February 15, 2022

**MS. ALPHA A. JAVA**

Principal IV

Iloilo City National High School

M.H. Del Pilar St., Molo, Iloilo City

**Thru: MR. IAN T. TACSAGON**

MT I, ICNHS-SHS Coordinator

Madame:

Greetings from the PUP - Taguig Branch!

Today's crisis significantly impacted all sectors of society including higher education institutions. COVID-19 reshaped the way higher education is delivered to meet the different needs of students. Universities have rapidly shifted their plans and priorities remaining steadfast in their commitment to deliver quality and accessible education

The PUP - Taguig Branch adheres to this commitment as it offers its Practice Teaching course for the second semester of academic year 2021 - 2022. As we had shifted to virtual learning environments, the students’ on-the-job training program limits our resources to efficiently carry out the course’ learning outcomes.

It is in this premise that we seek assistance from your good office by accommodating our **BSED-ENLISH** fourth year student/s for their Teaching Internship. The curriculum requires them to complete at least 360 hours to experience the life actual learning environment in the subject of 21st Century Literature from the Philippines and the Word during this academic period. However, with health protocols and restrictions, may we further request that the learning initiatives be conducted digitally considering online tasks and assignments. We are attaching the learning goals and outcomes of the subject for your reference.

We understand that this is also a challenging time for your company and that you may still be adjusting to the recent stricter quarantine guidelines. The collaboration, though, among the industry, the learning institutions, and the government should be stronger at this time to enable sustainability in the work environment. Our students might be potential sources of innovative ideas given the opportunity, resources, and considerable supervision.

Thank you very much as we anticipate for your favorable attention on this regard. Together, let us help one another as we move forward despite the challenges that beset us. May this be the beginning of a fruitful relationship between our university and your school.

Very truly yours,

**PROF. GINA A. DELA CRUZ**

*Subject Coordinator*

Noted by:

**DR. CECILIA R. ALAGON**

*Head of Academic Programs*

**DR. MARISSA B. FERRER**

*Branch, Director*

**INSTITUTIONAL LEARNING OUTCOMES**

* Creative and Critical Thinking Effective Communication
* Strong Service Orientation
* Passion to Life Long Learning
* Sense of Nationalism and Global Responsiveness
* Community Engagement Adeptness in the Responsible Use of Technology
* High Level of Leadership and Organizational Skills
* Sense of Personal and Professional Ethics

**PROGRAM OUTCOMES**

* Articulate the rootedness of education in philosophical, socio-cultural, historical, psychological and political contexts.
* Demonstrate mastery of subject matter / discipline.
* Facilitate learning using a wide range of teaching methodologies and delivery modes appropriate to specific learners and their environments.
* Develop innovative curricula, instructional plans, teaching approaches, and resources for diverse types of learners.
* Apply skills in the development and utilization of ICT to promote quality, relevant, and sustainable educational practices, and
* Demonstrate a variety of thinking skills in planning, monitoring, assessing, and reporting learning processes and outcomes, and
* Practice professional and ethical standards sensitive to local, national and global realities,
* Pursue lifelong learning for personal and professional growth through varied experiential and field-based opportunities.

**COURSE OUTCOMES**

* Demonstrates deep and principled understanding of the learning processes and the role of the teacher in facilitating these processes in their student;
* Manifests a meaningful and comprehensive knowledge of the subject matter they will teach;
* Applies a wide range of teaching process skills (including curriculum development, lesson planning, use of appropriate technology, materials development, educational assessment, and teaching approaches);
* Applies direct experience in the field/classroom (e.g., classroom observations, teaching assistance, practice teaching);
* Practices the professional and ethical requirements of the teaching profession;
* Facilitates learning of diverse types of learners, in diverse types of learning environments, using a wide range of teaching knowledge and skills;
* Continues to learn in order to teach to learn to better fulfil their mission as teachers.

**Teaching Internship Learning Tasks:**

1. Attending Face to face or Virtual Orientation
2. Doing Observation of Classes, Pre-Observation and Post-Observation Conferences
3. Managing Classroom Structure and Routines
4. Creating Instructional Materials
5. Designing Differentiated Class Activities
6. Assisting and Participating in School Programs and Activities
7. Using Assessment Practices
8. Conducting Demonstration Lesson(s)
9. Assisting the Cooperating Teacher in Accomplishing School Forms
10. Building Networking and Linkages
11. Writing a Classroom-Based Action Research (CBAR)
12. Designing a Teaching Internship Portfolio
13. Accomplishing Exit and Evaluation Forms