

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

March 17, 2025

**REGIONAL MEMORANDUM**

No. 272, s. 2025

**To:** Schools Division Superintendents  
Chiefs of Functional Divisions  
Division Partnership Focal Persons  
All Others Concerned

**PARTNERSHIPS WITH PHILIPPINE NORMAL UNIVERSITY AND ALALAY SA PAMILYA AT BAYAN (APB) FOUNDATION**

1. As part of the strong private-public stakeholders support for basic education in the National Capital Region, the DepEd NCR has forged partnership with Philippine Normal University and Alalay Sa Pamilya at Bayan (APB) Foundation that provides pre-service training program to teacher interns and promotes character formation and strengthening moral values of learners, teachers and parents.
2. The Philippine Normal University is a non-stock, non profit organization that provides pre-service education of teachers and deployment of the Practice Teachers (PTs) to selected Schools Divisions. The Alalay Sa Pamilya at Bayan (APB) Foundation is a non-stock, non-profit, non-governmental organization is committed to provide support through its Campaign for Character Education (CACHET) Program focuses on character formation, personal development and strengthening of moral values of learners, teachers and parents.
3. Attached are copies of the partnership agreements, for reference.
4. For information and guidance of all concerned.

**JOCELYN DR ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

Encl.:  
As stated

/essd/joan/



Address: 6 Misamis St., Bago Bantay, Quezon City  
Email address: ncr@deped.gov.ph  
Website: depednrcr.com.ph



**MEMORANDUM OF AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement was made and entered into on this \_\_\_\_ day of \_\_\_\_\_ 2024 at the City of \_\_\_\_\_, Metro Manila, Philippines, by and between:

**The DEPARTMENT OF EDUCATION-NATIONAL CAPITAL REGION**, a government agency created and existing under and by virtue of the laws of the Republic of the Philippines, with postal address at No. 6 Misamis Street, Bago Bantay, Quezon City, 1105 Metro Manila, represented by its Regional Director, **Jocelyn DR. Andaya**, hereinafter referred to as "**DepEd-NCR.**"

- and -

**ALALAY SA PAMILYA AT BAYAN (APB) FOUNDATION, INC.**, a non-stock, non-profit non-governmental organization created and existing under the laws of the Philippines, with office address at 104B Cedar Mansion Saint Josemaria Escriba Drive, Ortigas Center, Pasig City, represented herein by its Chairman and President, **ANNABELLE P. BROWN**, referred to as the **APB FOUNDATION, INC.**;

**WITNESSETH:**

**WHEREAS**, in February 2024, **DepEd-NCR** launched its top five (5) priorities, as follows: (1)Keep school age children in school, (2)Improve foundational skills of learners, (3)Capacitate School Heads and teachers, (4)Ensure learner-centered environment, and (5)Strengthen governance.

**WHEREAS**, DepEd-NCR believes that one way of fulfilling its mandate and functions in realizing its priorities and providing better delivery of basic education is to collaborate with other government and non-government organizations and other stakeholders for auxiliary resources;

**WHEREAS**, Republic Act No. 8525 (RA 8525), otherwise known as the "Adopt-a-School Act of 1998" was enacted to encourage private entities to assist in the delivery of better quality education to public schools in the country, particularly in the poverty-stricken provinces;

**WHEREAS**, **APB FOUNDATION, INC.** has expressed interest to work with **DepEd-NCR** through its Campaign for Character Education Tenacity (CACHET) Program focuses on character formation, personal development and strengthening of moral values;

**WHEREAS**, both parties are fully aware of the need for a close coordinative effort in order to realize the priorities of DepEd-NCR;



**NOW, THEREFORE,** for and in consideration of the foregoing premises and the terms and conditions herein set forth, the parties hereby agree as follows:

### **Article I Program Description and Scope**

The Campaign for Character Education Tenacity (CACHET) Program aims to provide pre-identified learners, their parents, and teachers of public schools in the National Capital Region character formation seminars, workshop forums, congresses, self-reflection opportunities, competitions, and other personal development-related programs and activities directly and personally addressing public school students, teachers, and parents for the promotion and strengthening of universal moral values and human virtues;

### **Article II Program Beneficiary**

The project beneficiaries are selected learners, their parents, and teachers in public schools in the National Capital Region with a total number of 10,000.

