



VISAYAS
STATE UNIVERSITY

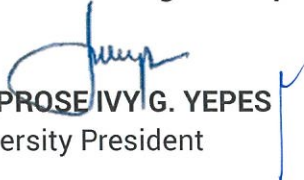
OFFICE OF THE
PRESIDENT



Memorandum No. 697
Series of 2024

TO: **Dr. Rotacio S. Gravoso, VPAA**
Dr. Bayron S. Barredo, CE Dean
Dr. Rosario P. Abela, DTE Head

RE: **BOR Resolution No. 56 Approving the Proposed Retention Policy of DTE and Practice Teaching and Deployment Policy**

FROM: 
DR. PROSE IVY G. YEPES
University President

DATE: **August 22, 2024**

The undersigned is respectfully forwarding to your office **BOR Resolution No. 67**, which approves the proposed retention policy of the Department of Teacher Education, as well as the Practice Teaching and Deployment Policy.

This resolution is provided for dissemination and appropriate action in accordance with university policies. Additionally, to ensure a smooth implementation of these policies, it is imperative that an orientation be conducted for all concerned stakeholders. This will help clarify the guidelines and expectations, and facilitate a more effective application of the policies.

This is for your information and usual support.

cc: University/Board Secretary

OFFICE OF THE PRESIDENT

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V05 06-06-2024
No. 24-697



114TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. 56
Series of 2024

**APPROVING THE PROPOSED RETENTION POLICY OF THE DTE AND PRACTICE TEACHING
AND DEPLOYMENT POLICY**

WHEREAS, the Leyte State University was created by virtue of Republic Act 9158 which converted the then Visayas State College of Agriculture (ViSCA) into a state university last 11 August 2001 which was later renamed Visayas State University (VSU) by virtue of R.A. 9437;

WHEREAS, Section 4 (i) of R.A. 8282 specifically empowers the Board of Regents of the University to "approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils";

WHEREAS, VSU is a CHED Center for Excellence (COE) in Agriculture and a National University in Region VIII, it is mandated to provide leadership in developing highly competitive human resource, relevant scientific knowledge, and innovative technologies to support the sustainable development of the Visayas Region in particular and the whole of the Philippines in general;


WHEREAS, the CHED Memorandum Order No. 52, s 2007, "Addendum to CMO 30, series of 2004 titled as Revised Policies and Standards for Undergraduate Teacher Education Curriculum"; under section 7, the admission and retention, which states that "*Teacher Education Institutions (TEIs) must have a system of selective admission into the programs of teacher education... However, students must meet certain minimum requirements to be set by the school before the student can proceed to the major/professional education courses*".

WHEREAS, the deployment policy will give an avenue to deploy well rounded, competent, equipped teacher interns to cooperating schools;

WHEREAS, the proposal was presented to the University Academic Council on February 2, 2024, and obtained favorable endorsement.


RESOLVED, AS IT IS HEREBY RESOLVED, that the Board of Regents of Visayas State University approve the proposed Retention Policy of the DTE and Practice Teaching and Deployment Policy, further details of which are reflected in the document hereto attached and made part hereof.

IN WITNESS of our approval thereof, we hereby affix our signatures this 7th day of June 2024 at VSU, Baybay City, Philippines.

BOR Action: APPROVAL

HAZEL V. ASALDO
BOR & University Secretary

VSU BOARD OF REGENTS


HON. ETHEL AGNES P. VALENZUELA
CHED Commissioner and Chairperson
VSU-Board of Regents


HON. PROSE IVY G. YEPES
VSU President, Vice Chairperson
VSU-Board of Regents

HON. ALLAN PETER S. CAYETANO
Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR
Represented by:


HON. MARK O. GO
Chair, Committee on Higher & Technical Education
House of Representatives
Member, VSU BOR
Represented by:

HON. BERNADETTE REMALLA-MAYBITUIN


HON. MARK MICHAEL O. UNLU-CAY


HON. MEYLENE C. ROSALES
Regional Director, National Economic and
Development Authority Regional Office VIII
Member, VSU BOR

HON. ANDREW RODOLFO T. ORAIS
Regional Executive Director, Department of
Agriculture-RO8
Member, VSU BOR



HON. ERNESTO F. BULAYOG
Faculty Regent - VSU System Faculty Union of
Baybay Leyte
Member, VSU BOR


HON. OSCAR B. POSAS
President, VSU Federated Alumni Association
Member, VSU BOR


HON. SHAINA MAE F. LACABA
Student Regent - VSU Student Council Federation
Member, VSU BOR

Private Sector Representatives:


HON. ALAIN CHARLES J. VELOSO
Member, VSU BOR
Villaba, Leyte


HON. RUPERTO O. APARRI, III
Member, VSU BOR
Tacloban City, Leyte



VISAYAS
STATE UNIVERSITY
TOLOSA



DEPARTMENT OF
TEACHER EDUCATION

5 February 2024

QUENSTEIN D. LAUZON
Chancellor
This Component College
Tanghas, Tolosa, Leyte

Thru: **SHEREEN A. MERRO**
Director for Academic Affairs


Dear **Chancellor Lauzon**:

In the name of public service and accountability.

