Republic of the Philippines
Department of Education
Region X – Northern Mindanao
**LANAO DEL NORTE DIVISION**
Gov. A. QuibranzaProv'l. Gov't. Compound
Pigcarangan, Tubod, Lanao del Norte

Lanao del Norte Division
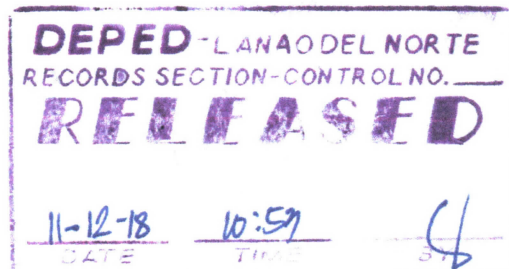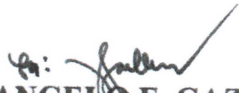
**DIVISION MEMORANDUM**
No. 477 s. 2018

To :     Education Program Supervisors (CID)
         Public School District Supervisors
         Secondary Principals
           This Division

From:   **ROY ANGELO E. GAZO, CESO V**
        Schools Division Superintendent.

Date:   November 9, 2018

Subject: **CONDUCT OF PROGRESS MONITORING AND EVALUATION ON SENIOR HIGH SCHOOL WORK IMMERSION**

1. To ensure effective implementation of Work Immersion of SHS students during the 2nd semester of the SY 2018 – 2019, the Curriculum Implementation Division Personnel are tasked to conduct progress monitoring and evaluation on the following schools:

| SCHOOLS | MONITORS | SCHOOLS | MONITORS |
|---|---|---|---|
| 1. A. Bersales NHS | - Maria Eva S. Edon | 18. Arsenio QNHS | - Lorraine C. Olavides |
| 2. SND IS | - Maria Eva S. Edon | 19. LNPSTHS | - Lorraine C. Olavides |
| 3. SADMIS | - Mary Arlene Carbonera | 20. Bin-De NHS | - Emma Labunog |
| 4. Baloi NHS | - Norhattah Daud | 21. Liangan NHS | - Emma Labunog |
| 5. Pantar NHS | - Norhattah Daud | 22. Bansarvil NHS | - Ervin Planas |
| 6. D. Patigayon NHS | - Connie Emborong | 23. P. Mequiabas NHS | - Ervin Planas |
| 7. G. Cabrera NHS | - Connie Emborong | 24. Diosdado Yap NHS | - Robin Tabar |
| 8. Kapatagan NHS | - Belen Bastillada | 25. Teofila QNHS | - Robin Tabar |
| 9. Linamon NHS | - Apolonio Marohom | 26. LNNCHS | - Erl Villagonzalo |
| 10. Matungao NHS | - Apolonio Marohom | 27. Lala NHS | - Rosalio Vios |
| 11. M. Mabanta NHS | - Teresita Ilago | 28. Maigo NHS | - Joselito Epe |
| 12. SD Mananggolo IS | - Teresita Ilago | 29. Magsaysay NHS | - Marife Vicoy |
| 13. Nunungan NHS | - Samanira Saripada | 30. S. Cerujales NHS | - Marife Vicoy |
| 14. Panoloon NHS | - Angelito Barazona | 31. Pantao Ragat AIHS | - Monisa Maba |
| 15. Lala Proper IS | - Angelito Barazona | 32. Munai NHS | - Monisa Maba |
| 16. Poonapiagapo NHS | - Jamila Arumpac | 33. Salvador NHS | - Lydia Linggolinggo |
| 17. Tagoloan NS | - Jamila Arumpac | 34. Tangcal NHS | - Mamilawan Cali |

2. Attached are the work immersion tools to be used by Supervisors/Monitors, School and Partner institutions/establishments and students:

    a. **Work Immersion Progress Monitoring Tool** *(Enclosure No. 7 of DO 39, s. 2018)* – This tool will be accomplished by the *school and supervisors/assigned monitors at least twice, before and during* the conduct of work immersion.

