



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

March 15, 2019

DIVISION MEMORANDUM

No. 183 ; s. 2019

**SUBMISSION OF SENIOR HIGH SCHOOL WORK IMMERSION
PROGRESS MONITORING TOOL**

TO : Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts-In-Charge
Public/Private Secondary School Heads
All Others Concerned

1. This office informs the field on the submission of Senior High School Work Immersion Progress Monitoring Tool on or before March 22, 2019.
2. Attached is the copy of the Monitoring Tool.
3. Public Schools District Supervisors (PSDS) are requested to consolidate the said report using the attached template before submitting to the Division Office through the SHS Coordinator.
4. For widest dissemination.

WILFREDA D. BONCALOS, Ph.D., CESO V
Schools Division Superintendent

09 MAR 2019

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SCHOOL REPORT ON WORK IMMERSION PROGRAM

Name of School _____ School Head _____ Email Address _____	No. of Work Immersion Implementers _____ Contact No. _____ Mobile No. _____
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A. District Profile

Complete the table below using the consolidated data from your respective divisions

Track	Specialization	Total No. of Schools Offering the track/specialization	Total No. of Learners
Track	Specialization	Name of WI Partner Institution	Total No. of learners

B. Evaluation Results

Indicate the total number of Work Immersion Implementers that have:
 Evident, Evident but Inadequate (EI), Not Evident (NE) and Not Applicable (NA) ratings

AREA	E	EI	NE	NA
I. Curriculum Implementation & Compliance				
1. Curriculum Guide is being followed properly				
2. Objectives of the program are achieved at the end of the semester				
3. The offerings are appropriate to the community				
4. Specializations are aligned to the work immersion partner institution				
II. WorkImmersion Delivery Process				
1. Activities of the learners are programmed based on the competencies				
2. Learners are being prepared before the actual Work Immersion				
3. Learners are being given feedback about their performance in the Work Immersion				
4. Learner's personal agenda/goals are being channeled fto their knowledge, skills, and values development in the Work Immersion.				
III. Assessment of Learner's Progress				
1. Learners are oriented on how their performance will be measured.				
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.				
3. Learners can keep track of their progress in the Work Immersion.				

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.				
2. Monitoring Plan is Properly implemented				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve Work Immersion delivery.				
4. Monitoring results are utilized to improve Work Immersion delivery.				
5. Proper coordination, planning, and feedback system are being enforced				
6. Capacity building for Work Immersion is being conducted.				

V. Administrative Concerns

1. Learners accomplish their parental consent before the actual Work immersion				
2. Orientation for learners and their parents is conducted by both the School and Partner Institution before the start of Work Immersion.				
3. An adequate budget is allotted for Work Immersion expenses				
4. Profiles of confirmed Work Immersion partners are organized and available for reference by learners, parents, and teachers.				
5. Memorandum of Agreement (MOA) is duly notarized and properly documented.				
6. MOA is strictly followed by both School and Partner Institution.				
7. Materials and relevant supplies are available for the learners and teachers of work Immersion.				
8. The school has a Joint Working Group, which is formed before the start of Work immersion.				
9. Their facilities and venues are accessible to teachers and learners.				
10. Learners are provided with insurance during their Work Immersion.				
11. duties and responsibilities of personnel are clearly defined.				
12. Correct reports are submitted.				

C. 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	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE
I. Curriculum Implementation & Compliance				
II. WorkImmersion Delivery Process				
III. Assessment of Learner's Progress				
IV. Supervision of Work immersion Implementation				
V. Administrative Concerns				

List the items with NE and EI, and provide an explanation for each. Indicate the actions to be taken which will serve as a reference of your next report.

Areas with Not Evident and Evident but Inadequate items	Explanation	Actions to be taken

O. ISSUES, CONCERNS AND RECOMMENDATIONS

Enumerate the issue and concerns met not covered by the evaluation tool and indicate your corresponding recommendation to address it.

Issues and Concerns met not covered by the tool	Recommendations

Prepared by:

Work Immersion Focal Person

Verified by:

SHS Principal

Approved by:

PSDS



DISTRICT CONSOLIDATED REPORT ON WORK IMMERSION PROGRAM

Name of District	_____	No. of Work Immersion Implementers	_____
PSDS	_____	Contact No.	_____
Email Address	_____	Mobile No.	_____

A. District Profile

Complete the table below using the consolidated data from your respective divisions

Track	Specialization	Total No. of Schools Offering	Total No. of Learners
Track	Specialization	Name of WI Partner	Total No. of learners

B. Evaluation Results

Indicate the total number of Work Immersion Implementers that have:
 Evident, Evident but Inadequate (EI), Not Evident (NE) and Not Applicable (NA) ratings

AREA	E	EI	NE	NA
I. Curriculum Implementation & Compliance				
1. Curriculum Guide is being followed properly				
2. Objectives of the program are achieved at the end of the semester				
3. The offerings are appropriate to the community				
4. Specializations are aligned to the work immersion partner institution				
II. WorkImmersion Delivery Process				
1. Activities of the learners are programmed based on the competencies				
2. Learners are being prepared before the actual Work Immersion				
3. Learners are being given feedback about their performance in the Work				
4. Learner's personal agenda/goals are being channeled fto their knowledge,				
III. Assessment of Learner's Progress				
1. Learners are oriented on how their performance will be measured.				
2. Assessment results are explained to the learners, leading to their realization of				
3. Learners can keep track of their progress in the Work immersion.				
IV. Supervision of Work immersion Implementation				
1. A clear Monitoring Plan (Work Immersion Teacher, School Partnership Focal				
2. Monitoring Plan is Properly implemented				
3. Monitoring results are discussed with the concerned personnel so as to				
4. Monitoring results are utilized to improve Work immersion delivery.				
5. Proper coordination, planning, and feedback system are being enforced				
6. Capacity building for Work Immersion is being conducted.				

V. Administrative Concerns

1. Learners accomplish their parental consent before the actual Work immersion				
2. Orientation for learners and their parents is conducted by both the School and				
3. An adequate budget is allotted for Work Immersion expenses				
4. Profiles of confirmed Work Immersion partners are organized and available				
5. Memorandum of Agreement (MOA) is duly notarized and properly				
6. MOA is strictly followed by both School and Partner Institution.				
7. Materials and relevant supplies are available for the learners and teachers of				
8. The school has a Joint Working Group, which is formed before the start of				
9. Ther facilities and venues are accessible to teachers and learners.				
10. Learners are provided with insurance during their Work Immersion.				
11. duties and responsibilities of personnel are clearly defined.				
12. Correct reports are submitted.				

C. SUMMARY OF RESULTS

Write the total number of checks per area and identify those that are not evident and evident but inadequate which merit

AREAS	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE
I. Curriculum Implementation & Compliance				
II. WorkImmersion Delivery Process				
III. Assessment of Learner's Progress				
IV. Supervision of Work immersion Implementation				
V. Administrative Concerns				

List the items with NE and EI, and provide an explanation for each. Indicate the actions to be taken which will serve as a

Areas with Not Evident and Evident but Inadequate items	Explanation	Actions to be taken

D. ISSUES, CONCERNS AND RECOMMENDATIONS

Enumerate the issue and concerns met not covered by the evaluation tool and indicate your corresponding recommendation

Issues and Concerns met not covered by the tool	Recommendations

Prepared by: