



Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

1 1 4 2 5 0 2 3

January 14, 2025

DIVISION MEMORANDUM

No. 13, s. 2025

**DEPLOYMENT OF PRE-SERVICE TEACHERS (PSTs)
UNDER INTERNSHIP PROGRAM THIS AY 2024-2025**

To: Asst. Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
All Concerned Public Elementary & Secondary School Heads

1. In consonance with **DepEd Order No. 42, S. 2017** re: *National Adoption and Implementation of the Philippine Professional Standards for Teachers (PPST)*, this Office informs the school heads of identified schools on the deployment of Pre-Service teachers (PSTs) this AY 2024-2025.
2. Teaching internships are considered a critical component of teacher preparation to attain the provision of Quality Teacher Education under the PPST. Pre-Service Teachers (PSTs) are expected to undergo supervised teaching in real classroom settings to provide them with opportunities to apply the knowledge and skills they have acquired in teacher education programs.
3. Ligao Community College and Bicol University College of Industrial Technology, two of the recognized Teacher Education Institutions (TEIs) in the province of Albay, shall start the deployment of PSTs on January 14, 2025 and January 27, 2025, respectively. (See Encl. 1, & 2).
4. To assure a quality Mentoring and Coaching Program, this Office reminds the concerned school heads to consider the qualifications of teaching personnel who will be selected as Cooperating Teachers (CTs) as reiterated during the orientation conducted in the previous years.
5. For the information, guidance, and compliance of all concerned.


NYMPHA D. GUEMO
Schools Division Superintendent



Binatagan, Ligao City



(052) 201-2672



ligao.city@depd.gov.ph



**CITY GOVERNMENT OF LIGAO
LIGAO COMMUNITY COLLEGE**

Tomolin, Ligao City, 4504
Email Address: ligaocommunitycollege@gmail.com
Tel Nos: 0926 - 772 - 1211 / (032) 436-4124



January 06, 2025

NYMPHA D. GUEMO
Schools Division Superintendent
Division of Ligao City
Ligao City



Madam:

Greetings!

Relative to the deployment of Pre-Service Teachers of Ligao Community College in pursuing their teaching learning experiences which they will continue this 2nd Term AY 2024-2025 in their subject Prof Ed 11, **Teaching Internship**, may we seek the approval of your good office to accommodate the **270 Pre-service teachers** to identified elementary and secondary schools in your division for 9 weeks from **January 13, 2025 to March 14, 2025**. Below is the breakdown of the number of Pre-service Teachers according to their majors/specialization.

Bachelor of Secondary Education (BSED) Major in:

English	-	38
Filipino	-	37
Mathematics-	-	26
Social Studies	-	26
Values Education	-	33
Total No. of BSED		160
Bachelor of Elementary Education (BEED)		81
Bachelor of Early Childhood Education (BECED,,,		29
Over all Total		270

Enclosed is the list of students assigned in each cooperating school. The schools were chosen according to their residences.

With our goal to produce quality education graduates and for them to gain comprehensive and realistic perspective of the teaching-learning experience, we have conducted school-based orientation to our student teachers on the policies and guidelines prescribed under CHED and DepEd order which we have enclosed herein for information and guidance of all concerned.

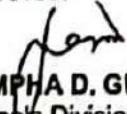
Hoping for your utmost consideration and approval of this matter.

Thank you very much!

Very truly yours,


JOVERT M. OFRACIO, Ed.D.
College President

Approved:


NYMPHA D. GUEMO
Schools Division Superintendent

**POLICIES AND GUIDELINES ON THE DEPLOYMENT OF PRE-SERVICE TEACHERS (PSTs)
UNDER EXPERIENTIAL LEARNING, TEACHING INTERNSHIP/PRACTICE TEACHING**

A. COOPERATING SCHOOL

1. The Principal shall accept the PSTs and ensure to orient them on the following:
 - a. policies, regulations and environment of the school;
 - b. assignment of classes and other responsibilities;
2. Assign qualified cooperating teachers in coordination with the department Head or Practice Teaching Coordinator of the school;
3. Assign PSTs in the Junior High School only. No PST shall be assigned in the Senior High School;
4. Ensure that the PSTs will be coached or mentored by their cooperating teacher who should be with them in the classroom during the delivery of their lesson to ensure the correctness of the topics they are discussing and their classroom management during the teaching-learning process.
5. PSTs should not be allowed to substitute teachers who are absent or on leave.
6. Coordinate with the College President or Academic Dean of the college in case of issues or concerns that need to be resolved through the use of the GC.

