



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

NOV 08 2024

DIVISION MEMORANDUM
No. 466 s. 2024

**SUBMISSION OF WORK IMMERSION ACTION PLAN OF
PRIVATE SENIOR HIGH SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Private School Administrators/ Principals
All Others Concerned

1. This Office informs all Private Senior High Schools (SHSs) of the deadline for the submission of Work Immersion Action Plan on November 29, 2024 at the Schools Division Office of Bataan, Kabukiran, Calaylayan, Bataan.
2. This aims to ensure the proper implementation of Work Immersion Program in Private SHSs in the Division of Bataan and to address related issues and challenges.
3. Submit one (1) hard copy following the template in Enclosure No. 1 of this Memorandum.
4. Meanwhile, the school shall also notify this Office if it will implement other options stated in DepEd Order No. 39, s. 2018 titled "Clarifications and Additional Information to DepEd Order No. 30, s. 2017".
5. Wide dissemination and compliance of this Memorandum is enjoined.

CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

Encl.: as stated

Reference: DO No. 39, s. 2018
DO No. 30, s. 2017

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

Learners
Private Schools
Senior High School

SO2
November 8, 2024



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Enclosure No. 1 to Division Memorandum No. _____, s 2024

WORK IMMERSION ACTION PLAN

| ACTIVITIES | TIMELINE | PERSONS INVOLVED | BUDGETARY REQUIREMENT | SOURCE OF FUND | MOV's | REMARKS |
|---|----------|------------------|-----------------------|----------------|--|---------|
| PRE-IMMERSION 1. Conduct of Pre- planning conference for SHS Immersion 2. Identification of work immersion partners 3. Conduct of Orientation Conference on DO 30, s. 2017, DO 39, s. 2018 (Parents, Partners) 4. Conduct of MDA signing documents for SHS Immersion | | | | | List of Planned Activities for Work Immersion List of Work Immersion Photos and attendance sheet Signed MDA | |
| 1. <i>Application Letter</i> 2. <i>Resume</i> 3. <i>Parental Consent</i> 4. <i>Medical Certificate</i> 5. <i>Barangay Clearance</i> | | | | | Application Letter Resume Parental Consent Medical Certificate Barangay | |
| 6. Conduct of Orientation on Work Ethics and Social 7. Preparation of Immersion Schedule 8. Conduct of Pre- deployment Orientation | | | | | Photos and Attendance Immersion Schedule Photos and Attendance Certificate of Appearance, Documentation Attendance and Documentation Accomplished Monitoring tool | |
| 9. Deployment of Students to Partner Industries IMMERSION PROPER 10. Conduct of Work Immersion 11. Monitoring of Immersion | | | | | Certificate of Appearance, Documentation Attendance and Documentation Accomplished Monitoring tool | |
| POST- IMMERSION 12. Conduct of Post-Immersion Activity (Exit Conference) 13. Conduct of Immersion Assessment by the School | | | | | Certificate of Appearance, Certificate of Appreciation, Attendance and Documentation, Certificate of completion | |



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