



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

**ORD-2023-** 475

**TO :** **DR. CARLEEN S. SEDILLA**  
Schools Division Superintendent  
Quezon City

**DR. MELITON P. ZURBANO**  
Schools Division Superintendent  
Navotas City

**JENILYN ROSE B. CORPUZ, CESO V**  
Schools Division Superintendent  
Caloocan City

**FROM :**   
**WILFREDO E. CABRAL, CESO III**  
Regional Director

**SUBJECT :** **OCULAR VISIT AND INSPECTION OF HOST SCHOOLS FOR  
THE 2023 KOREA-PHILIPPINES TEACHER EXCHANGE  
PROGRAMME**

**DATE :** June 7, 2023

1. Attached is Unnumbered Memorandum, dated June 2, 2023, from **Margarita Consolacion C. Ballesteros**, Director IV, Office of the Director, External Partnership Service, Department of Education, contents of which are self-explanatory for appropriate action.
2. Particular attention is invited to paragraph 1, 2, 3, and 4 of the said Memorandum for reference.
3. Immediate dissemination of this Memorandum is desired.



Misamis St., Bago Bantay, Quezon City

Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depedncr.com.ph>

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Republika ng Pilipinas  
**Department of Education**  
EXTERNAL PARTNERSHIPS SERVICE

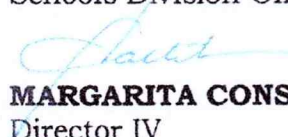
Office of the Director

**MEMORANDUM**

TO : **WILFREDO E. CABRAL**  
Regional Director, DepEd National Capital Region

ATTENTION : **MELITON P. ZURBANO**  
Schools Division Superintendent  
Schools Division Office of Navotas City

**CARLEEN S. SEDILLA**  
Schools Division Superintendent  
Schools Division Office of Quezon City

FROM :   
**MARGARITA CONSOLACION C. BALLESTEROS**  
Director IV

SUBJECT : **Ocular Visit and Inspection of Host Schools for the 2023  
Korea-Philippines Teacher Exchange Programme**

DATE : 02 June 2023



This is with reference to the 2023 Korea-Philippines Teacher Exchange (KPTEP) under the Asia-Pacific Teacher Exchange for Global Education (APTE).

In preparation for the eight (8) selected Korean teachers who will be deployed in the Philippines from August – November 2023, we would like to request for your assistance in the coordination with the prospective host schools which will undergo ocular visit and inspection for the purpose of selecting the final 4 (four) host schools. The following are the prospective host schools which will be visited on **8 June 2023** by the KPTEP Technical Working Group (TWG):

**(Morning Ocular Visit & Inspection)**

1. Batino Elementary School, Quezon City
2. San Rafael Technological and Vocational High School

**The host schools shall:**

- A. Ensure safety of exchange teachers during their stay;
- B. Arrange accommodation for exchange teachers;

- C. Provide classes to observe/assist/teach for approximately 15 hours per week;
- D. Provide feedback on exchange teachers' educational activities; and
- E. Strengthen the atmosphere of hospitality and tolerance to cultural difference.

**Distribution of host schools:**

<b>School Type</b>	<b>No. of Schools Required</b>	<b>No. of Korean Teachers to be deployed</b>
1. Elementary School	2	4
2. High School	2	4

In this light, we would like to request for the following KPTEP Technical Working Group (TWG) Members to join the ocular visit and inspect the said schools on **8 June 2023**:

<b>NAME</b>	<b>DESIGNATION</b>	<b>OFFICE</b>	<b>REGION</b>
Roger R. Morillos	Chief	Field Technical Assistant Division	National Capital Region
Danilo G. Osorio	Public Schools District Supervisor	SDO Caloocan City	National Capital Region

Should you have further queries or concerns on the matter, kindly contact Jaymee Grace D. Carreon of the International Cooperation Office (ICO) at (02) 6376463 or email [ico@deped.gov.ph](mailto:ico@deped.gov.ph).

Thank you very much.