B. RESOURCE TEACHERS / COOPERATING TEACHERS / MENTORS

The Resource Teacher / Cooperating Teacher / Mentor shall:

1. Observe mentor-mentee relationship;
2. Assist the student teachers in honing their skills through:
Regular class observation and post conference on the following:
 - a. Delivery of the lesson
 - b. Lesson planning
 - c. Use of varied strategies/approaches/technique
 - d. Classroom management
 - e. Assessment of learning outcomes
 - f. Questioning techniques
 - g. Preparation of instructional materials
 - h. Preparation of examination/various assessment modes
 - i. Accomplishment of different forms and related work
3. Observe, coach/mentor and evaluate the performance of the student teacher;
4. Keep a record of observations and post conferences made with the student teacher;
5. Model effective teaching and management techniques;
6. Provide the student teacher the opportunity to teach independently and collaboratively with the CT as observer
7. Allow the student teacher to participate in co-curricular and school/community activities;
8. Complete a set of summative evaluation reports for each student teacher
9. Recommend a PASS or FAIL standing for the student teacher for the practicum.
10. Give PST a minimum of 3 loads or a maximum of 4 loads with one preparation only
11. Each cooperating teacher shall accommodate only one or two student teachers to be coached/mentored

C. PRE-SERVICE TEACHERS / INTERNS / STUDENT TEACHERS

1. Participate actively in school-related activities, however, priority should be given to academic related activities;
2. Follow the school rules and regulations of the cooperating school;
3. Notify the cooperating teacher prior to absence/s;
4. Consider/be open to constructive criticisms;
5. Respect the dignity and rights of children;
6. Report to school prepared at all times;
7. Secure clearance from the cooperating school;
8. Conduct/Implement the action research and finalize the report;
9. Accomplish the internship portfolio
10. Write reflection everyday of the teaching-learning experiences



- a. Code of Ethics
 - b. Proper dress code
 - c. Punctuality in all activities of the internship
12. Complete the 360 hour requirement of internship

Prepared by:

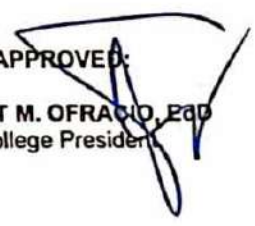

ALICIA O. RETONA, EdD
Academic Dean

Recommending Approval:


CARMELITA A. SINSON, EdD
Vice President for

Academic Affairs

APPROVED:


JOVERT M. OFRACIO, EdD
College President



**CITY GOVERNMENT OF LIGAO
GAO COMMUNITY COLLEGE**

Tomolin, Ligao City, 4504
Email - Address: ligaocommunitycollege@gmail.com
Tel Nos.: 0926 - 772 - 1213 - (052) 431-4124



**PROPOSED SCHOOL ASSIGNMENTS OF LICOMCO SECONDARY
PRE-SERVICE TEACHERS ON TEACHING INTERNSHIP (PROF. ED 11)
2nd TERM AY 2024-2025**

