



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

February 13, 2023


**DIVISION MEMORANDUM**

No. 0744, s. 2023

**SENIOR HIGH SCHOOL WORK IMMERSION MONITORING TOOL**

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

1. In reference to DepEd Order No. 30, s. 2017 and DepEd Order No. 39, s. 2018 re: **Guidelines for Work Immersion and Clarifications and Additional Information to DepEd Order No. 30, s. 2017** (Guidelines on Work immersion), respectively, a **Senior High School Work Immersion Monitoring Tool** shall be used by all Education Supervisors, District Heads and other Work Immersion Monitors in the entire duration of work immersion activities to ensure compliance to the mandated guidelines.
2. The data gathered using this tool shall provide baseline information about the program implementation and mandated activities, assess the level of compliance to the guidelines on work immersion, capture significant feedback on the experiences and challenges encountered, and determine the needed technical assistance to be provided.
3. There are at least two mandated conducts of monitoring activities that a supervisor and/or a monitor shall undertake, (1) Pre-Immersion Activity and (2) During Work Immersion Activity.
4. Enclosed is the Senior High School Work Immersion Monitoring Tool, which shall be accomplished by the monitor to be sent to [cid.northernssamar@deped.gov.ph](mailto:cid.northernssamar@deped.gov.ph).
5. Expenses incurred relative to this activity shall be charged against local fund, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum shall serve as Travel Order of the monitors.
7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**LANI H. CERVANTES, CESO VI**  
Schools Division Superintendent



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar  
Telefax: (055) 500 9801  
Email: [nsamardivision@deped.gov.ph](mailto:nsamardivision@deped.gov.ph)  
Division Official Website: <https://depednsamar.ph>





Republic of the Philippines  
Department of Education  
Regional Office No. VIII  
**DIVISION OF NORTHERN SAMAR**  
Catarman



**SENIOR HIGH SCHOOL WORK IMMERSION MONITORING TOOL**

School ID: \_\_\_\_\_ District: \_\_\_\_\_  
 Work Immersion Grade Level: \_\_\_\_\_ Specialization: \_\_\_\_\_  
 SHS Coordinator: \_\_\_\_\_ Work Immersion Teacher: \_\_\_\_\_  
 Work Immersion Supervisor: \_\_\_\_\_ School Partnership Focal Person: \_\_\_\_\_  
 Industry Partner: \_\_\_\_\_ Classification of Industry Partner, (LGU, NGO, Private, etc.) \_\_\_\_\_  
 Industry Partner Complete Address: \_\_\_\_\_  
 Total No. Of Students Enrolled for Work Immersion Activities: \_\_\_\_\_  
 Total No. Of Students who Opt to Undergo Work Immersion Unique Delivery Model/Activities: \_\_\_\_\_  
 Inclusive Date(s) for Pre-Immersion Activities: \_\_\_\_\_ Total No. Of Hours for Work Immersion Activities: \_\_\_\_\_  
 Inclusive Date(s) During Work Immersion Activities (Daytime Only) \_\_\_\_\_  
 For TVL Specialization, Please Indicate the Total No. Of Hours Taken in the Previous Grade Level/Semester aligned with Specialization: \_\_\_\_\_  
 An orientation is conducted to the partner institution(s)/work immersion partner(s) on the relevant policies that concern them such as, but not limited to, Child Protection Policy, Gender-Responsive Basic Education Policy (pls. tick): Yes \_\_\_\_\_ No: \_\_\_\_\_  
 A Unique Delivery Model, fit to the needs of the learners, shall be implemented by the school: Yes \_\_\_\_\_ No: \_\_\_\_\_  
 All learners who will undergo Work Immersion Activities have secured health permit or physician's certificate: Yes: \_\_\_\_\_ No: \_\_\_\_\_ On Process: \_\_\_\_\_  
 Are there Work Immersion learners with Special Needs? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, indicate the program of activities and assessment designed if not included in the regular Work Immersion Activities \_\_\_\_\_  
 Are learner's religious and cultural practices recognized and permitted during Work Immersion: Yes \_\_\_\_\_ No: \_\_\_\_\_

**ACADEMIC TRACK OUTPUT/PORTFOLIO (Please Tick)**

STRAND	Business Enterprise Simulation	Culminating Activity	Research/Capstone Project	Others, please specify
ABM				
HUMSS				
STEM				
GA				



### Work Immersion Progress Monitoring Tool

Name of School: \_\_\_\_\_

Division & Region: \_\_\_\_\_

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

Date of Monitoring: \_\_\_\_\_

Directions: Check the box that corresponds to your answer in each item using the legend below.

