




Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
SGOD- 2025- 024

January 22, 2025

TO: : Concepcion I. Gallentes  
Maria Rachel Omasas  
Proserpina A. Doroy  
Corazon H. Samuya  
Jenelou John Israel

FROM : **WILFREDA D. BONGALOS PhD CES**  
Schools Division Superintendent   
Office of the Schools Division Superintendent

SUBJECT : DIVISION MONITORING ON INTERNSHIP PROGRAM

DATE : January 22, 2025

1. This is to inform you of an upcoming Focus Group Discussion (FGD) on **January 28, 2025 and January 30, 2025** to be held in your respective schools with your interns and teacher. The purpose of this FGD is to gather valuable feedback and insights on the current internship and teaching experience as well as to identify areas for improvement and development.
2. Participants in this FGD are reflected on the matrix attached, please find the number of interns participants in your respective school kindly prepare your interns and choose one teacher about the FGD and encourage their participation. A Focal from BISU will be joining together with our EPSvr-SGOD our Division In-Charge for this program. Ensure that the time schedule in the matrix is well communicated to the identified participants.
3. Your support and cooperation in making this group discussion a Success is greatly appreciated.

**MATRIX OF MONITORING THROUGH FOCUS GROUP DISCUSSION (FGD):**

Date	School & Time Schedule	Participants					
		Student Interns	TEI Focal	SDO Focal	Teacher Rep.	Principal	Total Participants
		January 28, 2025 Afternoon	1.Tagbilaran City Central Elementary School (1:00PM-2:30PM)	3	1	1	0
	2.Cogon Elementary School (2:40PM- 4:40PM)	3	1	1	0	1	6
January 30, 2025 AM &PM	3.DCPNHS – JHS (8:00AM- 10:00 AM)	7	1	1	1	1	11
	4.Manga NHS (1:00PM- 2:00PM)	7	1	1	1	1	11
	5.Manga ES (2:30PM- 4:30PM)	3	1	1	0	1	6
<b>TOTAL</b>		<b>23</b>	<b>5</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>40</b>