



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
DIVISION OF GUIHULNGAN CITY
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

TO: Assistant Schools Division Superintendent
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 2019.
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 (www.deped.in/wistudent) 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 Central Office or Regional Office monitoring team. It is advised that after 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

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?	
• Who is the person responsible for training the learner?	
• How does the learner know his/her performance?	
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?	
• What method does he/she use to teach the necessary skills/competencies?	
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?	

A.3' Competency Level Evaluation (to be accomplished by the Work Immersion Partner Institution 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:	

How important are each of these competencies in the successful accomplishment of your employee's responsibilities/organizational goals?

1 – Not Important	2 – Important	3 – Very important
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<input type="checkbox"/> Good Communication Skills	<input type="checkbox"/> Resourcefulness/creativity/innovation
<input type="checkbox"/> Strong Work Ethic	<input type="checkbox"/> Acting as a Team player
<input type="checkbox"/> Positive Attitude	<input type="checkbox"/> Time management abilities
<input type="checkbox"/> Self-confidence	<input type="checkbox"/> Ability to accept and learn from criticism
<input type="checkbox"/> Flexibility/Adaptability	<input type="checkbox"/> Working well under pressure

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

[illegible]

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	4 – Major Improvement
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_____ Good Communication Skills	_____ Resourcefulness/creativity/innovation
_____ Strong Work Ethic	_____ Acting as a Team player
_____ Positive Attitude	_____ Time management abilities
_____ 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)

[illegible]

Please share with us your impression of/describe the learner's growth in **three competencies** you **deemed important** for our learner to be successful in his/her chosen field of specialization.

What is/are the competency/ies that the learner has mastered? Please identify **at most three competencies**.


Are there competencies that you think our learner needs to pay particular attention to? Please identify **at most three competencies**.

Are there any additional comments that you would like to share with the monitoring and evaluation team?

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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 spot-checking and validation of the responses in the Work Immersion Progress Monitoring Tool.)

MONITOR:		School/SDO/RO:	
WORK IMMERSION VENUE:		DATE OF VISIT:	
	ISSUE OR QUESTION		NOTES / DISCUSSION
1.	WORK IMMERSION VENUE SURVEY <i>(The monitor should review a sufficient sample of employer contracts and supporting documents to be able to respond to the questions below.)</i>		<i>(If there is insufficient space in this column, the monitor should attach notes, numbered in accord with this form.)</i>
1.a.	Do documents show that the work immersion venue is appropriate for the specialization of the learner/s?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
1.b.	Is the venue at manageable distance from the school or residence of the learner?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
1.c.	Are learners' working conditions as pleasant as the other trainees or employees doing the same type of work?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
1.d.	Are the health and safety standards being followed in the immersion conditions of the learners?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
1.e.	Do the learners pay for them to be accommodated in the venue?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
1.f.	Has the company established an organizational structure that supports the objectives of Work Immersion?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2.	PARTICIPANT ELIGIBILITY <i>(The monitor should review a sufficient sample of participant files and supporting documents) and should interview staff as necessary, to be able to respond to the questions below.)</i>		
2.a.	Are learners suited to the work immersion venue?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2.b.	Does an in-depth assessment of the participant's academic skills, interests and abilities occur prior to Work Immersion?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3.	WORK IMMERSION DESIGN AND PROCESSES <i>(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.)</i>		
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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3.c.	Are learners assigned to employees who provide occupational skill training?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3.d.	Do learners get a compensation/allowance during their work immersion in the company?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3.e.	Do the files reveal that work immersion time and attendance is certified by the company?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3.f.	Does the company comply with the agreements established in the MOA/MOU?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4.	 CONCLUSIONS		
4.a.	Please state any findings related to compliance:		
4.b.	Please provide any recommendations for Improvement:		
4.c.	Please enumerate any technical assistance given 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 Disagree	2 - Disagree	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 I've learned in my specialization subjects have prepared me for Work Immersion.	1	2	3	4
My school conducted the pre-immersion orientation and guided me in securing and accomplishing Work Immersion documents.	1	2	3	4
Comments:				
Work Immersion Environment				
The Work Immersion Venue helped me acquire skills/competencies.	1	2	3	4
There were no major distractions that interfered with my training.	1	2	3	4
Comments:				
Relevance				
The Work Immersion will be helpful for my success 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	4
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:				

How confident are you that you will be able to apply what you have learned in the practice of your specialization or when you pursue further studies?

Not at all confident	0	1	2	3	4	5	6	7	8	9	10	Extremely confident
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If you encircled six (6) or lower, please encircle the items that apply.

My confidence is not high because:

- a. I do not have the necessary knowledge and skills/competencies.
- b. I do not have a clear picture of what is expected of me.
- c. The work immersion activities is not relevant to my specialization.
- d. I have other higher priorities.
- e. I do not have the necessary resources to do it.
- f. I do not have the human support to do it.

Other (please explain):

What barriers do you anticipate that might prevent you from applying what you learned?

What might help to overcome those barriers?

How can the Work Immersion subject be improved?

If you perceive your Work Immersion experience to be successful, which of the following factors helped you (check all that apply):

_____ coaching from my supervisor

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

_____ effective system of accountability or monitoring

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:

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 be helpful to make the necessary refinements next School Year. May we request you to send

the necessary documents to the Bureau of Curriculum Development, Department of Education, Division Office - Marikina City, Marikina City, Philippines.

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

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

Name: _____

Inclusive dates of work immersion: _____

Work immersion site: _____

1. The most valuable lesson I learned in the work immersion program is:

2. The greatest challenge I encountered is:

3. I will use what I learned from the immersion in my personal and professional life through:

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.)

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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.

Statements on the Conduct of Work Immersion	4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree
1. We understand clearly the Work Immersion through DepEd Order No. 30, s. 2017 prior to its actual conduct in our company.				
Comments:				
2. The school head, school partnership focal persons, etc. coordinated properly with us prior to its actual conduct in our company.				
Comments:				
3. All activities reflected on MOA and schedule of activities of the learner were conducted.				
Comments:				

Statements on the Conduct of Work Immersion	4 Strongly Agree	3 Agree	2 Disagree	1 Strongly Disagree
4. School in coordination with the Partner Institution oriented the learners and their parents on Work Immersion.				
Comments:				

Part II: PERCEPTIONS

Do our students have the necessary skills to adapt with the work environment in your company? If yes, please enumerate some of these skills.

Do our students contribute to the productivity of your company? Please provide concrete details.

Please give us your comments and/or recommendations on the conduct of Work Immersion.

Are you willing to accommodate again other students for Work Immersion in your company? If no, why?

Thank you very much for your time and input!

Accomplished by: _____

Designation: _____

Date accomplished: _____