Attachment:

*Role of Host School*

2023 Korea-Philippines Teacher Exchange Programme  
**Roles and Responsibilities of Host Schools**

**Role of host schools:**

- A. Ensure safety of exchange teachers during their stay
- B. Arrange accommodation for exchange teachers
- C. Provide classes to observe/assist/teach for approximately 15 hours per week
- D. Provide feedback on exchange teachers' educational activities
- E. Strengthen the atmosphere of hospitality and tolerance to cultural differences



Students learning how to write their names in Korean



Teaching how to count numbers in Korean



**I. Before School Placement**

**(1) Preparing accommodation for exchange teachers**

- **Payment** : Directly from APCEIU to host schools and host schools will make contract and payment to the owner of the residence

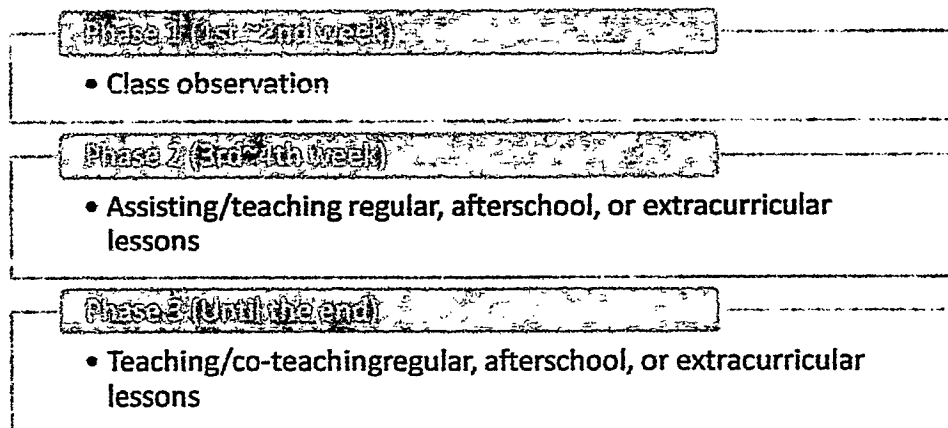
Possible Types of Accommodation	Things to consider	Things provided
Homestay Studio apartment Condominium School residence College dormitory, etc.	Safety Restroom with shower facility Distance from the school, groceries, public transportation Age and gender of teachers	Basic Furniture, Appliances, & Cooking items Internet Access

**(2) Briefing to teachers and students**

- Introduce the teacher exchange programme to other teachers and students at school, in order to prepare the school community and maximize the benefits from the programme.

### (3) Scheduling for exchange teachers

- Plan observing/assisting/teaching schedule of exchange teachers using 'Activity plan'.
- Submit 'Activity plan' to NEST within two weeks of placement. (Please refer to appendix 'how to use NEST')
- Suggested schedule for exchange teachers



- Hours of teaching: about 15 hours per week (3 hours a day).
- Types of classes: Various types of classes, including regular, afterschool, or inter-/extra-curricular classes, etc.
- Contents of teaching: school-curriculum related subjects, exchange teachers' language and culture, and/or experiential learning for creativity.

## II. Designating Mentor Teachers

- Mentor teachers are the ones who provide close assistance to help exchange teachers become familiar with the host school environment.
- Role of mentor teachers
  - Offer ongoing assistance to exchange teachers to settle in Korea
  - Provide feedback and evaluate exchange teachers' activities (via monthly reports and evaluation reports)
  - Attend required sessions, such as orientation and final presentation
  - Submit evaluation and monthly reports
- Suggested criteria of mentor teachers
  - Have good multicultural communication skills (e.g. teachers with English proficiency, experience in partner country's culture, and education for intercultural understanding)
  - Have the same subject of expertise as the exchange teacher's.

### **III. Attending orientation and consultation meetings for host schools after school placement**

#### **(1) Assisting Exchange Teachers to Adjust to New Environments**

1. Accompanying exchange teachers to the host school on Day One
  - a. Pick up exchange teachers at the designated site and time.
  - b. Arrange transportation to the accommodation.
  
2. Introducing to host schools and teachers
  - a. Introduce exchange teachers to faculties, staff and students.
  - b. Show exchange teachers around the school; classrooms, faculty rooms, school cafeteria, library, etc.
  
3. Providing guidance on accommodation and local facilities
  - a. Show the place where exchange teachers will stay.
  - b. Assist exchange teachers to get familiar with way of commuting (residence-school)
  - b. Help exchange teachers to become familiar with the local community.

\*Public transportation, medical center, bank, post office, grocery store, laundry options and internet availability etc.

#### **(2) Supporting School Activities**

1. Supporting school activities
  - a. Plan observation/assisting/teaching schedule foreign change teachers in consultation with exchange teachers.
  - b. Share and discuss appropriate methods to implement the lesson plan, including teaching methods, materials, and class activities to be used.
  
2. Encouraging out-of-school activities
  - a. Share information with exchange teachers about diverse educational workshops, conferences, presentations, and contests available inside or beyond the school premise