### **Article III Program Cost**

The total value of the project is PhP 7,000,000.00, underwritten by **APB FOUNDATION, INC.** and its corporate partners, with actual donation cost to be reflected on the Deed of Donation (DOD) and Deed of Acceptance (DOA).

### **Article IV Rights and Responsibilities**

#### **Section 1. DepEd shall:**

- i. Issue a Memorandum to all Concerned DepEd offices and field offices at various levels (Division and Schools) to support/enforcement of this agreement;
- ii. Designate a Focal Person to serve as Partnership Coordinator for this agreement, who will regularly coordinate and work with **APB FOUNDATION, INC.** and counterpart Focal Person at various levels (Division and Schools).
- iii. The Focal Person whose regular functions may cover the duties of such, shall not receive compensation in addition to his/her salary.
- iv. Allow the use of DepEd facilities as venue for the trainings and other capacity-building activities as well as provide logistical and technical support whenever necessary in the implementation of this program/project;



- v. Share relevant data, policies, guidelines, modules and toolkits, etc. to APB FOUNDATION, INC. that could help provide inputs to enhancing education
- vi. Facilitate the timely provision to designated **APB FOUNDATION, INC.** point person/s of requested reports and statistics from DepEd' s Division and District offices, for use in informed education programming, targeting, analysis and evaluation, subject to limitations set by DepEd.
- vii. Monitor and evaluate, together with APB FOUNDATION, INC. and community-based organization partners, the effect/impact of APB FOUNDATION, INC. programs;

**Section 2. APB FOUNDATION, INC. shall:**

- i. Designate a focal person to coordinate with DepEd-NCR on the contextualization and execution of the program, as envisioned;
- ii. Provide DepEd NCR and Division offices with regular reports, updates, as well as requested data and information that could help provide inputs to enhancing education programming in the partnership;
- iii. Provide needed materials and other resources for proper program implementation;
- iv. Provide Resource Persons/Subject Matter Experts who will deliver the learning objectives of the program modules;
- v. Furnish regular reports and updates to DepEd-NCR on the programs and activities under this agreement.

**Article V : Terms and Termination**

This Memorandum of Agreement shall take effect upon its signing and shall remain in full force and effect during the entire project duration which will be valid for two (2) years. The **DEPED-NCR and APB FOUNDATION, INC.** shall submit their intention for renewal of this agreement through formal notice within thirty (30) days before the expiration of this Agreement.

**Article VI : Other Provisions**

1. **AMENDMENTS.** Any changes, amendments or modifications shall be made effective only upon mutual consultation and agreement, done in writing, and signed by both Parties;
2. **LEGAL CLAUSE.** Neither Party shall be held liable in any way for failure to observe or perform any provision of this Agreement if such



failure shall be caused by any law, rule or regulation of any constituted public authority, or of any cause beyond the control of the Party-in-default;

3. **DISPUTE RESOLUTION.** All disputes, issues or controversy arising from or related to this Agreement shall first be mutually resolved in good faith. Unresolved issues shall be administratively settled or adjudicated in accordance with the Arbitration Law of the Philippines;
4. **CONFIDENTIALITY OF INFORMATION.** It is understood by **DEPED-NCR**, that all information on technology, operational and technical matters that **APB FOUNDATION, INC.** may provide shall be used for the sole purpose of the implementation of the project. All of these matters are classified as confidential and proprietary in nature and thereby the DepEd/School shall undertake to prevent the transfer of such information to any party outside of **APB FOUNDATION, INC.**;

## Article VII Miscellaneous

### Section 1. Intellectual Property

All Parties shall comply with Republic Act No. 8293, otherwise known as the Intellectual Property Code of the Philippines

### Section 2. Data Privacy

All data of information belonging to or provided by DepEd should be protected and shall not be used without the express written consent of DepEd during the term and even after the termination of the Agreement, thus the data and information should be in compliance with the confidentiality and privacy requirement enshrined under Section 4 of Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012".