    b. **Work Immersion Monitoring and Evaluation Tool** *(Annex F of DO 30, s. 2017)* – This tool is a *one shot evaluation* of work immersion which will be accomplished by *supervisors/assigned monitors two weeks after the work immersion* activity. This will be submitted to Division SHS Coordinator.

    c. **Work Immersion Teacher Monitoring Form** *(Annex 1)* – This tool is to be accomplished by the *Work Immersion Teacher* during the visit in the work immersion venue. If there are several learners in the work immersion venue, then there should be separate *Learner Monitoring Form* for each learner. The school will consolidate the result and furnish a copy to the division office.

    d. **Competency Level Evaluation Tool** *(Annex 2)* - This will 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 accomplish this. The Work Immersion Teacher will consolidate the result and furnish a copy to the division office,

    e. **Monitoring Guide for On-site Review** *(Annex 3)* – This tool is to be accomplished by School Partnership Focal Person and Division Supervisors/Monitors for spot checking and validation of the responses in the Work Immersion Progress Monitoring Tool. The result will be consolidated and furnish a copy to the division office.

    f. **Work Immersion Survey Questionnaire for the Learners** *(Annex 4)* – All learners undergoing work immersion should answer this tool online on this link http://deped.in/KkandDp. The learners will answer this form right after the work immersion activity.

    g. **Post Work Immersion Survey Form for Partners** *(Annex 5)* - This will be accomplished by the Work Immersion Partners after the learners undergone the work immersion. This is conducted to know the impact of the learners have given to the company. The result will be consolidated and furnish a copy to the division office.

3. All TVL learners are required to undergo at least 80 hours work immersion in a particular specialization following the different work immersion delivery models stipulated in Section 6 of DO 30, s. 2017, however, for other tracks, learners may have the work immersion or other options as stated below:

    a. *Accounting, Business and Management (ABM)* learners may have Business Enterprise Simulation (refer to Enclosure 1 of DO 39, s. 2018)

    b. *Humanities and Social Sciences (HUMSS)* learners may take Culminating Activity (refer to Enclosure No. 2 of DO 39, s. 2018)

    c. *Science, Technology, Engineering and Mathematics (STEM)* learners may take Research/Capstone Project (refer to Enclosure No. 3 of DO 39, s. 2018)

    d. *General Academic Strand (GAS)* learners may take Research/Capstone Project or Culminating Activity

    e. *Sports Track learners* may take Apprenticeship (off-campus) (refer to Enclosure 4 of DO 39, s. 2018)

4. Immediate dissemination and strict compliance with this Memorandum to all concerned is highly enjoined.

# Work Immersion Teacher Monitoring Form
*(to be accomplished by the Work Immersion Teacher during visit at Work Immersion Venue)*

| Date of Visit: | Name of Teacher: |
|---|---|
| Name of Learner: | Specialization: |
| School: | Address: |
| Immersion Venue: | Address: |

| QUESTIONS | NOTES/ANSWERS |
|---|---|
| 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? Explain | |
| ☐ *(Based in 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? | |

# Competency Level Evaluation Tool
*(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**

_____ 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)*

_____                                    _____
_____                                    _____
_____                                    _____

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**

_____ 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)*

_____                                    _____
_____                                    _____
_____                                    _____

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?

|  |
|---|
|  |

# Monitoring Guide for On-site Review

*(to be accomplished by School Partnership Focal Person, Division Supervisors/Monitors for spot checking and validation of the responses in the Work Immersion Progress Monitoring Tool.)*

| Monitor: | School/ SDO: |
|---|---|
| Work Immersion Venue: | Date of Visit: |

| ISSUE OR QUESTION | | NOTES / DISCUSSION |
|---|---|---|
| 1. **WORK IMMERSION VENUE SURVEY** *(The monitor should review a sufficient sample of employer contracts and supporting documents to be able to respond to the questions below.)* | | *(If there is insufficient space in this column, the monitor should attach notes, numbered in accord with this form.)* |
| 1.a. Do documents show that the work immersion venue is appropriate for the specialization of the learner/s? | ☐ YES ☐ NO | |
| 1.b Is the venue at manageable distance from the school or residence of the learner? | ☐ YES ☐ NO | |
| 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 ☐ NO | |
| 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 ☐ NO | |
| 2. **PARTICIPANT ELIGIBILITY** *(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.)* | | |
| 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 | |
| **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 company? | ☐ YES ☐ NO | |
| 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 | |
| 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: | | |

