

Republic of the Philippines  
Department of Education  
Region X  
**CAGAYAN DE ORO CITY DIVISION**



Fr. William F. Masterson, S.J. Avenue,  
Brgy. Upper Balulang, Cagayan de Oro City, 9000 Philippines

Division Memorandum  
No. 182 s. 2019

DEPED-DIVISION OF CAGAYAN DE ORO CITY  
**RELEASED**  
DATE: MAR 05 2019  
BY: [Signature]

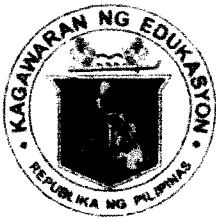
**MONITORING AND EVALUATION OF WORK IMMERSION**

TO: SECONDARY SCHOOL HEADS  
SENIOR HIGH SCHOOL COORDINATORS  
GRADE 12 LEARNERS  
PRIVATE AND PUBLIC SCHOOLS  
This Division

1. Relative to DepEd Memorandum-CI-2018-00257, RE: Monitoring and Evaluation of Work Immersion, all Grade 12 Learners who underwent Work Immersion are directed to answer the online survey found at [www.deped.in/wistudent](http://www.deped.in/wistudent) starting from March 4-8, 2019.
2. This activity aims to gather data, relevant information and feedback on the actual implementation of the Work Immersion subject.
3. Senior High School Coordinators are advised to facilitate all grade 12 learners to answer the online survey on or before the specified dates.
4. School Heads are directed to submit the Work Immersion Progress Monitoring Tool (Enclosure No.7 to DepEd Order No. 039, s 2018) in soft and hard copy on or before March 8, 2019
5. For information, guidance and compliance.

**JONATHAN S. DELA PEÑA, PhD., CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:  
Senior High School –M&E-Work Immersion  
cid/ jsm



*Undersecretary for Curriculum and Instruction*

**MEMORANDUM**

DM-CI-2018-00257

**FOR : ALL REGIONAL DIRECTORS AND REGIONAL SECRETARY**

**FROM :**   
**LORNA DIG DINO, Ph. D.**  
 Undersecretary

**SUBJECT : Monitoring and Evaluation of Work Immersion**

**Date : July 30, 2018**

The Bureau of Curriculum Development (BCD) and Bureau of Learning Delivery (BLD) will conduct the Monitoring and Evaluation (M&E) of Work Immersion in your region on the indicated dates below:

REGION	MONITORING DATES
Region I	August 27 to 31, 2018
Region II	August 27 to 31, 2018
Region III	August 27 to 31, 2018
Region IV-A	September 10 to 14, 2018
Region IV-B	September 10 to 14, 2018
Region V	August 27 to 31, 2018
Region VI	September 10 to 14, 2018
Region VII	September 10 to 14, 2018
Region VIII	September 10 to 14, 2018

REGION	MONITORING DATES
Region IX	October 1 to 5, 2018
Region X	August 27 to 31, 2018
Region XI	October 1 to 5, 2018
Region XII	October 1 to 5, 2018
Caraga	October 1 to 5, 2018
ARMM	October 22 to 26, 2018
CAR	October 22 to 26, 2018
NCR	October 22 to 26, 2018

The activity aims to gather data, relevant information and feedback on the actual implementation of the Work Immersion subject.

Relative to this, all Grade 12 students who underwent Work Immersion need to answer the online survey found at [www.deped.in/wistudent](http://www.deped.in/wistudent). Several monitoring tools shall also be given to the Regional and Division Senior High School Supervisor-in-Charge, Work Immersion teachers and Work Immersion Partner Institution Supervisor. A monitoring team composed of specialists from BCD and BLD will get in touch with your region thru the Regional SHS Supervisor-in-Charge regarding these monitoring tools. During the actual conduct of M&E, the team will visit several schools and divisions in your region to conduct focus group discussions and to validate the results of the online survey questionnaire.

Immediate action and strict compliance of this Memorandum is required.

(Enclosure No. 7 to DepEd Order No. 039, s. 2018)



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



### 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
<b>I. Curriculum Implementation and Compliance</b>						
1. Curriculum Guide is being followed properly.	Class schedule					
2. The offerings are appropriate to the community.	List of offerings vs community demographics					
3. Spécializations are aligned to the work immersion partner institution.	List of Partner Institutions and their nature of business vs students' specialization					
<b>II. Work Immersion Delivery Process</b>						
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 développement 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					
<b>III. Assessment of Student's Progress</b>						
1. Students are oriented on how their performance will be measured.	Documentation of student's orientation about the assessment of their performance					
<b>IV. Supervision of Work Immersion Implementation</b>						
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					
<b>V Administrative Concerns</b>						
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 <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	

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: \_\_\_\_\_  
 Signature over printed name

Date: \_\_\_\_\_

Monitored by: \_\_\_\_\_  
 Signature over printed name

Designation: \_\_\_\_\_