**IN WITNESS WHEREOF**, the parties have signed this Memorandum of Agreement as of the date first above written at.

**DEPARTMENT OF EDUCATION-NCR**

**JOCELYN DR ANDAYA**  
Director IV

**ALALAY SA PAMILYA AT BAYAN**

**ANNABELLE P. BROWN**  
Chairman and President

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES)**  
City of \_\_\_\_\_)S. S.

**BEFORE ME**, a Notary Public, for and in the City of \_\_\_\_\_, this  
7 2 DEC 2024 day of \_\_\_\_\_, 20\_\_\_\_, personally appeared:

	ID No.	Issued on/Issued at
<b>JOCELYN DR. ANDAYA</b>	_____	_____
<b>ANNABELLE P. BROWN</b>	Phil. Passport# P9373930B	03/27/2022 / DFA NCR Central


Known to me and to me known to be the same persons who executed the foregoing instrument and who acknowledged to me that the same is their free and voluntary act and deed, and that of the institutions respectively represented.

The foregoing instrument refers to a Memorandum of Agreement (MOA) consisting of \_\_\_\_\_ pages, including the page in which this Acknowledgment is written, signed by the parties, including their instrumental witnesses on each and every page thereof and sealed with my notarial seal.

**WITNESS MY HAND AND SEAL**, on the date and place above written.

**NOTARY PUBLIC**

Doc. No. 72;  
Page No. 14;  
Book No. 02;  
Series of 2024

  
**ATTY. JOYLYN P. DULNUAN**  
 Notary Public  
 Until December 31, 2025  
 IBP Lifetime No. 05822  
 Roll No. 52586  
 PTR No. 5409984 / 1/15/24QC



## MEMORANDUM OF AGREEMENT

This *Memorandum of Agreement* executed, by and between:

The **DEPARTMENT OF EDUCATION - NATIONAL CAPITAL REGION**, a government agency created and existing under and by virtue of the laws of the Republic of the Philippines, with postal address at No. 6 Misamis St., Bago Bantay, Quezon City, Metro Manila, Philippines represented by its Regional Director, **JOCELYN DR ANDAYA**, herein referred to as "**DepEd NCR**";

-and-

The **PHILIPPINE NORMAL UNIVERSITY** a non-stock, non-profit organization duly organized under the laws of the Republic of the Philippines with principal office at Taft Ave. corner Ayala Blvd., Ermita, Manila represented by its President, **Bert J. Tuga**, hereinafter referred to as "**PNU**";

Collectively they are referred to as "**PARTIES**".

### WITNESSETH THAT:

**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;

**WHEREAS**, both parties believe that a major key to reaching that goal is a quality preservice training program that will provide teacher interns opportunities to:

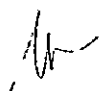
1. develop the competencies set for Beginning Teachers in the Philippine Professional Standards for Teachers (PPST);
2. apply their theoretical knowledge and pedagogical skills in actual teaching learning situations;
3. gain comprehensive and realistic perspective of the teaching-learning situation and 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.

**NOW, THEREFORE**, for and in consideration of the foregoing premises and the terms and conditions herein set forth, the **PARTIES** agree as follows:

1. The **Philippine Normal University** will

- 1.1. coordinate with the Schools Division Superintendent and the identified School Heads on the deployment of the Practice Teachers (PTs).
  - 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 subject area should not exceed twenty-five (25) per term;
- 1.2. ensure that the PTs are proven physically, mentally, and emotionally fit before deployment;
- 1.3. ensure that the PT is enrolled in accident insurance;
- 1.4. 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;
  - 1.4.1. monitor the health status of the PTs regularly
  - 1.4.2. communicate to the principal if the activities and tasks that the cooperating teacher implements do not conform with health protocol agreements and not related to the practice teaching program.
- 1.5. conduct at least three (3) meetings face to face with the PTs for observation during their experiential learning program in the designated cooperating schools;
- 1.6. conduct face to face or virtual meetings with the CTs on the performance of PTs, arising problems and for the improvement of the program;
- 1.7. provide cooperating schools with feedback on the Cooperating Teachers' performance, vital issues and concerns and;
- 1.8. provide incentive reward system for the following:
  - 1.8.1 Honorarium for the Cooperating Principal and Cooperating Teacher
    - 1.8.1.1. That the Cooperating Principal shall receive an honorarium in the amount of Php 1,000.00 in a term for accommodating Practice Teachers assigned to his/her school; the amount will be delivered directly or deposited to the bank account of the Principal concerned;
    - 1.8.1.2. That the Cooperating Teacher (CT) will be given financial remuneration in the amount of Php 300.00 computed on the basis of the number of Practice Teachers (PTs) handled in a term; the amount will be delivered directly to the Cooperating Teacher or deposited to his/her bank.

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1.9 Certificate of Appreciation

1.9.1. The Cooperating Principal, 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;

1.10. Other Incentives

1.10.1.1. That a 50% discount on tuition fee be extended to a Cooperating Teacher (CT) who will enroll in the graduate programs or undergraduate specializations offered at PNU( for every term he/she has handled teacher intern) upon presentation of his/ her certificate of appreciation received within two years;

1.10.1.2. That the Cooperating Teacher (CT) shall be entitled to 10% discount on seminars/conferences conducted by PNU upon presentation of certificate of appreciation, but not to exceed three conferences in a year;

1.10.1.3. That upon request and availability of resources, PNU shall extend assistance to the partner school's professional development program such assistance in the form of but not limited to providing resource speakers for seminars/webinars during In Service Teacher training programs.

2. The DepEd-NCR 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 Interagency 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 PNU;

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 PNU with feedback on the College Supervisors' performance.
- 2.4 allow the PNU 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

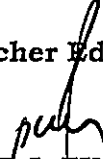
Both parties shall exert their best effort to reconcile any differences that may arise during the course of the deployment of pre-service teachers for Field Study and Teaching Internship. In the event the concerns and disagreements escalate, the Dean of the TEI and the Regional Director or the Schools 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 for three (3) years.


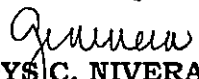



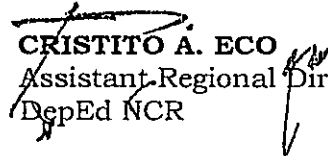
**IN WITNESS WHEREOF**, parties of the agreement hereunto affixed their signatures this 7th day of February, 2025 at the City of \_\_\_\_\_, Philippines.

**Teacher Education Institution**  
  
**BERT J. TUGA, Ph.D.**  
Office of the University President  
Philippine Normal University

**National Capital Region**  
  
**JOCELYN DR ANDAYA**  
Regional Director, DepEd NCR

**SIGNED IN THE PRESENCE OF:**

  
**MARILYN U. BALAGTAS, Ph.D.**  
Vice President for Academics  
  
**GLADYS C. NIVERA, Ph.D**  
Dean, College of Teacher Development  
  
**RAFAEL V. PANGANIBAN, Ph.D.**  
Associate Dean

  
**CRISTITO A. ECO**  
Assistant Regional Director  
DepEd NCR

ACKNOWLEDGMENT

Republic of the Philippines )  
City of MANILA )

Before me personally appeared the following persons with their valid identification cards,

Name	Valid ID	Date/Place Issued
BERT TUGA	P04126180	Feb. 18, 2019 / Manila
JOCELYN DR. ANDAYA		

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 10 day MAR 2025 at MANILA Philippines.

Doc. No. 80  
Page No. 19  
Book No. 1  
Series of 2025

*Cecilia*  
**ATTY. PETCHIE ROSE G. ESPERA**  
 Notary Public  
 For the City of Manila  
 Notarial Commission No. 2024-3661 (Expiry 30, 2025)  
 Valid Until December 31, 2025  
 Roll of Attorneys No. 76505  
 IBP No. 5025661 January 9, 2025  
 PTR No. NLA 20152761 January 2, 2025  
**NOTARY PUBLIC**  
 Rm 206 CCI Bldg. - Alameda St., Ermita, Manila

*ck*

*M*