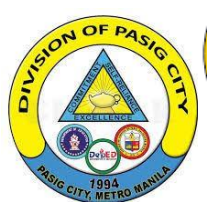
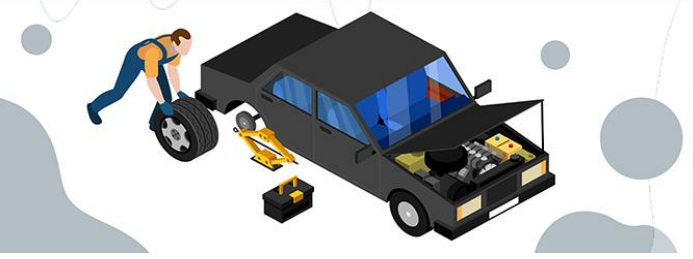


GOVERNMENT PROPERTY
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WORK IMMERSION

GRADE 12

PRE-IMMERSION



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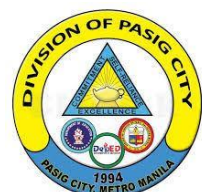


Pre-Immersion

Quarter 3

Module 2

Work Ethics



Introductory Message

For the Facilitator:

Welcome to the Pre-Immersion Self-Learning Module on Work Ethics!

This Self-Learning Module was collaboratively designed, developed and reviewed by educators from the Schools Division Office of Pasig City headed by its Officer-in-Charge Schools Division Superintendent, Ma. Evalou Concepcion A. Agustin, in partnership with the City Government of Pasig through its mayor, Honorable Victor Ma. Regis N. Sotto. The writers utilized the standards set by the K to 12 Curriculum using the Most Essential Learning Competencies (MELC) in developing this instructional resource.

This learning material hopes to engage the learners in guided and independent learning activities at their own pace and time. Further, this also aims to help learners acquire the needed 21st century skills especially the 5 Cs, namely: Communication, Collaboration, Creativity, Critical Thinking, and Character while taking into consideration their needs and circumstances.

In addition to the material in the main text, you will also see this box in the body of the module:



Notes to the Teacher

This contains helpful tips or strategies that will help you in guiding the learners.

As a facilitator you are expected to orient the learners on how to use this module. You also need to keep track of the learners' progress while allowing them to manage their own learning. Moreover, you are expected to encourage and assist the learners as they do the tasks included in the module.



For the Learner:

Welcome to the Pre-Immersion Self-Learning Module on Work Ethics!

This module was designed to provide you with fun and meaningful opportunities for guided and independent learning at your own pace and time. You will be enabled to process the contents of the learning material while being an active learner.

This module has the following parts and corresponding icons:



Expectations - This points to the set of knowledge and skills that you will learn after completing the module.



Pretest - This measures your prior knowledge about the lesson at hand.



Recap - This part of the module provides a review of concepts and skills that you already know about a previous lesson.



Lesson - This section discusses the topic in the module.



Activities - This is a set of activities that you need to perform.



Wrap-Up - This section summarizes the concepts and application of the lesson.



Valuing - This part integrates a desirable moral value in the lesson.



Posttest - This measures how much you have learned from the entire module.





EXPECTATIONS

This is your self-learning module on Pre-Immersion. All the activities provided in this lesson will help you learn and understand **Work Ethics**.

After going through this module, you are expected to:

1. define work ethics;
2. enumerate characteristics needed in developing good work ethics;
3. get oriented on the different work ethics; and
4. practice good work ethics.

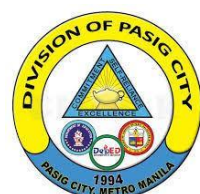


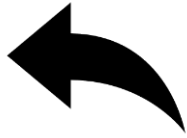
PRETEST

Directions: Listed below are the characteristics needed in acquiring good work ethics. Choose the letter that corresponds to the characteristic related to the scenario happening in the workplace.

