



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



March 6, 2018

DIVISION MEMORANDUM

No. 042, s. 2018

**RENEWAL OF APPROVED AND NOTARIZED MEMORANDUM OF AGREEMENT FOR WORK
IMMERSION PARTNERSHIP**

To:

**Public Schools District Supervisors
Principals In-Charge of the District
Public and Private School Heads of SHS with Approved and Notarized
Memorandum of Agreement**

1. Provision No. III (Effectivity) of the currently approved Senior High School Work Immersion, Memorandum of Agreement (MOA) pursuant to DepED Memorandum No. Series of 2017 states that:

“This agreement shall hold for the duration of the 2017-2018 Academic School Year and is renewable every year. The COMPANY/NGO/LGU and the SCHOOL shall submit their intention for renewal of this agreement through formal notice within thirty (30) days before the expiration of this Agreement.

2. Academic School Year shall end on April 6, 2018 and the respective MOA of the schools shall expire unless renewed within thirty (30) days before the said date. In this regard, public and private schools **may opt** to renew the **approved and notarized** MOA with their respective partners. MOA with Filbake Food Corp. shall not be renewed because of the provisions in the submitted Board Resolution. Further, MOA with partners whose Board Resolutions, Sangguniang Bayan/Panlalawigan Resolution state that the authority conferred to enter into MOA is limited or only for Academic Year 2017- 2018 shall not also be renewed.
3. The schools which intend to renew the MOA must submit hereto attached sample of formal notice **before April 6, 2018**. The partner must also manifest their intent to renew and consent to the renewal in the same letter Salso **before April 6, 2018**.
4. The renewal is subject to any DepED Order or Memorandum which may be issued by DepED Central Office in relation to SHS Work Immersion Program.
5. It is also understood that while the MOA itself may be renewed, the number and list of new SHS students who will undergo immersion with the partner Company/NGO/LGU, their respective parent's consent, other clearances and requirements, insurance, must be complied with prior to the start of their immersion for Academic Year 2018-2019.
6. Further, Annex C of the Memorandum of Agreement or the Lists of Tasks or Activities to be done for Work Immersion for Academic Year 2018-2019 of the new SHS students, as agreed with the partner, shall be submitted for approval to the Division Office before the students shall undergo immersion for the said academic year.
7. Attached herewith is the letter which shall serve as formal notice to renew the MOA. Please edit the letter accordingly, reflect therein whether your partner is a company, local government unit (LGU) or non- government organization (NGO), among others and fill in pertinent details especially those pertaining to the signatory in the MOA.
8. Immediate and wide dissemination of this Memorandum is desired.

Dr. ERNESTO F. SERVILLON, Jr., MNSA, CESO VI
Assistant Schools Division Superintendent &
Officer-in Charge
Office of the Schools Division Superintendent

Reference:

Allotment: 1

To be indicated in the Perpetual Index



Department of Education
Region VI – Western Visayas
(District)
(School)
(Address)



(Date)

(Name of Owner/ Authorized Representative who is signatory in the Approved MOA)
(Designation)
(Name of Company/LGU/NGO)
(Address)

Subject: Renewal of Memorandum of Agreement (MOA) for Work Immersion Partnership

Dear Mr./ Mrs./Hon. _____,

Greetings!

This is in connection with the approved and notarized Memorandum of Agreement (MOA) for Work Immersion Partnership entered into between our school, (Name of School) and your (Company/NGO/LGU), (Name of Company/NGO/LGU, for Academic Year 2017- 2018.

Pursuant to the provision on Effectivity of our MOA, we may renew it by submitting a formal notice within 30 days before the expiration of the Agreement on April 06, 2018, the last day of classes for Academic Year 2017- 2018.

In this regard, please consider this letter as formal notice of our intent to renew the said MOA for Work Immersion Partnership to be effective for Academic Year 2018- 2019. However, this formal notice and its effect of renewing the said MOA for Academic Year 2018- 2019 is subject to any DepED Order or Memorandum which may be issued by the DepED Central Office with regards to Work Immersion of Senior High School Students for Academic Year 2018- 2019.

Further, the number and list of students who will undergo immersion with your (Company/NGO/LGU) for Academic School Year 2018-2019, their schedule and lists of tasks and activities for the Work Immersion shall be subject to an understanding between the (Company/NGO/LGU), your assigned Industry Supervisor and the school prior to the start of their immersion.

We express our heartfelt gratitude for sharing your time and resources with us in this endeavor. We are hoping for your positive response to our intent to renew MOA and if you agree, please sign on the form below before April 06, 2018.

Thank you.

Very truly yours,

(Signature and Name of School Head)

Noted:

Signature and Name of PSDS/PID/HTID

PARTNER'S FORMAL NOTICE OF RENEWAL

Date : _____ (to be filled up by the Signatory of the Partner in the MOA)

The undersigned intends to renew, as it hereby agrees to renew the Memorandum of Agreement (MOA) for Work Immersion Partnership for Academic Year 2018- 2019 as detailed in the letter.

(Name of Company/LGU/NGO)

Represented by:

(Printed Name of Owner/ Authorized Representative who is the Signatory in the Approved MOA)
(Designation)