SCHOOL	MAJOR				
	ENGLISH	FILIPINO	MATH	SOCIAL STUDIES	VALUES EDUCATION
LIGAO NATIONAL HIGH SCHOOL (67) DR. JESSICA U SAYSON	1. Belchez, Stephanie O.	1. Macayan, John Denlex	1. Olitin, Mark B.	1. Carillo, Danille A.	1. Lim, Deochell
	2. Brillante, Johanna S.	2. Mortel, Marven P.	2. Rabina, Jay R.	2. Lopera, Mark Anthony M.	2. Sabio, Karl Lyndon S.
	3. Buencosaires, Jerel P.	3. Capsa, Allyssa Marie	3. Abo, Jhen Michelle R.	3. Albuera, Pauline Joy B.	3. Vitero, Joseph A. Jr.
	4. Carillo, Danilla A.	4. Garcia, Sarah Jane M.	4. Baceller, Jemarylyn A.	4. Clarifo, Rue Krishna B.	4. Basabe, Kristine V.
	5. De Los Santos, Elaiza Joy C.	5. Linchoco, Ana Marie A.	5. Doloeras, Jhonaly N.	5. Delos Santos, Kimberly E.	5. Cedilla, Rosielyn G.
	6. Guanzon, Jessa Mae R.	6. Montino, Ma. Jaylane N.	6. Katigbak, Samantha Nicole E.	6. De Luna, Casandra B.	6. Cervantes, Danefey V.
	7. Gueco, Khia Ronalyn N.	7. Olaguer, Jamaica Rose M.	7. Marcaida, May S.	7. Lesniana, Rose Ann B.	7. Luzon, Janet P.
	8. Jonson, Messhael M.	8. Pelicia, Berenisse P.	8. Montorio, Jessa B.	8. Paular, Amie Chris P.	8. Malmisa, Daisy A.
	9. Juarez, Jessa Q.	9. Peñaflo, Rosemarie A.	9. Nacion, Babylyn C.	9. Refe, Christy Jane B.	9. Oli, Ma. Cyril P.
	10. Manqampo, Angel Mae P.	10. Ranay, Patricia Shane	10. Peralta, Clarissa Mari B.	10. Tigawon, Ma. Cecilia O.	10. Ombao, Khyella Marie N.
	11. Moratalla, Marichu M.	11. Soria, Maria Alyssa D.	11. Reamucio, Jhonabhel R.		11. Pantoja, Shiela Mae P.
	12. Nieves, Kyla Mae S.				12. Payoyo, Angeline Y.
	13. Ocfemia, Princess Joy P.				13. Peñaflo, Jonna Mae B.
	14. Panesa, Shyra Joy M.				14. Pesante, Teresita Chet R.
	15. Quibot, Danica R.				15. Portugal, Lara Jane B.
	16. Valiente, Hannah Joy C.				16. Raborar, Clarisse R.
	17. Villacampa, Mechaila E.				17. Ramirez, Lea P.
	18. Zape, Ana Marie A.				
BICOL REGIONAL SCIENCE HIGH SCHOOL (8) MR. RENE PRENA	1. Abainza, Khaila P.	1. Abetria, Aliyah F.			
	2. Alsua, Jeanne Marie N.	2. Ecal, Roselyn P.			
	3. Arceno, Alliah Cassandra B.	3. Orca, Angelica			
	4. Avila, Joza Mae L.	4. Tamang, Shane F.			