A. Commitment to Excellence	F. Professionalism
B. Cooperation	G. Punctuality
C. Honesty	H. Reliability
D. Integrity & Loyalty	I. Right Attitude
E. Productivity	J. Teamwork

1. A boss or an employer trusted his/her employee to do his works because he/she believes that the employee works even without his employer's supervision.
2. An employee has never been late nor absent from his work.
3. This employee helps other colleagues because he/she believes in the saying that " *Two heads are better than one.* "
4. Being considered as an employee of Work Immersion training, you have to do your work/job beyond the instruction.
5. An employee who happens to be given another responsibility reacted positively and he still accepted the additional work given to him.





R E C A P

Based on Memorandum DM-CI-2020-00085 entitled Guidelines for Work Immersion Implementation during Crisis Situation, enumerate the schemes wherein the Work Immersion activities in all tracks can be performed. What scheme is most appropriate in Pasig City? Why?



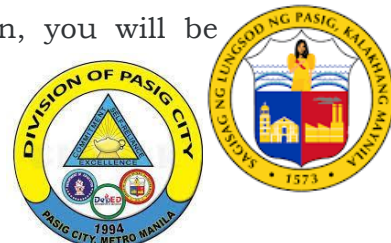
L E S S O N

Imagine you are an employer of a company. There are two applicants left after previous screenings. But you need only one to fill in the vacant position. Whom are you going to choose? Is it the applicant with very good credentials besides being an honor graduate, but during the interview, he appears to be arrogant as seen on his ways or actions; or is it the other applicant who is just an ordinary graduate but seems to be humble and sincere as what is projected in the interview?

Most of the time many choose the second applicant. He may not be as academically good as the other applicant but the way he answers during the interview revealed his character; the interviewer considers much the attitude. That's why, your attitude towards work is very important which is about our lesson for today, **Work Ethics**.

Work Ethics is a group of moral principles, standards of behavior, or set of values regarding proper conduct in the workplace. (Webster Dictionary)

Some of you after graduation, you might prefer to work right away or others after college they will go on work. During this Work Immersion, you will be



deployed in a certain institution or company. It is necessary to know if your actions conform to the work ethics. You can ask yourself: Do I show respect to everyone in the workplace? Am I becoming rude to others? or Did I tell the truth about the problem?

There are many instances or stories you heard about employees being fired from a job or work. **What could be the reasons?** These are some of them:

1. Noncompliance with the rules and regulations
2. Harassment to fellow employees
3. Theft or stealing
4. Utterance of offensive language
5. Negligence of the responsibility
6. Troublemakers or frequent cause of conflict
7. Grievous offenses

<https://www.youtube.com/watch?v=DxWDtTIWdKE>

What are the **common Work Ethics** that you as an employee should remember?

ATTENDANCE
Matters

A. For attendance

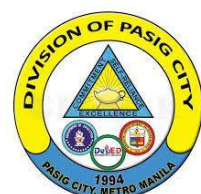
- a. Be on time or 10-15 minutes before the time.
- b. Don't abuse leave time.
- c. Avoid absences without valid and important reasons.

B.



<https://www.dreamstime.com/royalty-free-stock-images-character-road-sign-image4373359>

1. **Honesty.** An honest employee fosters good reputation to an organization. So be honest by telling the truth at all times and never attempt stealing nor theft, just like a tricycle driver who returned the lost money and gadget to the owner.
2. **Punctuality.** You need to submit your work early or on time.
Always come to your work 15 minutes before the time.
3. **Integrity and Loyalty**
Never disclose nor reveal nor share confidential matters. You must be trustworthy so that people will rely and trust you.



4. **Teamwork.** Be a good team player with your colleagues in a workplace. Always help one another to achieve more.



Callcentrehelper.com



Photo courtesy of Weng Dimagiba, RHS

6. **Productivity.** You have to accomplish more within the stipulated or specified time. Never use your time for doing nonsense things like chatting, gossiping, texting, etc.

