



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

JAN 22 2025

DIVISION MEMORANDUM
No. 032, s. 2025

**SUBMISSION OF THE LIST OF WORK IMMERSION PARTNERS AND
WORK IMMERSION SCHEDULE AND MEMORANDUM OF
AGREEMENT FOR SY 2024-2025**

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

1. This Office informs all concerned regarding the submission of the **List of Work Immersion Partners and Work Immersion Schedule and Memorandum of Agreement**.
2. Senior High School School Heads must submit the **soft copy** of the **List of Work Immersion Partners and Work Immersion Schedule and Memorandum of Agreement Schedule** on or before January 30, 2025, through the following link:
List of Work Immersion Partners: <https://tinyurl.com/ListofWorkImmersionPartners> and Work Immersion Memorandum of Agreement: <https://tinyurl.com/WorkImmersion2025>.
3. The template for the List of Work Immersion Partners can be accessed and downloaded through this link: <https://tinyurl.com/WorkImmersionPartnersTemp>.
4. Meanwhile, School Heads are reminded that the 'Approved by:' section may be omitted in the Memorandum of Agreement, in accordance with DepEd Order No. 39, s. 2018, which specifies that all Memoranda of Agreement (MOAs) should be signed by the School Principal or School Head at the school level and by the Schools Division Superintendent at the division level.
5. Attached is the template for the List of Work Immersion Partners.
6. Immediate dissemination of this Memorandum is desired.


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

To be indicated in the Perpetual Index
under the following subjects:
Memorandum of Agreement
Work Immersion

Partners

CS09
January 21, 2025



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"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 200704



PHILIPPINE QUALITY MANAGEMENT LEVEL II
EXCELLENCE
COMMITMENT TO QUALITY MANAGEMENT LEVEL II
2022

**List of Senior High School Work Immersion Partners
SY 2024-2025**

District: _____
School Name: _____
School Head: _____
Contact Number: _____

Work Immersion Coord.: _____
Contact Number: _____

No.	Name Partners/Company	Name of Representative	Company Address	Work Immersion Partner Coordinator	Contact Number	Type of Partner	Track or Specialization	No. of Students Catered	No. Hours Rendered	With / Without MOA/MOU
	<i>Company or Institution who catered Work Immersion</i>	<i>Name of Owner/Manager/CEO, Representative who signed in the Memorandum of Agreement</i>	<i>Complete Address/Location of the Company/Institution</i>	<i>Name of the Work Immersion Partner, Coordinator from the company/institution</i>	<i>Contact Number of the Company/Institution</i>	<i>Specific Type of Partner (ex: LGU, Company, Cooperative, Institution)</i>	<i>Specialization catered by the Company (ex: ABM, Technical Drafting)</i>	<i>Total Number of Students Catered</i>	<i>Total Number of Hours Rendered</i>	<i>Indicate if with MOA/MOU or MOA-MOU</i>
Ex	Municipality of Oran	Antonio L. Raymundo Jr.	Oron, Bataan	Maxima B. Ludovico		LGU	ABM	5	80 Hours	With MOA
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Prepared by: _____

Noted by: _____

Work Immersion Coordinator _____

School Heads _____