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CITY GOVERNMENT OF LIGAO GAO COMMUNITY COLLEGE

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DEOGRACIAS P. PRINCESA MEMORIAL HIGH SCHOOL (44 MRS. IRIS R. PAZ)	1. Racines, Jobal O.	1. Nabos, Noel V.	1. Abo, Marvic P.	1. Malate, Steve L.	1. De Velles, Romel Jr. P.
	2. Badong, Shaimae M.	2. Oro, Carlo Niño T.	2. Arcos, John Mark N.	2. Quiane, Eugene M.	2. Malinao, Cris Francis S.
	3. Flor, Jennifer P.	3. Perciana, Jomel A.	3. Pesino, John Paulo P.	3. Balonzo, Shenna Mae A.	3. Payanay, Nikki P.
	4. Flor, Raquel R.	4. Astronomo, Jessel Mae B.	4. Morales, Angelyn A.	4. Bantoy, Ma. Lourdes O.	4. Diaño, Jocel O.
	5. Peñañel, Aljean B.	5. Cañaveral, Maezy D.	5. Novelo, Michelle L.	5. Buenaobra, Ana Marie V.	5. Palcon, Jeziel P.
	6. Quides, Regine P.	6. Diaño, Melody P.	6. Peñaño, Jennifer P.	6. Ormillo, Crishelle Jade O.	6. Pejoro, Stephanie B.
	7. Santillan, Liezel L.	7. Ellosca, Mary Rose B.	7. Penino, Kimberly C.	7. Timog, Krishna C.	7. Perciana, Stephany S.
		8. Lagrimas, Myla L.	8. Rafuson, Mary Chris		8. Priel, Teeha Diana P.
		9. Neric, Lyca R.	9. Talavera, Princess Jhean P.		9. Salom, Clarisse T.
		10. Oplida, Ashley Antoinette T.			10. Tapado, Eloiza B.
		11. Racadag, Mayet			
LIGAO CITY NATIONAL TECHNICAL VOCATIONAL HIGH SCHOOL (14) DR. MARJORIE R. PLAZO	1. Aserado, Abigail M.	1. Basco, Jorry A.	1. Macararanga, Joshua T.	1. Buenaobra, Lea R.	
	2. Candelario, Carilyn B.	2. Morato, Jaymar S.	2. Brillante, Ma. Ivy L.	2. Consorte, Ruby B.	
	3. Olidana, Emeryn Ayla N.	3. Dela Torre, Carol B.		3. Copas, Sheila Mae B.	
	4. Orlain, Mary Jaine C.	4. Salomon, Kris Jane P.		4. Narvato, Ella Marie B.	
AMTIC HIGH SCHOOL (6) - MRS. CELESTE R. GARCIA	1. Olaso, Eden S.	1. Caponga, Jerwin A.	1. Sarcilla, Jeffrey B.		1. Villanueva, Larissa Q.
		2. Buenaobra, Crisantha B.	2. Quilingan, Kimberly C.		
BARAYONG HIGH SCHOOL (12) MRS. DIANA L. DESUYO	1. Nazaria, Shiela Mae B.	1. Abejoro, Jecel Q.	1. Mabanta, Angelo R.	1. Ariza, Gio V.	1. Cortezano, Hazel Joyce B.
				2. Quilingan, Lorenz B.	2. Nuñez, Kimberly O.
				3. Canillo, Elizarey P.	3. Ojano, Jessa
				4. Marcaida, Patricia T.	4. Pedrajeta, Charlyn C.
				5. Roperez, Lory Jane E.	

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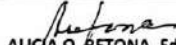
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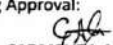


PAULBA HIGH SCHOOL (2) MR. LEO IRWIN LINDIO	1. Floriano, Jenny R.				
	2. Pernia, Jacquelyn S.				
BACONG HIGH SCHOOL (6) MRS. MARYLOU V. ARGAMOSA	1. Repolona, Rona Mae C.	1. Abocado, Jessica R.			1. Ringad, Rica Jean P.
		2. David, Abigail B.			
		3. Ormillo, Jonalyn P.			
		4. Retumban, Micaela Nicole B.			
PALAPAS HIGH SCHOOL (1) MRS. CYNTHIA LLACER			1. Bidar, Cris A.		

Prepared by:


ALICIA O. RETONA, EdD
Academic Dean

Recommending Approval:


CARMELITA A. SINSON, EdD
Vice President for Academic Affairs

Approved:


JOVERT M. OFRACIO, EdD
College President

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**PROPOSED SCHOOL ASSIGNMENTS OF LICOMCO BEED AND BECED
PRE-SERVICE TEACHERS ON TEACHING INTERNSHIP (Prof Ed 11)
2nd TERM, ACADEMIC YEAR 2024-2025**