8. **Reliability.** It is a quality of being able to be trusted or believed because of working or behaving well. Your employer trusts you that you can do your own work without so much supervision. You can also be asked for help at times your employer and your co-worker.



From AFP via Getty Images

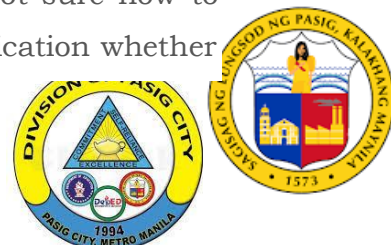


G—12 ICT of Santolan HS

9. **Commitment to Excellence**

You do not only work just for compliance but you work hard to produce the best output or best quality.

10. **Professionalism.** It is more than just how you look but it's a way of speaking, behaving and even thinking that helps a person to be successful in the workplace. You must know how to follow all workplace rules. You also know how to admit if you made a mistake and learn from it. Ask for help if you're not sure how to handle a situation. Language is an important aspect of communication whether



you are talking with a co-worker in the privacy of your own office or to a customer. Practice using language that is appropriate for the workplace in your everyday conversations so that you get into the habit of sounding professional. Lastly, always dress up appropriately. <https://www.conovercompany.com/5-ways-to-show-professionalism-in-the-workplace/>



photo courtesy of Merely Fos,KHS

11. Attitude. Many always look for an employee with right attitude. To be a better employee, you must listen to suggestions. Be positive on different challenges. You also accept responsibility entrusted to you and admit your own mistakes if ever you commit one. Respect everyone in the workplace. Respect begets respect.

12. Cooperation. So how do you demonstrate your cooperation in a workplace? You're right...You know how to follow rules and regulations of the workplace. You also know how to get along with others. Besides, you also show appreciation of the privileges and never abuse them.



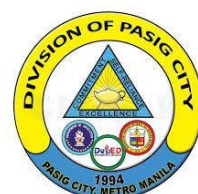
Image taken during JDVP at GIST, Pasig

Professional Appearance and Grooming for the Workplace

In today's competitive and modern business world, it is highly essential to adhere with professional appearance and grooming for the workplace. You need to keep in mind the following basic guidelines for good grooming in the workplace:

Wear business suits in basic colors.

1. Always be neat and clean including your teeth, fingernails, face, hair and even your shoes.
2. Keep your pockets empty and as much as possible avoid tinkling coins or keys and bulges.
3. Avoid eating candies, smoking cigarettes and chewing gum when you are inside the office.
4. Use portfolio case or light briefcase when carrying important documents with you instead of compiling these documents in folders and carrying these between your armpits.



5. As much as possible get rid of tattoos and body piercings for these will just make you look untidy and unprofessional.
6. Wear light perfume/cologne and minimize using lots of jewelries.

<https://futureofworking.com/professional-appearance-and-grooming-for-the-workplace/>



A C T I V I T I E S

Activity 1: Work Ethics On the Go!

Directions: Answer the following questions after each situation.

A. If you start your Work Immersion or even Culminating Activity, you will be told your exact schedule and time you are in the workplace and time when you are to be out. How will you keep good record of attendance considering that attendance matters?

B. Two scenarios below happen in the real world. How would you apply your Work Ethics in the following situations?

1. There might be times your boss allows you to work from home. Having the permission to work from home, you just took some office supplies, anyway you are using it for work from home.

2. There are companies or other workplaces that allow trainees like Work Immersion students to just finish the work for the day and they can go home. That scenario happens to you, so you can go home already as per instruction. But you see other trainees like you are still working.



Activity 2: Work Ethics in Me

Directions: Among the different work ethics we have studied, which among them do you often practice at home, in school, or anywhere? In five sentences, write instances you practiced it.

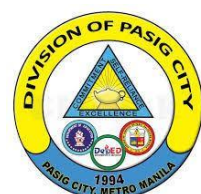
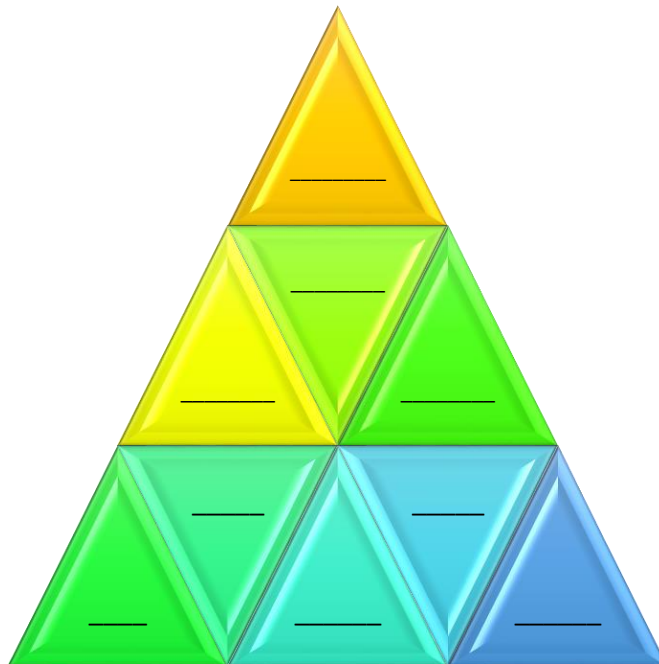
1. _____
2. _____
3. _____
4. _____
5. _____



WRAP – UP

One of the curriculum exits of K to 12 Basic Education Program is employment. It is good that you develop a certain discipline to uphold good work ethics because it will make you a better employee.

Below is a segmented pyramid where you will list all the basic characteristics that will help you develop good work ethics.





VALUING

Is it good to be always transferring from one company to another? If all the employees or workers are in good relationship with one another, they might stay longer because they are happy and satisfied because of exercising right character and attitude in a work place.

Write an essay on how you envision yourself as part of the industry's or company's workforce. How will the work ethics be helpful in maintaining good work relationship? Write your essay on a yellow paper.



POSTTEST

Directions: Choose the letter of the correct answer. Write it on the space before the number.

_____ 1. One time you are instructed to clean one of the rooms in your Work Immersion Venue. You have noticed a crumpled P1,000 on the floor. Which of the Work Ethics do you need to apply?

- A. Honesty B. Integrity C. Loyalty D. Reliability

_____ 2. Which of the following situations shows productivity?

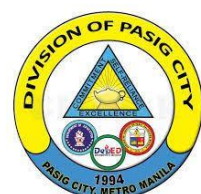
- A. You are taking pride of your work.
B. You know how to admit mistakes.
C. You learn to appreciate privileges.
D. You give respect to anyone in the workplace.

_____ 3. When a trainee or an employee knows how to get along with others, abide with the prescribed attire and follow rules and regulations, what Work Ethics does he practice?

- A. Appearance C. Integrity
B. Cooperation D. Honesty

_____ 4. You left your cubicle or room in your workplace. Along the way to the wash room, you have bumped and noticed a slippery floor due to a wet floor but the janitor is not around. What do you think is the right thing to do to show your responsibility?

- A. I will just walk slowly as I pass there.
B. I will just ignore it anyway that could be dried after an hour.
C. I will remind others whom I see to be careful of the wet floor.
D. I will inform the maintenance about it or if he's not around, I will get the signage being used for reminders of caution.



____5. Considering that you are at work and you represent the company, dressing - up appropriately, using the appropriate language, and asking for help if you know you can hardly solve a problem or situation are good practices. What work ethics do they represent?

- | | |
|----------------------------|--------------------|
| A. Integrity and Loyalty | C. Professionalism |
| B. Commitment & Excellence | D. Teamwork |



KEY TO CORRECTION

5. C	Answers may vary	5. I
4. D		4. A
3. B		3. J
2. A		2. G
1. A		1. H
Posttest	Activity 1 & 2	Pretest

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