



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

March 6, 2023

DIVISION MEMORANDUM
NO. 103 S. 2023

PROGRESS MONITORING ON SHS TVL WORK IMMERSION

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and
Integrated Schools

1. Relative to DO 39, s. 2018 titled Clarifications and Additional Information to DepEd Order No. 30, s. 2017 (Guidelines on Work Immersion), Page 3, Additional Information, Part a: Schedule of Monitoring and Evaluation (M&E) of Work Immersion, this Office shall conduct M&E on March 13 – 31, 2023.
2. The Division TVL Work Immersion M&E Team is composed of the following:
 - a. Dr. Rolando B. Jamora – EPS – EPP, TLE, TVL
 - b. Ronald D. Dile – SEPS – M&E
 - c. Ramona B. Barrientos – HT – TLE, CLANHS
 - d. Aileen Beluso – HT – TLE, Pontevedra
 - e. Ruth B. Villareal – HT – TLE, FYCNHS
 - g. Reynaldo G. Crespo – HT- TLE, VASNHS
 - i. Alther Sunio – HT – TLE, E. Montemayor NHS
3. The M&E tools are attached in Enclosure No. 1 of this memorandum.
4. Expenses relative to the conduct of this activity shall be chargeable against school MOOE or any available funds subject to compliance with existing accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


MA. LUNIE B. SAMPANI, CPA, MPA

OIC, Office of the Asst. Schools Division Superintendent
In-Charge of the Division

Enclosures: As stated

References: DepEd Order No. 039, s.2018

To be indicated in the Perpetual Index

Under the following subjects: PROGRAMS, TEACHERS, CURRICULUM



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SCHOOLS DIVISION OF CAPIZ

Work Immersion Progress Monitoring Tool

Name of School: _____
 School Head: _____

Division & Region: _____
 Date of Monitoring: _____

Direction: 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

AREAS TO BE MONITORED	EVIDENCE <i>(should be compiled per specialization)</i>	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 students' 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.	Students' statement of personal goals in 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 students' 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) before the start of Work Immersion is evident.	Monitoring Plans of School Head, School Partnership Focal Person, and Work Immersion Teacher)					
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	Compiled Accomplished Parental Consents					

AREAS TO BE MONITORED	EVIDENCE (should be compiled per specialization)	E	EI	OP	NE	NA
Work Immersion.						
2. Orientation for students and their parents is conducted by both the School 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

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

Date: _____

SCHOOLS DIVISION OF CAPIZ

Work Immersion Monitoring and Evaluation Tool

Name of School: _____

Division & Region: _____

School Head: _____

Date of Monitoring: _____

A. School Profile

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

Track	Specialization	Total No. of Learners

Track	Specialization	Name of WI Partner Institution	Total No. of Learners

B. Work Immersion Implementation Mechanisms

Direction: 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 students 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				

AREAS TO BE MONITORED	EVIDENCE <i>(should be compiled per specialization)</i>	E	EI	NE	NA
2. Students are being prepared before the actual Work Immersion.	Evaluation of students' readiness for Work Immersion which should be tailored to the context of the school.				
3. Students are being given feedback about their performance in 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.				
III. Assessment of Student's Progress					
1. Students are oriented on how their performance will be measured.	Documentation of students' 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 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 both the School 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	Organized compilation of MOAs				

AREAS TO BE MONITORED	EVIDENCE (should be compiled per specialization)	E	EI	NE	NA
documented.					
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				

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. 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 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

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

Date: _____

Below is the template for Division Report



SCHOOLS DIVISION OF CAPIZ

SCHOOLS DIVISION REPORT ON WORK IMMERSION

SDO: : _____ No. of Work Immersion Implementers: _____
 Supervisor in Charge: _____ Office Contact No.: _____
 Email Address: _____ Mobile No.: _____

A. Division 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(E), Evident but Inadequate (EI), Not Evident (NE) and Not Applicable (NA) ratings.

AREA	E	EI	NE	NA
I. Curriculum Implementation and 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. Work Immersion Delivery Process				
1. Activities of the students are programmed based on the competencies.				
2. Students are being prepared before the actual Work Immersion.				
3. Students are being given feedback about their performance in Work Immersion.				
4. Students' personal agenda/goals are being channeled for their knowledge , skills, and values development in the Work Immersion				
III. Assessment of Student's Progress				
1. Students are oriented on how their performance will be measured.				
2. Assessment results are explained to the students, leading to their realization of the areas for improvement.				
3. Students 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 Work Immersion is evident.				
2. Monitoring Plan is properly implemented.				
3. Monitoring results are discussed with the concerned				

AREA	E	EI	NE	NA
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 a 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 students and their parents is conducted by both the School 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 students, 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 students and teachers of Work Immersion.				
8. The school has a Joint Working Group, which is formed before the start of Work Immersion.				
9. The facilities and venues are accessible to teachers and students.				
10. Students 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 TO BE MONITORED	EVIDENT	NOT EVIDENT	EVIDENT BUT INADEQUATE	NOT APPLICABLE
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				

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 NOT EVIDENT AND EVIDENT BUT INADEQUATE ITEMS	EXPLANATION	ACTIONS TO BE TAKEN

D. ISSUES , CONCERNS AND RECOMMENDATIONS

Enumerate the issues 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:

Education Program Supervisor in charge of TVL/Work Immersion

Verified by:

CID Chief

Approved by:

Schools Division Superintendent