School: LIGAO EAST CENTRAL SCHOOL (LECS) Principal: ERIC L. GANGAWAN	School: LIGAO WEST CENTRAL ES (B) (LWCES(B)) Principal: ALAN G. ALCONERA	School: LIGAO WEST CENTRAL ES (POBLACION) LWCES (P) Principal: ANGELYN T. TALAVERA	School: PANDAN ELEM. SCHOOL Principal: LUCAS A. MANGENTE	School: BATANG ELEM. SCHOOL Principal: MARITA T. ILANO
1. Bangate, Julius G. 2. Quiped, Racell M. 3. Bas, Shiela M. 4. Bocabel, Jenny O. 5. Brizuela, Zhaila Mae O. 6. Casco, Kaye L. 7. Evangelista, Marmel M. 8. Orogo, Judylyn C. 9. Quiras, Lorelyn S. 10. Robrigado, Melody L. 11. Tolosa, Zhaine	1. Oraa, Robert Angelo 2. Parafina, Mc Christian C. 3. Pinat, Jeric C. 4. Avisado, Hanna P. 5. Biel, Abigail C. 6. Boni, Julie 7. Canlas, Janelle R. 8. Odo, Lovely P. 9. Oguis, Cris Jean P. 10. Ortiz, Zaira R.	1. Bidar, Gladys A. 2. Boni, Justine France 3. Borero, Carmen C. 4. Borromeo, Rhea Mae M. 5. Bosito, Maricar L. 6. Colle, Angely A. 7. Flores, Jazzmine M. 8. Llantos, Sandra Mae G. 9. Monasterial, Hazel P. 10. Pinoy, May Aj P. 11. Vargas, Cecille	1. Canama, Joey A. 2. Tolarba, Ralph P. 3. Mecayer, Krianne Casmyr 4. Prellegera, Ramona C. 5. Ramboyong, Jan Mari 6. Teodoro, Magdalyn P.	1. Peraja, Cedric C. 2. Herrera Karen Q. 3. Lintag, Abegail 4. Quibot, Cherry Lou B. 5. Quillope, Pauline Kyle B.
School: HERRERA ELEM. SCHOOL Principal: FERNANDO MURILLO	School: NABONTON ELEM SCHOOL Principal: RODILIZA JUAREZ	School: CRPMES Principal: MIRAFLOR C. ROS	School: LAYON ELEM. SCHOOL Principal: CYNTHIA G. AVILA	School: TINAMPO ELEM. SCHOOL Principal: RODOLFO P. TUASON
1. Boni, Kristine Kaye 2. Madrona, Via 3. Pipino, Francia B. 4. Roaring, Francine	1. Acerado, Jenny R. 2. Aynera, Jean M. 3. Balingit, Merry Jean 4. Bosquillos, April Joy A. 5. Cedo, Rose Ann B. 6. Grobatis, Ma. Rachel O. 7. Padua, Shirlen Gwen	1. Delo Santos, Rodel S. 2. Cristobal, Rizzi Anne P. 3. Pedrajeta, Jamaen P. 4. Penalba, Annie F. 5. Quides, Crizel Jhen 6. Señora, Princess Nicole P.	1. Pandan, Jolicca 2. Villanueva, Marionne M.	1. Barrameda, Whenslie I. 2. Oriel, Jeanne Marie

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School: TINAGO ELEM. SCHOOL	School: PINIT ELEM. SCHOOL	School: MAHABA ELEM. SCHOOL	School: BONGA ELEM. SCHOOL	School: PAULOLOG ELEM. SCHOOL
Principal: ESTER MALIGAYA	Principal: IMELDA P. PONTEJOS	Principal: JUDY R. MADRIAGA	Principal: JOREM V. PRUDENTE	Principal: ALBIN A. LOPEZ
1. Perillo, Russel Christian A. 2. Perillo, Ryan Benedict A. 3. Consorte, Roselyn 4. Escopete, Sarah Merylle B. 5. Guadalupe, Ma. Jaden Q. 6. Nulial, Heshiel Q. 7. Penilla, Candy Marie 8. Ramirez, Jessica Marie S. 9. Reaso, Khristine Joy P.	1. Brojan, Cherry Mae 2. Maravilla, Shyra Kaye E.	1. Dela Torre, Ma. Alexandria 2. Rebutiaco, Lera Mae P.	1. Monasterial, Joshua M. 2. Bata, Melrose 3. Biason, Karen 4. Esperon, Arabella P. 5. Montillano, Janela P. 6. Paniel, Cheche 7. Ruiyivar, Liza Jane	1. Revilla, Kian Shien 2. Bautista, Jaiza Dhean 3. Ceepeda, Althea E. 4. Paraiso, Jean Marie L. 5. Patino, Kimberly E. 6. Repeque, Marisela
School: BARAYONG ELEM. SCHOOL	School: TASTAS ELEM. SCHOOL	School: STA. CRUZ ELEM. SCHOOL	School: BACONG ELEM. SCHOOL	School: PAULBA ELEM. SCHOOL
Principal: CRISENCIA A. RICO	Principal: VIVENCIO N. DAVID JR.	Principal: ESTELLA PINTOR	Principal: MELYN ORBASE	Principal: ELWOOD PRIAS
1. Pinto, Gerald O. 2. Dela Torre, Glaiza E.	1. Orosco, Trisha Mae P. 2. Bron, Dianne Amy Lou	1. De Torres, Christine D. 2. Nate, Shiela Lyn 3. Samson, Ma. Dona M. 4. Pincaro, Gie Ann	1. Albania, Hailene Joy P. 2. Federico, Rose Ann 3. Orense, Norielyn 4. Patiam, Abigail C. 5. Pedragosa, Althea Mae A.	1. Benesa, Sheena Mae 2. Bien, Laesa May 3. Penalosa, Angel Rose E.
School: CAVASI ELEM. SCHOOL				