# Work Immersion Survey Questionnaire for the Learners
*(to be accomplished by the Learner after completing the Work Immersion)*

| Name of Learner: | School: |
|---|---|
| Work 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 |
|---|---|---|---|

*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 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Extremely confident |
|---|---|---|---|---|---|---|---|---|---|---|---|

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
      _____ resources (i.e. tools, equipment, time, human resources) to apply what I learned
      _____ other, please explain.

_____

_____

## Work Immersion Survey Form - Partners
*(to be accomplished by the Work Immersion Partner)*

## 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:* | | | | |
| 4. School in coordination with the Partner Establishment 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: _____

**ANNEX F: WORK IMMERSION MONITORING AND EVALUATION TOOL**

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

**DepED**

## 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 (should be compiled per specialization) | 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

DepED

| 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

DepED

| AREAS TO BE MONITORED | EVIDENCE (should be compiled per specialization) | 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 | | | | |

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

**DepED**

## 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 implemented or Not implemented 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: _____     Date: _____
                        Signature over printed name

Monitored by: _____     Designation: _____
                        Signature over printed name

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

**DepED**

## Work Immersion Progress Monitoring Tool

Name of School: _____  Division & Region: _____

School Head: _____  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  OP- On Process  NE- Not Evident  NA- Not Applicable

| AREAS TO BE MONITORED | EVIDENCE *(should be compiled per specialization)* | E | EI | OP | NE | NA |
|---|---|---|---|---|---|---|
| **I. Curriculum Implementation and Compliance** | | | | | | |
| 1. Curriculum Guide is being followed properly. | Class schedule | | | | | |
| 2. The offerings are appropriate to the community. | List of offerings vs community demographics | | | | | |
| 3. 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' 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 | | | | | |
| **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 | | | | | |
| **IV. Supervision of Work Immersion Implementation** | | | | | | |
| 1. A clear Monitoring Plan (Work Immersion Teacher, School Partnership Focal Person, and School Head) | Monitoring Plans of School Head, School Partnership Focal Person, and Work Immersion Teacher) | | | | | |

| AREAS TO BE MONITORED | EVIDENCE *(should be compiled per specialization)* | E | EI | OP | NE | NA |
|---|---|---|---|---|---|---|
| before the start of the Work Immersion is evident. | | | | | | |
| 2. 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 both the School and Partner Institution before the start of Work Immersion. | Documentation of students and parents' orientation on Work 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. Materials and relevant supplies are available for the students and teachers of Work Immersion. | Inventory of supplies and materials vs reports of utilization | | | | | |
| 7. 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 | | | | | |
| 8. The facilities and venues are accessible to teachers and students. | Map of facilities and venues in relation to the school's location | | | | | |
| 9. Students are provided with insurance during their Work Immersion. | Insurance documents of the students and the budgetary allotment | | | | | |
| 10. Duties and responsibilities of personnel are clearly defined. | Documentation of orientation for the personnel and teachers | | | | | |

**SUMMARY OF RESULTS**

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

| AREAS TO BE MONITORED | E | NE | OP | EI | NA | REMARKS |
|---|---|---|---|---|---|---|
| I.   Curriculum Implementation and Compliance | | | | | | |
| II.   Work Immersion Delivery Process | | | | | | |
| III.   Assessment of Student's Progress | | | | | | |
| IV.   Supervision of Work Immersion Implementation | | | | | | |
| V.   Administrative Concerns | | | | | | |

| AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE/ ON PROCESS 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 Implemented or Not Implemented 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 | |
| | | | |
| | | | |

This certifies that the monitoring 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: _____          Date: _____
                    Signature over printed name

Monitored by: _____          Designation: _____
                    Signature over printed name