



Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop Reyes Street, Kalibo, Aklan



January 17, 2018

DIVISION MEMORANDUM

No. 34, s. 2018

**TECHNICAL ASSISTANCE TO SCHOOLS ON THE CONDUCT OF
SENIOR HIGH SCHOOL WORK IMMERSION**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Division Engineer
Division Legal Officer
Public and Private School Heads Concerned
All Others Concerned

1. In order to ensure the effective and efficient implementation of the Senior High School Work Immersion program, technical working groups (TWG) at the division and district/municipal (for Kalibo and Ibajay) levels are hereby constituted, to wit:

- a. Division SHS Work Immersion TWG

Chair - EPS Marivic I. Tolentino
Co-Chair - SEPS Rita M. Rey
Members - SEPS Edna R. Ayon
- EPSt June R. Patricio
- Engr. Meljan I. Torres
- Atty. Ma. Jade B. Villanueva
- SEPS Mar Bien Gregory G. Parel
- PDO I Melky B. Arboleda
- PDO I Sheena Ricka Y. Mamburam

- b. District/Municipal SHS Work Immersion TWG

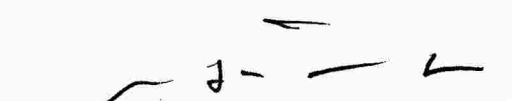
Chair - PSDS/PID/HTID
Members - All Public and Private SHS School
Heads in the district/municipality (including
HEI, SUC and LUC)
- District TLE/TVL/TVE Coordinator
- District SHS Coordinator

Note: For districts/municipalities with many SHSs, there could be more than one set of TWG.

2. **One of the main functions of the TWG is to ensure that the provisions of DepED Order No. 30, s. 2017, "Guidelines for Work Immersion," and of the Memorandum of Agreement (MOA) are strictly followed.** It is understood that all personnel concerned have thorough understanding of both the Order and the MOA.

"May katawhayan ag kalipayan sa among mga escuelahan."

3. Through the leadership of the PSDS/PID/HTID, the district/municipality TWG shall monitor and evaluate the implementation of the SHS Work Immersion using **Annex F, the Work Immersion Monitoring and Evaluation Tool, of DepED Order No. 30, s. 2017**, a copy of which is enclosed for reference.
4. One non-negotiable activity is the conduct of visits by school heads, which may be done individually or in group, to the learners at the work immersion site when they are actually deployed. Each visit should be properly documented. Issues arising from such visits should be resolved at the school or district/municipality level immediately.
5. Also, best practices should be duly recognized, documented and reported to the division office c/o Monitoring and Evaluation Section of the SGOD.
6. The Division TWG shall devise a mechanism in order for it to extend TA on SHS Work Immersion where needed.
7. **In line with the foregoing, there will be a conference with all district/municipal TWGs chairs and members to be managed by the division TWG on February 5, 2018 8:30 A.M. to 5:00 P.M. at the ASJ Hall, Division Office, Kalibo, Aklan. All districts are advised to bring with them the list of their TWG for approval by this office.**
8. Expenses related to the meeting on February 5, 2018 and the monitoring/extension of TA to schools shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this memorandum is highly enjoined.


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

Enclosure: Annex F of DepED Order No. 30, s. 2017
Reference: DepED Order No. 30, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

COMMITTEE MEETING PROGRAM
VOCATIONAL EDUCATION

/JRN

“May katawhayan ag kalipayan sa among mga escuelahan.”

ANNEX F: WORK IMMERSION MONITORING AND EVALUATION TOOL



Republic of the Philippines
 Department of Education
 Department of Education Complex, Meralco Avenue, Pasig City



Work Immersion Monitoring and Evaluation Tool

Name of School: _____
 School Head: _____

Division & Region: _____
 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 NE- Not Evident NA- Not Applicable

AREAS TO BE MONITORED	EVIDENCE <i>(should be compiled per specialization)</i>	E	EI	NE	NA
I. Curriculum Implementation and Compliance					
1. Curriculum Guide is being followed properly.	Class schedule and student's output / portfolio				
2. Objectives of the program are achieved at the end of the semester.	Student's output and partner institution's feedback about student's performance				
3. The offerings are appropriate to the community.	List of offerings vs community demographics				
4. Specializations are aligned to the work immersion partner institution.	List of Partner Institutions and their nature of business vs students' specialization				
II. Work Immersion Delivery Process					
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 are being given feedback about their performance in the Work Immersion.	Student's evaluation with stated remarks and plan of action on the part of students				
4. 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				

ANNEX F: WORK IMMERSION MONITORING AND EVALUATION TOOL



Republic of the Philippines
 Department of Education
 Department of Education Complex, Meralco Avenue, Pasig City



AREAS TO BE MONITORED	EVIDENCE (should be compiled per specialization)	E	EI	NE	NA
III. Assessment of Student's Progress					
1. Students are oriented on how their performance will be measured.	Documentation of student's orientation about the assessment of their performance				
2. Assessment results are explained to the students, leading to their realization of the areas for improvement.	Documentation of conference with the students re their performance				
3. Students can keep track of their progress in the Work Immersion.	Students' checklist of competencies with remarks of the partner institution supervisor				
IV. Supervision of Work Immersion Implementation					
1. A clear Monitoring Plan (Work Immersion Teacher, School Partnership Focal Person, and School Head) before the start of the Work Immersion is evident.	Monitoring Plans of School Head, School Partnership Focal Person, and Work Immersion Teacher)				
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring, which includes utilized budget, venues visited, monitoring results, and the like				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve Work Immersion delivery.	Minutes of Meeting with the concerned personnel				
4. Monitoring results are utilized to improve Work Immersion delivery.	Matrix of Monitoring Results and the actions taken				
5. Proper coordination, planning, and a feedback system are being enforced.	Minutes of Meeting and Post Conference documentation				
6. Capacity building for Work Immersion is being conducted.	Documentation of teachers and personnel training with the attached utilized budget				
V. Administrative Concerns					
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	Documentation of students and parents' orientation on Work				

ANNEX F: WORK IMMERSION MONITORING AND EVALUATION TOOL



Republic of the Philippines
 Department of Education
 Department of Education Complex, Meralco Avenue, Pasig City



AREAS TO BE MONITORED	EVIDENCE <i>(should be compiled per specialization)</i>	E	EI	NE	NA
both the School and Partner Institution before the start of Work Immersion.	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. MOA is strictly followed by both School and Partner Institution.	Documentation of School and Partner Institution's compliance to MOA (e.g., safety guidelines of partner institution for students, minutes of meeting of both parties)				
7. Materials and relevant supplies are available for the students and teachers of Work Immersion.	Inventory of supplies and materials vs reports of utilization				
8. 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				
9. The facilities and venues are accessible to teachers and students.	Map of facilities and venues in relation to the school's location				
10. Students are provided with insurance during their Work Immersion.	Insurance documents of the students and the budgetary allotment				
11. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
12. Correct reports are submitted.	Mid-year and year-end reports by the school				
13. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				

ANNEX F: WORK IMMERSION MONITORING AND EVALUATION TOOL



Republic of the Philippines
 Department of Education
 Department of Education Complex, Meralco Avenue, Pasig City



SUMMARY OF RESULTS

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

AREAS TO BE MONITORED	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE
I. Curriculum implementation and compliance				
II. Teaching and learning process				
III. Assessment of learning process				
IV. Supervision of instruction plan				
V. Administrative concerns				

AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE 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	
Ex. Issues and concerns based on the reports are acted upon.	To draft an action plan addressing the issues and concerns from the reports.	Juan de la Cruz, School Head	

This certifies that the monitoring and evaluation 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: _____