



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

MAR 12 2024

**DIVISION MEMORANDUM**

No. 114 s. 2024

**MONITORING OF SENIOR HIGH SCHOOL WORK IMMERSION PROGRAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Heads  
All Others Concerned

1. This Office announces the monitoring of Senior High School Work Immersion Program starting March 20-22, 2024.
2. The SHS Work Immersion Coordinators are directed to coordinate/arrange visit schedule with schools work immersion partners.
3. This activity aims to:
  - a. Ensure that the work immersion experience meets predefined quality standards set by the department.
  - b. Identify challenges or issues faced by students during their immersion experience and provide timely support and guidance to address them.
  - c. Foster strong partnerships with companies by maintaining open communication and collaboration throughout the immersion period.
4. Attached are the SHS monitoring tool and list of work immersion partners for monitoring.
5. This Memorandum serves as the travel authority of the monitoring team.
6. Immediate dissemination of this Memorandum is desired.

**CAROLINA S. VIOLETA, EdD, CESO V**

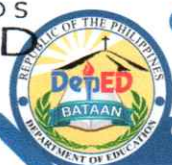
Schools Division Superintendent

Encl.: as stated

To be indicated in the Perpetual Index  
under the following subjects:

MONITORING  
SENIOR HIGH SCHOOL  
WORK IMMERSION

SO6/SO9



Kabukiran, Calaylayan, Abucay 2114 Bataan  
[www.depedbataan.com](http://www.depedbataan.com) [bataan@deped.gov.ph](mailto:bataan@deped.gov.ph)  
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"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 2021-102



PHILIPPINE QUALITY STANDARD  
COMMITMENT TO  
QUALITY MANAGEMENT (LEVEL II)  
2022



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**SENIOR HIGH SCHOOL WORK IMMERSION MONITORING SCHEDULE**

No.	District	School	Partner	Date	Monitoring Team
1.	Abucay	Bonifacio Camacho NHS	The Plaza Hotel	March 20, 2024	Edgar E. Garcia, EPSupervisor Alma R. Garcia, SEPS Jessalyn Linsangan, EPS II Jerico P. Usi, SH Secretariat Oliver B. Leonardo, DBTV
			Dumangan		
			Pan Resort		
			AMPC		
			Banco De Abucay		
2.	Orion	Justice Emilio A. Gancayco MHS	Village Savings Bank	March 21, 2024	
			Bugay Engineering Construction & Surveys		
			Orion Fire Station		
			Salakotz Diner		
			Jagra Diner		
3.	Pilar	Pablo Roman NHS	Gap Plaza Hotel	March 22, 2024	
			Capitol Employees of Bataan Multi-Purpose Cooperative		
			Bataan Engineering		
			Bureau of Fire Protection		
			PENELCO		



**WORK IMMERSION MONITORING AND EVALUATION TOOL**



Republic of the Philippines  
Department of Education  
Department of Education Complex, Meralco Avenue, Pasig City



**SUMMARY OF RESULTS**

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

AREAS TO BE MONITORED	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE
I. Curriculum implementation and compliance				
II. Teaching and learning process				
III. Assessment of learning process				
IV. Supervision of instruction plan				
V. Administrative concerns				

AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE TO BE FILLED UP BY MONITOR	ACTIONS TO BE TAKEN TO BE FILLED UP AT THE POST-CONFERENCE BY SCHOOL HEAD	ACCOUNTABLE PERSON & POSITION	FOLLOW UP Date: _____ Indicate whether actions to be taken are: <u>Implemented</u> or <u>Not Implemented</u> in the next monitoring
Ex. Curriculum Guide is being followed properly.	Ensure that CG will be followed properly in Academic Track.	Juan de la Cruz, School Head	
Ex. Issues and concerns based on the reports are acted upon.	To draft an action plan addressing the issues and concerns from the reports.	Juan de la Cruz, School Head	

This certifies that the monitoring and evaluation results have been discussed with me. I understand that my signature does not necessarily indicate agreement, but acknowledges receipt of the report, and that I may respond to any and all issues contained in this evaluation. Written response must be submitted to the undersigned supervisor within 10 working days of date noted below.

School Head: \_\_\_\_\_ Date: \_\_\_\_\_

Signature over printed name

Monitored by: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature over printed name

**TEMPLATE OF REGIONAL REPORT ON WORK IMMERSION**

**LETTERHEAD OF THE REGION**

**REGIONAL REPORT ON WORK IMMERSION**

Region: \_\_\_\_\_ No. of Divisions: \_\_\_\_\_ No. of Work Immersion Implementers: \_\_\_\_\_  
Supervisor in Charge: \_\_\_\_\_ Office Contact No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

**A. Regional Profile**

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

Track	Specialization	Total No. of Schools offering the track/specialization	Total No. of learners

Track	Specialization	Name of WI Partner Institution	Total No. of learners

**B. Evaluation Results**

Indicate the total number of Work Immersion Implementers that have:

Evident (E), Evident but Inadequate (EI), Not Evident (NE) and Not Applicable (NA) ratings.

AREA	E	EI	NE	NA
<b>I. Curriculum Implementation &amp; Compliance</b>				
1. Curriculum Guide is being followed properly.				
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 to the work immersion partner institution.				
<b>II. Work Immersion Delivery Process</b>				
1. Activities of the learners are programmed based on the competencies.				
2. Learners are being 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.				
<b>III. Assessment of Learner's Progress</b>				
1. Learners are oriented on how their performance will be measured.				



# **TEMPLATE OF REGIONAL REPORT ON WORK IMMERSION**

## **LETTERHEAD OF THE REGION**

AREA	E	EI	NE	NA
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.				
3. Learners can keep track of their progress in the Work Immersion.				
<b>IV. Supervision of Work Immersion Implementation</b>				
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 so as 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 system are being enforced.				
6. Capacity building for Work Immersion is being conducted.				
<b>V. Administrative Concerns</b>				
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 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.				

## TEMPLATE OF REGIONAL REPORT ON WORK IMMERSION

### LETTERHEAD OF THE REGION

#### C. SUMMARY OF RESULTS

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

AREAS	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE
I. Curriculum Implementation and Compliance				
II. Work Immersion Delivery Process				
III. Assessment of Learner's Progress				
IV. Supervision of Work Immersion Implementation				
V. Administrative Concerns				

List the items with NE and EI, and provide an explanation for each. Indicate the actions to be taken which will serve as a reference of your next report.

Areas with Not Evident and Evident but Inadequate items	Explanation	Actions to be taken

#### D. ISSUES, CONCERNS AND RECOMMENDATIONS

Enumerate the issues and concerns met not covered by the evaluation tool and indicate your corresponding recommendation to address it.

Issues and concerns met not covered by the tool	Recommendations

Prepared by:

\_\_\_\_\_  
Education Program Supervisor in charge of Work Immersion

Verified by:

\_\_\_\_\_  
CLMD Chief

Approved by:

\_\_\_\_\_  
Regional Director