



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

March 22, 2024

DIVISION MEMORANDUM  
No. **235** s. 2024

**DIVISION MONITORING OF SENIOR HIGH SCHOOL IMMERSION**

To: Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors/ Districts In-charge  
Public Senior High School Heads  
Public Senior High School Teachers  
All Others Concerned  
*This Division*

1. This Office shall conduct **Division Monitoring of Senior High School(SHS), Work Immersion** on **March 25, 2024 to April 12, 2024**. This activity aims to monitor the curriculum implementation and compliance, delivery process, students' progress assessment, implementation supervision, and overall administration of the work immersion program.
2. Schools are expected to prepare and present the evidence stipulated in the Work Immersion Progress Monitoring Tool enclosed in DepEd Order No. 039, s.2018 re: Clarification and Additional Information to DepEd Order 30, s. 2017(Guidelines on Work Immersion) and in Division Memorandum 184, s. 2024 re: Conduct of Work Immersion for School Year 2023-2024.Attached is the tool for reference.
3. For information, compliance and widest dissemination.

For the Schools Division Superintendent

  
**MARY ANN M. ALLERA**

Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent

ELO/MAMA/mtma/rlg



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



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 Department of Education  
 Department of Education Complex, Meralco Avenue, Pasig City



**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 <i>(should be compiled per specialization)</i>	E	EI	NE	NA
<b>I. Curriculum Implementation and Compliance</b>					
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				
<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 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				

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AREAS TO BE MONITORED	EVIDENCE <i>(should be compiled per specialization)</i>	E	EI	NE	NA
<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				
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				
<b>IV. Supervision of Work Immersion Implementation</b>					
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				
<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	Documentation of students and parents' orientation on Work				

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AREAS TO BE MONITORED	EVIDENCE <i>(should be compiled per specialization)</i>	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				

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**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 <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	
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: \_\_\_\_\_  
 Signature over printed name

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

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

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