

# Republic of the Philippines DEPARTMENT OF EDUCATION

Region VII, Central Visayas





Guihulngan City, Negros Oriental TELEFAX NO. 035-410-4066/410-4069

January 4, 2019

# DIVISION MEMORANDUM

NO. 005, s. 2019

### CONDUCT OF MONITORING AND EVALUATION FOR WORK IMMERSION

Assistant Schools Division Superintendent TO: Chiefs of CID and SGOD Education Program Supervisors Senior High School Coordinator Public and Private Senior High School Heads Work Immersion Teachers All Others Concerned

- 1. The Division Office will conduct a Monitoring and Evaluation of Work Immersion in all public and private senior high schools and industry partners on January to February
- 2. The activity aims to gather data, relevant information and feedback on the actual implementation of the Work Immersion subject.
- 3. The Monitoring and Evaluation Team shall interview students, work immersion teachers, parents and industry partners under different strands and tracks. Only school with learners who have undergone or undergoing work immersion shall be included in the interview and FGD.
- 4. Attached are work immersion tools, to wit:
  - a. Annex F of DO, s. 2017: Work Immersion Monitoring and Evaluation Tool- This is to be accomplished by the school and to be monitored by the Division Office. Both of their signatures should appear on page 4.
  - b. A.2: Monitoring Forms- This is to be accomplished by the Work Immersion Teacher during the visit in the Work Immersion venue. If there are several learners in a work immersion venue, then there should be separate Learner Monitoring Form for each one of them.
  - c. A.3: Competency Level Evaluation- This is to be accomplished by the Work Immersion Partner Institution Supervisor (WIPIS) for every learner. Make sure that the learner is at least halfway through the work immersion before the WIPIS accomplishes this.

- d. A.4: Monitoring Guide for On-site Review- This is the tool that can be utilized for spot-checking of work immersion venue by the School Partnership Focal Person, Division SHS Coordinator and Regional SHS Coordinator.
- e. B.1: Survey Questionnaire for the Learners- All students undergoing work immersion should answer the survey. The online version of this questionnaire is placed in the

memorandum (<u>www.deped.in/wistudent</u>) but we are providing you a hard copy in Case there are students that don't have an internet access in their area.

- f. B.2: Post Work Immersion Survey for the Partner Institution- This is to be accomplished by the Control Office of Regional Office Monitoring to the learners have undergone a work immersion in a company, a post-evaluation should be conducted in order for us to know the impact our learners have given to the company.
- 5. The members of the Division Monitoring and Evaluation Team for the Work Immersion Program are as follows:

CID Chief Ms. Ardale C. Bayawa

SGOD Chief Ms. Donabel D. Orcullo

Dr. Enrique Retes

Mr. Christian Edu Villegas

Mr. Romel Victor Villahermosa

# Dr. Sugano Emagno Aventurado

Mr. Dante Gabuya

Mrs. Lyn Atoy

Mrs. Prosper Templado

6. Each student is required to submit a Portfolio after the Immersion Program. See Annex C.1 for the template. All documents prescribed in the said annex shall be placed in a clear book which shall be the portfolio for the student. Each school is assigned with a color of the cover for purposes of identification.

**GNHS-** Poblacion Blue GNHS- P. Zamora Pink GNHS- Sandayao Violet GNHS- Trinidad Yellow GNHS- Hilaitan Green **GNAS** White **VNHS** Gold Guba HS Brown Tagbino HS Black Pinocauan HS Orange SFC Guihulngan Red SFS Vallehermoso Gray

# 7. For details, refer to the attached enclosures.

8. Immediate dissemination of and compliance with this Memorandum is directed

LELANIE T. CABRERA, CESE Schools Division Superintendent

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A.2 Monitoring Forms (to be accomplished by the Work Immersion Teacher during visit at Work Immersion Venue)

# WORK IMMERSION SUPERVISOR MONITORING FORM

Date of Visit:	Name of Teacher:
Name of Learner:	Specialization:
School:	Address:
Immersion Venue:	Address:
Training Venue representative interviewed:	Position in the Company:
Are you familiar with the MOA/MOU between your company and the school?	
What is the length of the Work Immersion period of the learner in the company?	
Do the learner's training activities accurately state the skills to be mastered? Explain.	
Is the learner making satisfactory progress in acquiring competencies in the training venue?	
How do you measure this?	
<ul> <li>Who is the person responsible for training the learner?</li> </ul>	
<ul> <li>How does the learner know his/her performance?</li> </ul>	
Is there an adequate documentation of the learner's progress?	
How do you document the learner's progress?	
Do you have any concerns about the learner, the Work Immersion itself, or other matters relevant to the subject?	

## LEARNER MONITORING FORM

Date of Visit:	Name of Teacher:
Name of Learner:	Specialization:
School:	Address:
Immersion Venue:	Address:
Describe the training you are receiving. What have you learned?	
(Show the learner's schedule of activities) Does the training match the Schedule of Activities approved at the beginning of the training?	•
Who is the person responsible for your training?	
<ul> <li>What method does he/she use to teach the necessary skills/competencies?</li> </ul>	
How do you know your performance in the Work Immersion?	
How is your time on the work immersion recorded?	
Do you have any concerns about the Work Immersion	
venue, Work Immersion conditions, your immediate	
supervisor, or other matters relevant to the subject?	

	on
Supervisor for at least 2 weeks before the end of Work Immersion of the Learner.)	

Name of Learner:	Specialization:	
School:	Address:	
Dates Covered by Work Immersion:	Number of hours:	
Immersion Venue:	Address:	
Name of Supervisor:		

	2 – Important	3 – Very important
Good Communication Skills	Resource	efulness/creativity/innovation
SWARA WARK EMIA	Acting as	l a Team player
Positive Attitude		nagement abilities
Self-confidence	Ability to	accept and learn from criticism
		72 72
Flexibility/Adaptability		well under pressure Work place/specialization)
-		
-		
-		
-		

Did learner's competencies improve during their Work Immersion in your institution?

(Please rate them using the scale below.)

1 - No Improvement
2 - Little Improvement
3 - Significant Improvement
Improvement
4 - Major Improvement

Good Communication Skills
Resourcefulness/creativity/innovation

Strong Work Ethic
Acting as a Team player

Positive Attitude
Self-confidence
Ability to accept and learn from criticism
Flexibility/Adaptability
Working well under pressure

(please add competencies that are needed or specific to the work place/specialization)

	tant for our learn			er's growth in the er chosen field		
				*****		
hat is/are the mpetencies.	competency/ies	that the learne	er has master	red? Please ide	entify at most t	hree
1	etencies that you		arner needs	to pay particul	ar attention to?	Pleas
		•		Octobra Bernancki (* 10.1		
						44.
570	dditional comme	nts that you w	ould like to st	nare with the m	onitoring and ev	/aluation
570	dditional comme	nts that you w	ould like to st	hare with the m	onitoring and ev	/aluatior
re there any a am?	dditional comme	nts that you w	ould like to st	nare with the me	onitoring and ev	/aluatior

(End of Evaluation Form)

A.4 Monitoring Guide for On-site Review (to be accomplished by School Partnership Focal Person, Division SHS Supervisor-in-Charge and Regional SHS Supervisor-in-Charge for spotchecking and validation of the responses in the Work Immersion Progress Monitoring Tool.)

MONIT	OR:	School/S	SDO/RO:
WORK	IMMERSION VENUE:	DATE OF	F VISIT:
	ISSUE OR QUESTION		NOTES / DISCUSSION
	WORK IMMERSION VENUE SURVEY		(If there is insufficient space in this column, the
1.	(The Monitor should review a sufficient sample of employer contracts and		monitor should attach notes; numbered in accord with this form.)
	supporting documents to be able to respond to the questions below.)		
1.a.	Do documents show that the work immersion venue is appropriate for the specialization of the learner/s?	☐ YES	
1:0:	Is the venue of manageable distance from the school or residence of the learner?	YES	
1.c.	Are learners' working conditions as pleasant as the other trainees or employees doing the same type of work?	YES NO	
1.d.	Are the health and safety standards being followed in the immersion conditions of the learners?	☐ YES	
1 1 1			
1.e.	Do the learners pay for them to be accommodated in the venue?	YES NO	
1.f.	Has the company established an organizational structure that supports the objectives of Work Immersion?	☐ YES	
2.	PARTICIPANT ELIGIBILITY		
	(The monitor should review a sufficient		
	sample of participant files and supporting		
	necessary, to be able to respond to the questions below.)		
2.a.	Are learners suited to the work immersion venue?	YES NO	
2.b.	Does an in-depth assessment of the participant's academic skills, interests and abilities occur prior to Work Immersion?	YES NO	
3.	WORK IMMERSION DESIGN AND PROCESSES		•
	(The monitor should review a sufficient sample of files and supporting documents, and should interview staff as necessary, to be able to respond to the questions below.)		
3.a.	Is the Work Immersion Schedule of Activities established and appropriate to guide the learner's achievement of competencies and goals of Work Immersion as a subject?	YES NO	