Resubmitting herewith the revised proposal of the Department of Teacher Education entitled **"Teacher Education Retention and Practice Teaching Deployment Policy (TERPTDP),"** with all comments and suggestions taken into consideration in this revision, as endorsed by the University Academic Council for approval of the VSU Board of Regents in its meeting on February 2, 2024 at the VSU RDE Hall.

Thank you for taking time on this proposal.

Respectfully yours,


MARILOU B. PEÑEDA
Head
Department of Teacher Education



TEACHER EDUCATION RETENTION AND PRACTICE TEACHING DEPLOYMENT POLICY

Revision No.: 6

Date of Revision: February 3, 2024

I. Rationale

Based on RA 10931 or the Universal Access to Quality Tertiary Education, under Section 6, paragraph 2 which states, "students who fail to comply with the admission and retention policies of SUCs and LUCs are ineligible to the free tertiary education". This legal basis provides all SUCs and LUCs to implement admission and retention policies to ensure those who pass these requirements shall be eligible to avail this privilege are prepared high school and college students.

Further, CHED Memorandum Order No. 52, series of 2007, "Addendum to CMO 30, series of 2004 titled as Revised Policies and Standards for Undergraduate Teacher Education Curriculum" under section 7, the admission and retention, which states that "Teacher Education Institutions (TEIs) must have a system of selective admission into the programs of teacher education... However, students must meet certain minimum requirements to be set by the school before the student can proceed to the major/professional education courses".

Based on the findings of the Regional Quality Assurance Team (RQAT) inspection, VSU Tolosa handbook does not satisfy the minimum criteria set by all legal bases in operating a teacher education program. Further, the deployment policy, applicable to incoming teacher interns, will give an avenue for students to exhibit the best of their knowledge and abilities in preparation for their student teaching life. It is inspired by the department to deploy highly competent, equipped and morally upright teacher interns to cooperating schools which can provide quality education.

Hence, the Department of Teacher Education of VSU Tolosa proposes the Teacher Education Retention and Practice Teaching Deployment Policy (TERPTDP) which aims to strengthen its implementation gearing towards globally competitive teacher education graduates.

II. Retention Policy for New Freshmen and Continuing Students

1. All new freshmen and continuing students who passed the VSU College Admission Test (VSU-CAT) who are enrolled in the Teacher Education programs must satisfy the following academic requirements, after the first (1st) academic year of stay in the University:
 - 1.1. A grade of not below "3.0" in no more than 26-50% of the total number of academic units at the end of each semester (Chapter 51, Sec. 377a, VSU Code);
 - 1.2. No failing grade (5.0) in 50% or more of the total number of academic units within at the end of each semester (Chapter 51, Sec. 377b, VSU Code);
 - 1.3. A general weighted average (GWA) of "2.25" or better (including PE courses);
 - 1.4. Undergo an interview and take the Education Diagnostic Exam; the result will guide the department, through its academic adviser/s, in the design of student's career placement, and academic support/tutorial services, if deemed necessary.
 - 1.5. A qualifying examination shall be conducted by the department to any student who wishes to take the BSEd program. This test shall determine the readiness of the prospective students in taking the program majorships in terms of content

DEPARTMENT OF TEACHER EDUCATION

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BOR Action: APPROVAL
HAZELLE BASALDO
BOR & University Secretary

- 1 knowledge, and breadth of intelligence as required by relevant CHED and University
2 memoranda.
3
- 4 2. A student who fails to satisfy item **I1.1** shall be **WARNED** by the department head, thru the
5 academic adviser/s, to improve his/her academic performance in the succeeding
6 semesters.
7
- 8 3. A student who fails to satisfy item **I1.2** shall be placed on **PROBATION** for the next
9 semester, subject to the following conditions:
10
- 11 3.1. A grade of "3.0" or better in more than 50% of the academic units in the succeeding
12 semester;
13 3.2. Enroll in the succeeding semester with lesser academic load, as per
14 recommendation of the academic adviser and upon approval of the department
15 head, with I3.1 requirement satisfied (Chapter 51, Sec. 377b, VSU Code). Failure to
16 meet this condition will disqualify the student from continuing the program. The
17 concerned academic adviser will interview, assess, and advise the student to shift to
18 other degree program in which the student exhibits more interests or better chance
19 of success (i.e., based on grades in other General Education (GE) courses or
20 fundamental subjects and interview);
21 3.3. Write an on-the-spot essay (after an interview) on current and pressing education-
22 related issue administered by the academic adviser, who will then recommend for or
23 against the continuation of the student under the education program, rated using an
24 analytic rubric devised by the department for this matter.
25
- 26 4. A student who receives a computed GWA below "2.50" shall be subject to **PROBATION**
27 with conditions applicable to it as stated in I3.
28
- 29 5. A student who receives a grade of "INC" (incomplete) in a subject must comply within one
30 (1) academic year (2 semesters) **without being placed on PROBATION**. Failure to comply
31 within the prescribed period shall automatically mean a grade of "5.0" (Chapter 49, Sec.
32 360 and 361, VSU Code). Furthermore, grade requirements, stated on I1.1 to I1.3, must be
33 fulfilled; otherwise, he/she shall be **WARNED** or be placed on **PROBATION** subject to
34 conditions as stated on I2 and I3 with its sub-lists, respectively.
35
- 36 5.1. for subjects with no prerequisite/s, the 1-academic year moratorium (2 semesters)
37 shall be applied;
38 5.2. for subjects with prerequisite/s, all INCs shall be complied before
39 registration/enrollment to its succeeding course/s.
40
41

