education. We also kindly request that **no demonstration teaching activities be scheduled on these dates**.

We sincerely appreciate the continued partnership and support of the Schools Division of City of Batac in the professional preparation of our pre-service teachers.

Thank you very much, and we look forward to your kind consideration.

Respectfully yours,

**JHANESE D. ASUNCION**  
Focal Person, Field Study and Teaching  
Internship Program

Noted:

**RONALD CANDY S. LASATEN**  
Dean, College of Teacher Education

*Cultivating Minds, Transforming Futures*

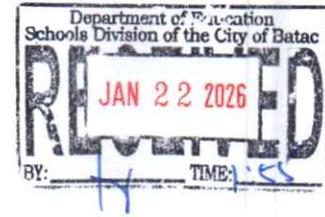




January 22, 2026



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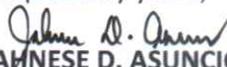
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