3.b.	Are the staff trained for the objectives to be met or for them to provide technical assistance and guide the learners undergoing immersion?	YES NO
3.c.	Are learners assigned to employees who provide occupational skill training?	YES NO
3.d.	Do learners get a compensation/allowance during their work immersion in the	☐ YES ☐ NO
	company?	
3.e.	Do the files reveal that work immersion time and attendance is certified by the company?	YES NO
3.f.	Does the company comply with the agreements established in the MOA/MOU?	☐ YES ☐ NO
1.	conclusions	
4.a.	Please state any findings related to complian	nce:
	j	
4.b.	Please provide any recommendations for Im	provement:
4.c.	Please enumerate any technical assistance g	iven on-site during the review:

(End of Evaluation Form)

B.1 Survey Questionnaire for the Learners (to be accomplished by the Learner after completing the Work Immersion. This is to be facilitated by the Central Office/RO monitoring team.)

Date:	Facilitated by:	
Name of Learner:	School:	
Immersion Venue:	Address:	

**Instructions:** Thinking about the Work Immersion you just completed, please indicate to what degree you agree with each situation using this rating scale:

1=Strongly Disagrae 2-Disagrae	3 – Agree	4 - Strongly Agree
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Please provide comments along with your rating to help us improve the Work Immersion implementation in the

future.

Preparation	-			
The skills lys sames in my specialization audicus have prepared me for work immersion.	1	1	ĵ	1
My school conducted the pre-immersion orientation and guided me in securing and accomplishing Work Immersion decuments.	1	2	ì	1
Comments:				

Work Immersion Environment				
The YYark Immeraion Yenue helped me acquire skills/competencies.	1	1	ĵ	1
There were no major distractions that interfered with my training.  Comments:	1	2	3	4

Relevance					
The Work Immersion will be helpful for my succe	ss in the future.	1	2	3	4
I will be able to immediately use what I learned		1	2	3	4
Comments:					

Delivery					
I was well engaged with what was going on during the Work Immersion.	1	2	3		
The activities aided my learning.	1	2	3	4	
I was given adequate opportunity to perform hands-on activities that are related to my specialization.	1	2	3	4	
Comments:					

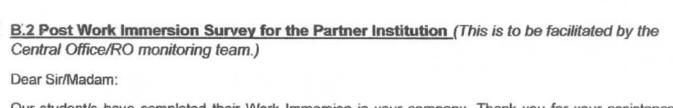
Overall				
The Work Immersion met my expectations.	1	2	3	4
I am clear on how to apply what I learned on the job.	1	2	3	4
I will recommend the Work Immersion venue to other learners who will soon be taking Work Immersion subject whose specialization is the same as mine.	1	2	3	4
I will recommend the specialization to other learners who are still thinking what to specialize in the Senior High School.	1	2	3	4
Comments:				

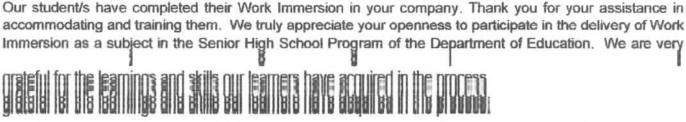
conf	
a. 1	ncircled six (6) or lower, please encircle the items that apply.
a. 1	dence is not high because:
h I	do not have the necessary knowledge and skills/competencies.
	do not have a clear picture of what is expected of me. The work immersion activities is not relevant to my specialization.
1 1	1 (1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	have other higher priorities. do not have the necessary resources to do it.
f. I	do not have the human support to do it.
(	Other (please explain):
-	
1	
	erriers do you anticipate that might prevent you from applying what you learned?
	₹
nat m	ight help to overcome those barriers?
nat m	
	ight help to overcome those barriers?
nat m	