**LEGEND:** E- Evident      EI- Evident but Inadequate      OP- On Process      NE- Not Evident      NA- Not Applicable

AREAS TO BE MONITORED	EVIDENCE (should be compiled per specialization)	E	EI	OP	NE	NA
<b>I. Curriculum Implementation and Compliance</b>						
1. Curriculum Guide is being followed properly.	Class schedule					
2. The offerings are appropriate to the community.	List of offerings vs community demographics					
3. Specializations are aligned to the work immersion partner institution.	List of Partner Institutions and their nature of business vs students' specialization					
<b>II. Work Immersion Delivery Process</b>						
1. Activities of the students are programmed based on the competencies.	Prescribed Template of Students' Activities and Matrix of Students' Competencies per specialization					
2. Students are being prepared before the actual Work Immersion.	Evaluation of student's readiness for Work Immersion which should be tailored to the context of the school					
3. Students' personal agenda/goals are being channeled for their knowledge, skills, and values development in the Work Immersion.	Student's statement of personal goals in the Work Immersion vs list of competencies and activities that will be identified together with the partner institution supervisor					
<b>III. Assessment of Student's Progress</b>						
1. Students are oriented on how their performance will be measured.	Documentation of student's orientation about the assessment of their performance					
<b>IV. Supervision of Work Immersion Implementation</b>						
1. A clear Monitoring Plan (Work Immersion Teacher, School Partnership Focal Person, and School Head)	Monitoring Plans of School Head, School Partnership Focal Person, and Work Immersion Teacher)					



AREAS TO BE MONITORED	EVIDENCE (should be compiled per specialization)	E	EI	OP	NE	NA
before the start of the Work Immersion is evident.						
2. Capacity building for Work Immersion is being conducted.	Documentation of teachers and personnel training with the attached utilized budget					
<b>V. Administrative Concerns</b>						
1. Students accomplish their parental consent before the actual Work Immersion.	Compiled Accomplished Parental Consents					
2. Orientation for students and their parents is conducted by both the School and Partner Institution before the start of Work Immersion.	Documentation of students and parents' orientation on Work Immersion					
3. An adequate budget is allotted for Work Immersion expenses.	Approved budget vs Financial Report of Work Immersion					
4. Profiles of confirmed Work Immersion partners are organized and available for reference by students, parents, and teachers.	Display of the profiles of confirmed Work Immersion partners					
5. Memorandum of Agreement (MOA) is duly notarized and properly documented.	Organized compilation of MOAs					
6. Materials and relevant supplies are available for the students and teachers of Work Immersion.	Inventory of supplies and materials vs reports of utilization					
7. The school has a Joint Working Group, which is formed before the start of Work Immersion.	List of the approved Joint Working Group, their minutes of meeting and other relevant documentation					
8. The facilities and venues are accessible to teachers and students.	Map of facilities and venues in relation to the school's location					
9. Students are provided with insurance during their Work Immersion.	Insurance documents of the students and the budgetary allotment					
10. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers					

**SUMMARY OF RESULTS**



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

AREAS TO BE MONITORED	E	NE	OP	EI	NA	REMARKS
I. Curriculum Implementation and Compliance						
II. Work Immersion Delivery Process						
III. Assessment of Student's Progress						
IV. Supervision of Work Immersion Implementation						
V. Administrative Concerns						

AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE/ ON PROCESS 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	

This certifies that the monitoring 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: \_\_\_\_\_  
 Signature over printed name

Date: \_\_\_\_\_

Monitored by: \_\_\_\_\_  
 Signature over printed name

Designation: \_\_\_\_\_