



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SENIOR HIGH SCHOOL (SHS) HEADS
ALL OTHERS CONCERNED

FROM :  **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT : **SUBMISSION OF THE SENIOR HIGH SCHOOL WORK
IMMERSION REPORT**

DATE : February 26, 2024

Please find attached Regional Memorandum CLMD-2024-034 reiterating DepEd Order No. 30, s. 2017 titled Guidelines on the Senior High School Work Immersion which is self-explanatory.

Particular attention is invited to the template on Division Report on Work Immersion and timeline of submission.

Immediate dissemination of and compliance with this Memorandum are desired.

CID/NTR

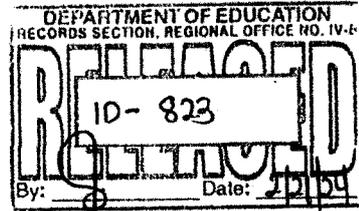
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Lead to Excel. Excel to Lead."*



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Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
CLMD-2024-034

TO : ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION SENIOR HIGH SCHOOL FOCAL PERSONS
DIVISION SHS WORK IMMERSION FOCAL PERSONS
ALL OTHERS CONCERNED

FROM : NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director

SUBJECT : SUBMISSION OF THE SENIOR HIGH SCHOOL WORK
IMMERSION REPORT

DATE : February 19, 2024

Relative to **DepEd Order No. 39, s. 2018** or the Clarification and Additional Information to **DepEd Order No. 30, s. 2017** titled **Guidelines on the Senior High School Work Immersion**, all Schools Division Offices, through the Division Focal Person in Senior High School (SHS) Work Immersion (WI) Program, are requested to submit their SHS WI Report following the attached templates on or before June 07, 2024.

The submission should be done through email at mimaropa.region@deped.gov.ph cc: kamillekay.tamor@deped.gov.ph. This report will serve as a basis for future policy enhancement and development.

Please see attached template for your reference.

Immediate dissemination of and compliance with the contents of this Memorandum is desired.

CLMD/KQT



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TEMPLATE OF DIVISION REPORT ON WORK IMMERSION

DIVISION REPORT ON WORK IMMERSION

Division: _____ No. School _____ No. of Work Immersion Implementers _____
 Supervisor-in-Charge _____ Office Contact Number: _____
 Email Address _____ Mobile Number _____

A. Division Profile

Complete the table below using consolidated data from your respective divisions.

Track	Specialization	Total Number of Schools Offering the track/Specialization	Total Number of Learners

Track	Specialization	Name of WI Partner Institution	Total Number of Learners

B. Evaluation Results

Indicate the total number of Work Immersion that have Evident (E), Evident but Insufficient (EI), Not Evident (NE) and Not Applicable (NA).

Area	E	EI	NE	NA
I. Curriculum Implementation and Compliance				
1. Curriculum Guide is being followed				
2. Objectives of the program are achieved at the end of the semester.				
3. The offerings are appropriate to the Community				
4. Specializations are aligned with the work immersion partners.				
II. Work Immersion Delivery Process				
1. Activities of the learners are programmed based on the competencies				
2. Learners are prepared before the actual Work Immersion				
3. Learners are being given feedback about their performance in the Work Immersion.				
4. Learners' personal agenda/ goals are being channeled for their knowledge, skills, and values development in the Work Immersion.				
III. Assessment of Learner's Process				
1. Learners are oriented on how their performance will be measured.				
2. Assessment results are explained to the learners, leading to their realization of the areas for immersion.				
3. Learners can keep track of their progress in the Work Immersion.				

IV. Supervision of Work Immersion Implementation				
1. A clear Monitoring Plan* (Work Immersion Teacher, School Partnership Focal Person, and School Head) before the start of the Work Immersion is evident.				
2. Monitoring Plan is properly implemented				
3. Monitoring results are discussed with the concerned personnel to encourage actions needed to improve Work Immersion delivery.				
4. Monitoring results are utilized to improve Work Immersion delivery.				
5. Proper coordination, planning, and a feedback s stem are being enforced.				
6. Capacity building for Work Immersion is being conducted.				
V. Administrative Concerns				
1. Learners accomplish their parental consent before the actual work immersion.				
2. Orientation for learners and their parents is conducted by both the School and Partner Institution before the start of the work immersion.				
3. An adequate budget is allotted for Work Immersion Expenses.				
4. Profiles of confirmed Work Immersion partners are organized and available for reference by learners, parents, and teachers.				
5. Memorandum of Agreement (MOA) is duly notarized and properly documented.				
6. MOA is strictly followed by both School and Partner Institution.				
7. Materials and relevant supplies are available for the learners and teachers of Work Immersion.				
8. The school has a Joint Working Group, which is formed before the start of Work Immersion.				
9. The facilities and venues are accessible to teachers and learners.				
10. Learners are provided with insurance during their Work Immersion.				
11. Duties and responsibilities of personnel are clearly defined.				
12. Correct reports are submitted.				

c. SUMMARY OF RESULTS

Write the total number of checks per area and identify those that are not evident and evident inadequate which merit action to be taken.

AREAS	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE

I. Curriculum Implementation Compliance				
II. Work Immersion Delivery Process				
III. Assessment of Learner's Progress				
IV. Supervision of Work Immersion Implementation				
V. Administrative Concerns.				