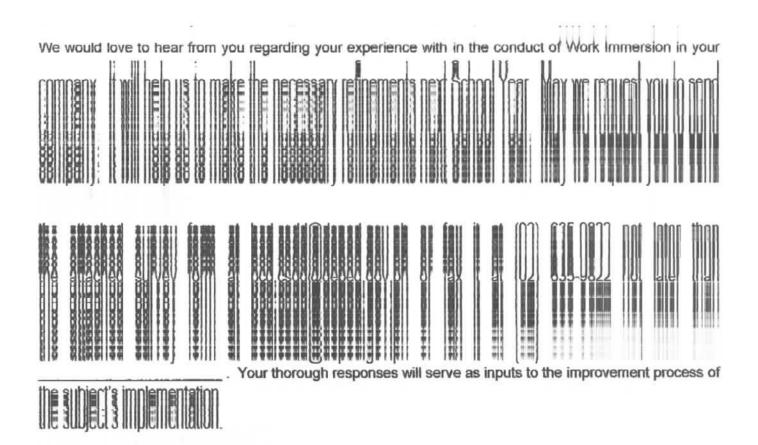
coaching from my supervisor

support and/or encouragement to be better on what I am doing

effective system of accountability or monitoring







Thank you

Sincerely,

**JOCELYN DR ANDAYA** 

Director IV

Bureau of Curriculum Development

## C.1: Portfolio Template for Work Immersion

(This is to be accomplished by every Work Immersion student)

- I. Application Letter
- II. Resume
- III. DepED Mission, Vision and Core Values
- IV. Copy of MOA
- V. Annex C of DO 30, s. 2017 Duly accomplished List of Tasks/ Activities Form
- VI. Company's Mission and Vision
- VII. Organizational Chart
- VIII. Company Rules and Regulations
- IX. Work Immersion Highlights
- X. Daily Diary
- XI. Reflection Paper
- XII. Sample output with description
- XIII. Gallery with caption
- XIV. Performance Evaluation
- XV. Barangay Clearance
- XVI. Police Clearance
- XVII. Mayor's Clearance
- XVIII. Medical Certificate (if applicable)
- XIX. DTR
- XX. Copy of Insurance Policy

# Reflection Paper

ame		
nclusi	ve dates of work immersion:	
ork i	mmersion site:	
1.	The most valuable lesson I learned in the work immersion program is:	
		7
2.	The greatest challenge I encountered is:	1
		y*
3.	I will use what I learned from the immersion in my personal and profess	7
4.	If there is something that I need to improve to be better, it would be:	
	· · · · · · · · · · · · · · · · · · ·	

B.2 Post Work Immersion Survey for the Partner Institution (This is to	be facilitated	by the
Central Office/RO monitoring team.)		
Dear Sir/Madam:		4

Our student/s have completed their Work Immersion in your company. Thank you for your assistance in accommodating and training them. We truly appreciate your openness to participate in the delivery of Work Immersion as a subject in the Senior High School Program of the Department of Education. We are very grateful for the learnings and skills our learners have acquired in the process.

We would love to hear from you regarding your experience with in the conduct of Work Immersion in your company. It will help us to make the necessary refinements next School Year. May we request you to send the attached survey form at bcd.csdd@deped.gov.ph or fax it at (02) 635-9822 not later than \_\_\_\_\_\_. Your thorough responses will serve as inputs to the improvement process of the subject's implementation.

Thank you.

Sincerely,

#### **JOCELYN DR ANDAYA**

Director IV

Bureau of Curriculum Development

#### WORK IMMERSION SURVEY FORM FOR PARTNER INSTITUTIONS

#### Part I: PRACTICE

Directions: Please evaluate the Work Immersion by placing a check on the column that corresponds to your answer and write your comments on each item.

4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree
	7		A
	1		
	Strongly	Strongly Agree	Strongly Agree Disagree

Statements on the Conduct of Work Immersion	4 Strongly	3 Agree	2 Disagree	1 Strongly
	Agree			Disagree
<ol> <li>School in coordination with the Partner Institution oriented the learners and their parents on Work Immersion.</li> </ol>				-
Comments:				
		-		
Part II: PERCEPTIONS				
Do our students have the necessary skills to adapt with the w	ork environ	ment in yo	our compan	y? If yes,
please enumerate some of these skills.				
Do our students contribute to the productivity of your company?	Please pro	vide concr	ete details.	
			9	
			7.9	
35 -				
Please give us your comments and/or recommendations on the	conduct of	Work Imme	ersion.	
			9	
Are you willing to accommodate again other students for Work I	mmersion in	your com	pany? If no	o, why?
				70
Thank you very much for your time and input!			ν.	
Accomplished by:			-	
Designation:		7		
Date accomplished:				