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Tel Nos.: 0926 - 772 - 1213 / 0521 431-4124



Principal: MICHELLE T. GANGAWAN				
1. Lledo, Kyla Joy				
2. Mamayo, Allysa R				
3. Oplida, Regine C.				
4. Preagola, Raquel E.				

Prepared by:


ALICIA O. RETONA, EdD
Academic Dean

Recommending Approval:


CARMELITTA A. SINSON, EdD
Vice President for Academic Affairs

Approved:


JOVERT M. OFRAQUIO, EdD
College President

Enclosure No. 2



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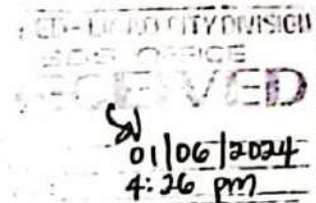
REPUBLIC OF THE PHILIPPINES
BICOL UNIVERSITY
DEPARTMENT OF TECHNICAL-VOCATIONAL
TEACHER EDUCATION
East Campus, Legazpi City



January 3, 2025

NYMPHA D. GUEMO

Schools Division Superintendent
Schools Division Office of Ligao
Washington St. Binatagan, Ligao City



Dear SDS Guemo:

The Bicol University College of Industrial Technology will field its Bachelor of Technical-Vocational Teacher Education (BTVTEd) 4th year Pre-service Teachers to DepEd Secondary Schools this 2nd Semester AY 2024-2025 to undergo Teaching Internship from January 27, 2025 to April 15, 2025. The scheduled practice teaching of the BTVTEd Pre-service Teachers will be every Monday to Friday, 7:30 AM to 12:00 noon and 1:00 PM to 5:00 PM.

In this regard, we would like to request approval from your good office the deployment of our student teachers to selected cooperating schools as contained in the enclosed list of assignment.

Should you wish to request further details about this activity, you may reach us at imdarama@bicol-u.edu.ph or at phone number at 09932921747.

Respectfully yours,


IRENE M. DELA RAMA, MAIE
Experiential Learning Coordinator, BTVTEd

Noted:


ROMNICK D. APIN, MAIE
Department Chairperson, BTVTEd


JONATHAN C. ARROCO, PhD
Dean, College of Industrial Technology



NYMPHA D. GUEMO
Schools Division Superintendent



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Vision: A University for Humanity characterized by productive scholarship, transformative leadership, collaborative service, and distinctive character for sustainable societies.



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BICOL UNIVERSITY
COLLEGE OF INDUSTRIAL TECHNOLOGY
Department of Technical-Vocational Teacher Education
East Campus, Legazpi City
DIVISION OF LIGAO CITY

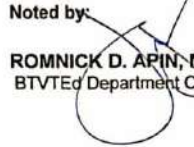


LIGAO NATIONAL HIGH SCHOOL			
Name	Specialization	Permanent Address	Current Address
NABOR, IAN JHODEL	BTVTED GFD	BINANOWAN, LIGAO CITY	BINANOWAN, LIGAO CITY
PERDIGON, FRANCINE JANE	BTVTED GFD	TINAGO, LIGAO CITY	TINAGO, LIGAO CITY
RAGOS, REYNALD KIAN	BTVTED FSM	TUBURAN, LIGAO CITY	TUBURAN, LIGAO CITY
TOTAL:	3		

Prepared by:


IRENE M. DELA RAMA, MAIE
BTVTEd Experiential Learning Coordinator
Page 1 of 1

Noted by:


ROMNICK D. APIN, MAIE
BTVTEd Department Chairperson


JONATHAN C. ARROCO, PhD
Dean, College of Industrial Technology