



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

JAN 06 2025

**DIVISION MEMORANDUM**  
No. 004, s. 2026

**SUBMISSION OF THE LIST OF WORK IMMERSION PARTNERS AND  
WORK IMMERSION SCHEDULE AND MEMORANDUM OF  
AGREEMENT FOR SY 2025-2026**

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 Schedule and Memorandum of Agreement** on or before January 16, 2026, through the following link: List of Work Immersion Schedule: <https://tinyurl.com/WorkImmersionSchedule2026> and Work Immersion Memorandum of Agreement: <https://tinyurl.com/WorkImmersionMOA2026>.
3. The template for the List of Work Immersion Partners can be accessed, edited and used for encoding the details through this link: <https://tinyurl.com/PartnersWorkImmersion2026>.
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

SO4  
January 6, 2026

Partners

**JERRY DIMLA CRUZ, DEM, CESO VI**  
Assistant Schools Division Superintendent

**List of Senior High School Work Immersion Partners  
SY 2025-2026**

2	District:
	School Name:
	School Head:
	Contact Number:
	Work Immersion Coor.:
	Contact Number:

No.	Name Partners/Company/ Company or Institution who carried Work Immersion	Name of Representative Name of the Immersion Representative Representative who signed in the Memorandum of Agreement	Company Address Complete Address/Location of the Company/Institution	Work Immersion Partner Coordinator Name of the Work Immersion Partner Coordinator from the company/institution	Contact Number Contact Number of the Company/Institution	Type of Partner Specific Type of Partner (ex. LGU, Company, Cooperative, Institution)	Trade or Specialization Catered Specification catered by the Company (ex. ABM, Technical Drafting)
Ex	<b>Municipality of Orion</b>	<b>Antonio L. Raymundo Jr.</b>	<b>Orion, Batangas</b>	<b>Maxima B. Ludovico</b>	<b>(65)</b>	<b>ABM</b>	
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**List of Senior High School Work Immersion Partners  
SY 2025-2026**

2 \_\_\_\_\_ District: \_\_\_\_\_

School Name: \_\_\_\_\_  
School Head: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Work Immersion Coor.: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

No.	Name Partners/Company/ Company or Institution who carried out Work Immersion	Name of Representative Name or Company signatory Representative who signed in the Memorandum of Agreement	Company Address Name of the Work Immersion Partner Coordinator from the Company/Institution	Work Immersion Partner Coordinator Name of the Work Immersion Partner Coordinator from the Company/Institution	Contact Number Contact Number of the Coordinator	Type of Partner Specific Type of Partner (ex. LGU, Company, Cooperative, Institution)	Trade or Specialization Offered Specialization Offered by the Company (ex. ABM, Technical Drafting)
Ex	<b>Municipality of Orion</b>	<b>Antonio L. Raymundo Jr.</b>	<b>Orion, Batangas</b>	<b>Marina B. Lubovico</b>	<b>LGU</b>	<b>ABM</b>	
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