42 **III. Retention Policy for Shiftees, Returnees, and Transferees**

- 43 1. No student will be admitted as a bonafide education student without the following
44 documents:
45

46 **For Shiftees:**

- 47 • duly approved shifting form
- 48 • duly signed Plan of Coursework (old and new program)
- 49 • duly approved department clearance (of the old program)
- 50
- 51



For Returnees under Absence without Office Leave (AWOL) status:

- approved Letter of Intent for Readmission (LIR) for AWOL returnees (for certain cases/reasons)
- duly signed General Clearance
- approved Leave of Absence (LOA) (filed a semester prior to readmission)
- accomplished readmission form (to be filed 2 weeks before the start of the enrollment period)

For Returnees with approved LOA prior to leaving the University:

- duly signed General Clearance
- approved Leave of Absence (LOA) (filed a semester prior to readmission)
- accomplished readmission form (to be filed 2 weeks before the start of the enrollment period)

For Transferees:

- TOR with Certificate of Transfer Credentials;
- Advance Crediting Form (for courses taken in previous school for crediting).
 - Crediting of courses shall only be done once; upon entry to the University.

2. Once he/she is admitted to the teacher education program, he/she shall follow the academic requirements stated on I1 to I5.

IV. Practice Teaching Deployment Policy

A. Pre-deployment

1. A practice teaching applicant shall submit and attain the following academic requirements prior to deployment:
 - 1.1. duly signed practice teaching application form with all documentary requirements attached, as follows:
 - 1.1.1. duly notarized parent's/guardian's consent and waiver;
 - 1.1.2. medical certificate, issued by a licensed physician from any DOH-accredited medical facility, indicating that the teacher-intern applicant is physically fit to be deployed under the Practice Teaching Program.
 - 1.2. enrolled in PrEd 200 only (with all prerequisites taken);
 - 1.3. completed INCs
 - 1.3.1. for subjects with no prerequisite/s, the 1-academic year moratorium (2 semesters) shall be applied;
 - 1.3.2. for subjects with prerequisite/s, all INCs shall be complied before registration/enrollment to PrEd 200.
 - 1.4. as a form of *revalidation* procedures, the following conditions shall be met by the teacher-intern applicant:
 - 1.4.1. a grade of at least 2.25 ("Very Satisfactory") on the pre-deployment teaching demonstration in accordance to the approved performance instrument of the Department; and
 - 1.4.2. an overall remark of "recommended" on the panel interview.
2. All successful practice teaching applicants will be invited to attend the pinning ceremony, together with their parents/guardian, to officially signify their status as VSU Tolosa Practice Teachers (CHED Memo 104, s. 2017, para. 14.2.1.j).

B. Rules and Regulations for Deployment in Cooperating Schools

1. A full-fledged practice teacher shall uphold the good name of the university, exercise high standards of teaching, and always observe morally acceptable attitudes and behaviors.
2. Follow the rules and regulations of the Department of Education (DepEd), cooperating school, and its officials.
3. A practice teacher shall achieve the following requirements prior to his/her next assignment:
 - 3.1. a grade of at least 2.25 ("Very Satisfactory") during the evaluation;
 - 3.2. cleared of responsibilities as identified by his/her cooperating teacher;
 - 3.3. an overall remark of "recommended for new assignment" given by the panel of evaluators (DTE faculty members, 1 co-practice teacher, cooperating teacher, and head of school/duly recognized representative).

C. Conduct of Exit Conference

1. All practice teachers shall organize and conduct an exit conference for all their cooperating teachers at VSU Tolosa as a culminating activity of the practice teaching course (CHED Memo 104, s. 2017, para. 142.2.2.g; VSU-DepEd Memorandum of Agreement, Section 1.4, series 2018).
2. The main objective for the conduct of such activity is to provide an avenue for the cooperating schools and teachers to personally express their feedback and recommendations for the improvement of the Practice Teaching Program. Subsidiary to this, it will give appreciations and honor to participating teachers and schools who served as cooperating partners, and who extended their well-earned knowledge and experiences as public-school teachers.

V. Coverage

These policies shall apply to all students taking any teacher education program, including related teacher education programs approved for implementation henceforth.

VI. Effectivity

Upon approval by the VSU Board of Regents, it shall be effective starting in the 1st Semester, AY 2024-2025.

*** Nothing follows ***

