



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

December 23, 2024

**DIVISION MEMORANDUM**

No. 305 s. 2024

**COORDINATION MEETING OF TEACHER EDUCATION INSTITUTION (TEI) PARTNERS  
OF SDO SORSOGON**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Teacher Education Institution Administrator  
Education Program Supervisors  
Public Schools District Supervisors  
Public and Private Elementary and Secondary School Heads

1. In accordance with our ongoing commitment to ensure the effective coordination and implementation of the Pre-Service Teaching Program, this Office will conduct the coordination meeting of Teacher Education Institution (TEI) Partners of SDO Sorsogon on January 14, 2025, 9:00 AM at Bulwagan ng Karunungan, SDO Sorsogon, Sorsogon City.
2. This activity aims to:
  - a. to review the guidelines for the deployment of pre-service teachers;
  - b. to address challenges and concerns related to the deployment and supervision of pre-service teachers, and propose solutions for smoother implementation; and
  - c. to provide an open forum for suggestions and clarifications, fostering collaboration and the sharing of best practices.
3. Participants in this activity are the Administrators/Practice Teaching Coordinators of the Teacher Education Institution Partners of SDO Sorsogon, CID-Chief, Division Practice Teaching Coordinator and PSDSs and OIC-PSDSs.
4. Travel expenses relative to this shall be charged against local funds while the meals and materials for the activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
5. For information and guidance of all concerned.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent