

*St. Paul University Philippines*

# WORK IMMERSION PORTFOLIO

*(based on DepEd Order No. 30 s. 2017)*

This belongs to:

MAGGAY, MARIA MICHAELA T.

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Name of Student-Trainee

STEM / BETHLEHEM

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Track / Strand / Section

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Agency / Company / Cooperative

2019 - 2020

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School Year



# PREFACE

## **Rationale**

This Work Immersion Portfolio will serve as a workbook for the students who will take up the course/subject Work Immersion in Senior High School. The framework is based on DepEd Order No. 30 s. 2017, entitled Guidelines for Work Immersion.

This workbook will essentially foster in-depth learning of the world of work and assessment of student's performance during work immersion.

Furthermore, the purpose of this portfolio includes but is not limited to the following:

### ***For Student-Trainees:***

- The portfolio will be used as a source of motivation and guide for work immersion.
- This will serve as a documentation and approval of lessons learned.
- This will provide feedback of their performance level.
- This will pave the way in preparation for real job application.

### ***School:***

- This contains regulations and conditions regarding contract between school and student.
- This is an information about curriculum and record of lessons learned.
- This is a record of student-trainees performance for assessment.

### ***Agency / Company:***

- This contains introduction of company in general.
- This enumerates training rules and regulations for training inside the agency/company.
- This provides feedback to and from student-trainees.

# WORK IMMERSION

**Grade:** 12

**No. of Hours:** 80 hours

**Pre-requisite:** Should have taken at least 4 Specialized Subjects

## **Course Description:**

Work Immersion is one of the course requirements for graduation. A Senior High School student has to undergo Work Immersion in an industry that directly relates to the student's postsecondary goal. Through Work Immersion, the students are exposed to and become familiar with work-related environment related to their field of specialization to enhance their competence. Specifically, the students are able to: (i) gain relevant and practical industrial skills under the guidance of industry experts and workers; (ii) appreciate the importance and application of the principles and theories taught in school; (iii) enhance their technical knowledge and skills; (iv) enrich their skills in communications and human relations; (v) develop good working habits, attitudes, appreciation, and respect for work. These prepare them to meet the needs and challenges of employment or higher education after graduation.

## **Duties and Responsibilities of the Learner**

In this course, the learners are expected to:

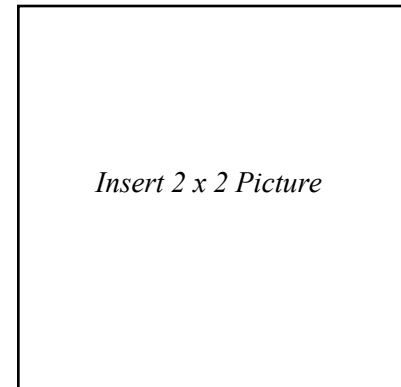
1. Attend Pre and Post Immersion Activities;
2. Report to the Work Immersion Partner Institution Supervisor during actual immersion;
3. Perform the duties and tasks as indicated in the prescribed template for work immersion list of tasks/activities; and
4. Prepare the documentations and reports required in the curriculum and by the Partner Institution.

## **Assessment**

The Work Immersion Teacher and the Work Immersion Partner Institution Supervisor will jointly assess the learner's performance following the DepEd Order No. 8, s. 2015 *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*.

## STUDENT INFORMATION SHEET

Name : MAGGAY, MARIA MICHAELA T.  
Date of Birth : 10 - 08 - 2001  
Place of Birth : TUGUEGARAO CITY, CAGAYAN  
Parent's / Guardian's Name : MARY GRACE MAGGAY  
Postal Address : CATAGGAMAN NUEVO, TUG. CITY  
E-mail Address : micahmaggaypublic@gmail.com  
Cellphone Number : 0945 368 2838  
Religion : ROMAN CATHOLIC  
Health Issues / Allergies : MILD DEXTROSCOLIOSIS  
Hobbies / Past Time Activities : READING, WATCHING



Skills / Talents : PROBLEM SOLVING; PHOTO & VIDEO EDITING

Extra-curricular Activities in School : NONE

Support group / home companions : FRIENDS, CLASSMATES, FAMILY

cdList your favourites : SCI-FI MOVIES; ROMCOM NOVELS; ENCANTADIA; AVOCADO

One word or object that describes yourself : PERSISTENT

How do you feel about school? : I always feel excited when talking about school because of all the new things that I will be able to learn and all the new personalities that I might encounter.

School is the best place to socialize and learn about the realities of the world.

What are your most memorable subject / class? Why? : Practical Research 1 and 2.

These subjects are full of adventures. There are so many things to learn both on the practical and the technical aspects. You might encounter problems along the way, but you'll get by nonetheless.

What are your plans after Senior High School? : Enrol in a Bachelor of Science Degree in a State University.

What is your career path? : Engineering.

What is your philosophy in life? : Work hard in silence, let success do the noise.

Do you have plans to go abroad? If yes, where and why? : NONE.

What are your dreams and ambitions? : Regardless of my future profession, I want to be a successful woman who is willing to serve her country. My main goal is to help my fellow Filipinos.

How do you plan to achieve your ambitions and goals in life? : I'll make sure to study hard and give my best in everything that I would do in the future. I'll also see to it that I would honor God and put Him above everything else.

What are your expectations and apprehensions for work immersion? : To learn more about my preferred profession in the future and to have an idea on the what you should and should not do in a workplace.

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region II – CAGAYAN  
DIVISION OF TUGUEGARAO CITY



## REQUEST FOR WORK IMMERSION

REGIONAL DIRECTOR, R02  
DEPARTMENT OF PUBLIC WORKS & HIGHWAYS

Sir / Madame:

This is to request permission from your good office to please allow MAGGAY, MARIA MICHAELA T., a Senior High School - Grade 12 student, to undergo a **80** hours of **WORK IMMERSION** in your company/agency to acquire industrial **ORIENTATION**. The training period will start immediately upon your acceptance of the bearer under the terms and conditions as stipulated in the duly accomplished memorandum of agreement hereto attached for your confirmation.

Moreover, a student evaluation is provided where a student is to be assessed on his/her performance, attitude and behaviour to be attested by the supervisor. The Immersion Teacher and Trainer handling each field of specialization from our school will visit your establishment from time to time to find out how the student perform in the working area.

Thank you very much for your usual cooperation and assistance extended to the school.

## ENDORSEMENT LETTER

Sir / Madame:

This is to introduce, MAGGAY, MARIA MICHAELA T., who is a grade 12 Senior High School student enrolled in our school under the K to 12 program with Strand in STEM, and to further endorse (his/her) application with your company to undergo **WORK IMMERSION** for 80 hours as a requirement of the curriculum for graduation. We believe that schools must link up with industry in order to update, upgrade and make the education of our youth more relevant to the actual needs of the industry. It is in this regard that we request you to give such opportunities to our students by allowing them to do part time work with your company. Together with this letter is an Acceptance Form.

We request that said form be accomplished and returned to this office upon acceptance of our student in your company. We are confident that given the opportunity, our student will be an asset to your company.

Thank you for the favourable action and we look forward to a more fruitful linkage with you.

Very Truly Yours,

\_\_\_\_\_  
*School Instructor*

\_\_\_\_\_  
*School Principal/SHS Coordinator*  
SHS Work Immersion Portfolio

## PRE- IMMERSION

### Introduction

Before we immerse into the workplace we will first understand the immersion process, proper work ethics, workplace safety, confidentiality, and effective conflict resolution and teamwork skills, as agreed in the DepEd Order No. 30 s. 2017. Also, we need to hone our skills in writing a resume, filling of application forms, and complying requirements.

### Learner's Activity

1. Attends the pre-immersion orientation
2. As one to join the workforce in the future, you will need to do, prepare and secure the following:
  - ❖ Resume
  - ❖ Essay on how to conduct oneself inside the company establishment during the immersion period
  - ❖ Application letter
  - ❖ Clearance documents such as
    - *Medical certificate*
    - *Barangay Clearance*
    - *Police Clearance*
    - *Mayor's Clearance*
  - ❖ Certificates for required trainings and seminars
  - ❖ Job Interview Skills Training

You will also prepare and accomplish own portfolio and update it from time to time because at the end of the work immersion you will need to present this portfolio. Make sure to attach needed documents, answer reflection leaf and paste pictures. Happy working 😊!

## ECHOES and PONDER

### ACTIVITY 1 | The Worker

Work is on your way. Are you prepared to work? Do you have the potential, character, talents, and skills to take up the vigour of being a worker? What should you possess to become a good worker? How will you prepare for workimmersion?

As a STEM student who will soon embark on my chosen field of work, I had already prepared myself physically and mentally. I had also done my research so that I would have a background on what it is like to be an efficient and reliable employee. Being equipped with a proper knowledge and mindset about work is the best way to fully prepare yourself. We should be aware that in work, you will not only apply all the technical lessons and skills that you have learned in school, but also the proper attitude and mindset towards our job.

However, even when I had already done my research personally and had prepared myself in my own way, I honestly think that I am still lacking in some aspects. This is my first time to work so I sure am expecting for the worst. I might make a lot of mistakes but I'll see to it that these would serve as a lesson and heads-up for me so that I could be a better employee the next day. My persistence and determination will be my driving force as I undertake this work. I honestly think that being a employee takes more than just being good on the technical aspects of work. Above anything else, it is still our attitude and character that determine if we would be able to execute our jobs properly.

Being a worker means that you are willing to commit yourself onto serving your clients in the best way possible. It also means that you are willing to make adjustments so that you would possess the proper attitude of a good worker. Thus, I could say that being honest, persistent, responsible, and diligent are the values that makes an efficient employee. Moreover, having a strong conviction and a good socialization and organizational skills are also the qualities that a good worker should possess. Honesty plays a big role in work because it measures your credibility as an employee. Also, as a worker, we should be aware on the intensity of our responsibility. This means that we know the basic work ethics and upholds this in our every task. Furthermore, we should be responsible on the the things that we do whether we have done in correctly or not. Next, persistence and diligence. Being persistent and diligent means that you are willing to do your best so that you would be able to meet your goal and aspirations. In addition, having a strong conviction on your principles and morale is also very vital in work because it strengthens your overall personality as an employee. As almost all of the workplace requires dealing with clients and co-workers, we should also know the principles of a good socialization and organizational skills.

## ACTIVITY 2

After the pre-immersion orientation, list the Do's and Don'ts employed in the workplace you are assigned.

DO's	DON'T S
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

### Reflection

1. Do you agree to the company's policy guidelines, rules and agreement? Support your answer.

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2. Was there a rule that you think is not acceptable to you? Why?

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## CONFIDENTIALITY IN THE WORKPLACE

Suppose you work in a police station or a law firm and signed a confidentiality agreement regarding all their cases at hand, suddenly your friend who was a suspect to a crime asked you for some documents that are in your office's possession that may help him in his case. How would you deal with the situation?

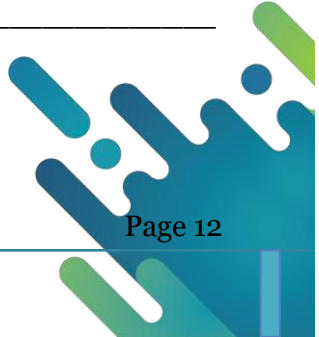
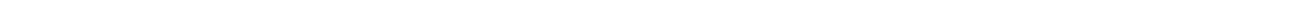
As a worker, I should have a strong moral conviction. I should also make sure that at all times, I would always choose to stand by my principles. These qualities does not only prove my credibility as a worker but also as a citizen of my own country.

Signing a confidentiality agreement in my workplace means that I am already carrying a responsibility and that at all times, I should follow all the rules and guidelines stated in the confidentiality agreement. It also means that if I were to disobey the statements, I should be held responsible and accountable of my actions and the consequences that comes along with it. This is not just about my conviction and morals as an employee but also as a responsible citizen that vows to be honest even when difficult situations arise.

If I were to be in the middle of a situation stated above, I will never compromise my credibility as a worker just to prove the bond of friendship I have with that specific person. I could help him in every way I can but it does not necessarily mean that I am willing to do bad things for him. More so, sacrifice my integrity not only as a worker, but also as an individual. Friendship should never be measured through the odds you are willing to take nor the humps you are willing to go through for him/ her. This situation tests the courage and strength you have both as a worker and an individual.

Thus, in situations where conflicts of roles arises, we should always think it thoroughly first before making a decision. Especially when it also involves your integrity as an individual. Right and good are never the same. Every right thing are deemed to be a good thing, also. However, not all the things that are done out of goodwill are right. Therefore, between right and good, always choose the right thing because it would always play a role for the betterment of the many.





## ACTIVITY

***Please attach your resume here.***

### ***Sample Resume***

#### **MIKHAEL HOSNI C. SIMBAN**

Home Address : Zone 4 Taboc, Opol, Misamis Oriental  
 Cellphone Number : 09756438084  
 E-mail Address : khaeljibby@gmail.com  
 Date of Birth : September 1, 1999  
 Gender : Male  
 Field of Training : Culinary Arts

EDUCATION	YEAR GRADUATED
<b>OPOL NATIONAL SECONDARY TECHNICAL SCHOOL</b> <i>Senior High School</i>	in progress (2019)
<b>BAGOCBOC NATIONAL HIGH SCHOOL</b> <i>Junior High School</i>	2017
<b>OPOL CENTRAL SCHOOL</b> <i>Elementary School</i>	2013

Field of Study	TVL major in Cookery
Relevant Work Experience	Cashier at Phil's General Merchandise (Summer of 2017)
Skills / Qualifications	<p><b>Computer Skills:</b>  <i>Well verse in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint</i></p> <p><b>NCII Certificate:</b>  <i>Proficient in Food and Beverage Services, Commercial Cooking, Bread and Pastry</i></p>
Special Awards / Honors / Certificates	<ul style="list-style-type: none"> <li>• Perfect Attendance Awardee SY. 2017-2018</li> <li>• With Honors Awardee SY. 2017-2018</li> <li>• Loyalty Awardee SY. 2016-2017</li> </ul>
Activities & Interests	<ul style="list-style-type: none"> <li>• Restaurant Skills (<i>setting tables and chairs; inventory check-up; wine serving</i>)</li> <li>• Kitchen Skills (<i>proper hygiene and food handling</i>)</li> <li>• Front Office Skills (<i>proper procedure for guests accepting reservation, check-in and check-out</i>)</li> </ul>

## ACTIVITY 6

*Place your application letter here*

### *Sample Application Letter*

**MIKHAEL HOSNI C. SIMBAN**  
Zone 4 Taboc, Opol, Misamis Oriental  
khaeljibby@gmail.com  
Cellphone No. 09756438084

September 12, 2018

**ARTHUR S. NONAME**  
*HRD Manager*  
Any Kitchen Company  
Cagayan de Oro City

Dear Sir,

I would like to apply for the post of Cook which you have advertised in the local news *Pamahaw Espesyal* on August 30, 2018.

I believe I meet all the requirements listed in your advertisement. As a NCII holder in Cookery, Food and Beverage Services, and Bread and Pastry, I have deep knowledge regarding culinary products and services. I understand all aspects of kitchen operations in areas of menu planning, purchasing, kitchen safety, recipe development, food cost analysis, and quality control. I can cook various dishes, including traditional, national, and international cuisines.

For your further consideration, I have good communication skills as well as computer and internet skills. I am a hardworking person, able to work well under pressure as an individual and as a part of a team, creative, detail-oriented, pleasant and convenience in dealing with people.

Thank you very much for your attention. I am looking forward to hear from you soon.

Yours Truly,

**MIKHAEL HOSNI C. SIMBAN**

## ACTIVITY

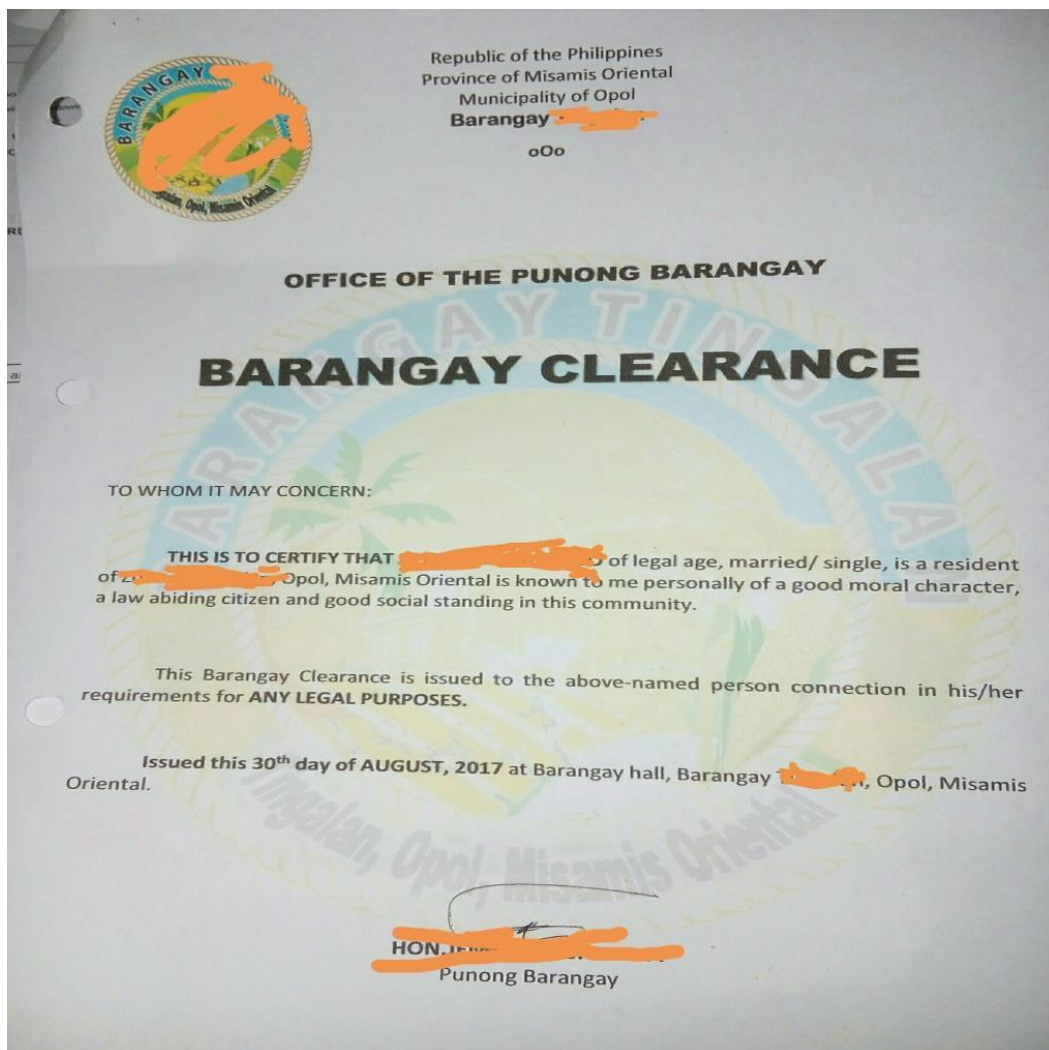
Give the process and fees required for a BARANGAY CLEARANCE. Attach also your BARANGAY CLEARANCE.

### I. Steps in securing barangay clearance

1. Submit a request letter.
2. Fill up the form.
3. Claim your barangay clearance.
4. Sign in the barangay's log book.
5. \_\_\_\_\_

### II. Attach Barangay Clearance

#### Sample



## ACTIVITY

Give the process and fees required for a POLICE CLEARANCE. Attach also your POLICE CLEARANCE.

### I. Steps in securing Police Clearance

1. Fill up the application form online.
2. Pay through 7-Eleven e-services.
3. Go to the police station.
4. Take a photo and fingerprint scan.
5. Claim your police clearance.

### II. Attach Police Clearance

#### Sample

Republic of the Philippines  
NATIONAL POLICE COMMISSION  
PHILIPPINE NATIONAL POLICE  
Misamis Oriental Police Provincial Office  
OPOL POLICE STATION  
Opol, Misamis Oriental

MUNICIPALITY OF OPOL  
PROVINCE OF MISAMIS ORIENTAL

8/31/2017

TO WHOM IT MAY CONCERN:

This is to certify that the person, whose photo, signature and right thumbmark that appear herein, has requested a criminal/derogatory record check from this office with the following finding/s:

Full Name : [REDACTED]  
Address : [REDACTED] OPOL, MISAMIS ORIENTAL  
DOB/POB : [REDACTED] 1999 OPOL, MISAMIS ORIENTAL  
Sex/C.S. : MALE SINGLE  
Nationality/Height : FILIPINO AGE 18  
Purpose : SH WORK IMMERSION  
NGS : NO CRIMINAL RECORD/DEROGATORY ON FILE AS OF DATE

ISSUED AT : MTO OPOL, MIS. OR.  
ISSUED ON : 8/31/2017  
OR # : 8492911

CERTIFIED BY:  
RANJO TECSON ANITO  
POLICE CHIEF INSPECTOR  
Chief of Police

Right Thumbmark

SIGNATURE

Note: Not valid if there are erasures. This Police Clearance Certificate is valid only for 6 months from date of issue.

O.R. No : 8492926  
Amount Paid : ₱100.00  
Date Issued : 08/31/2017

## ACTIVITY

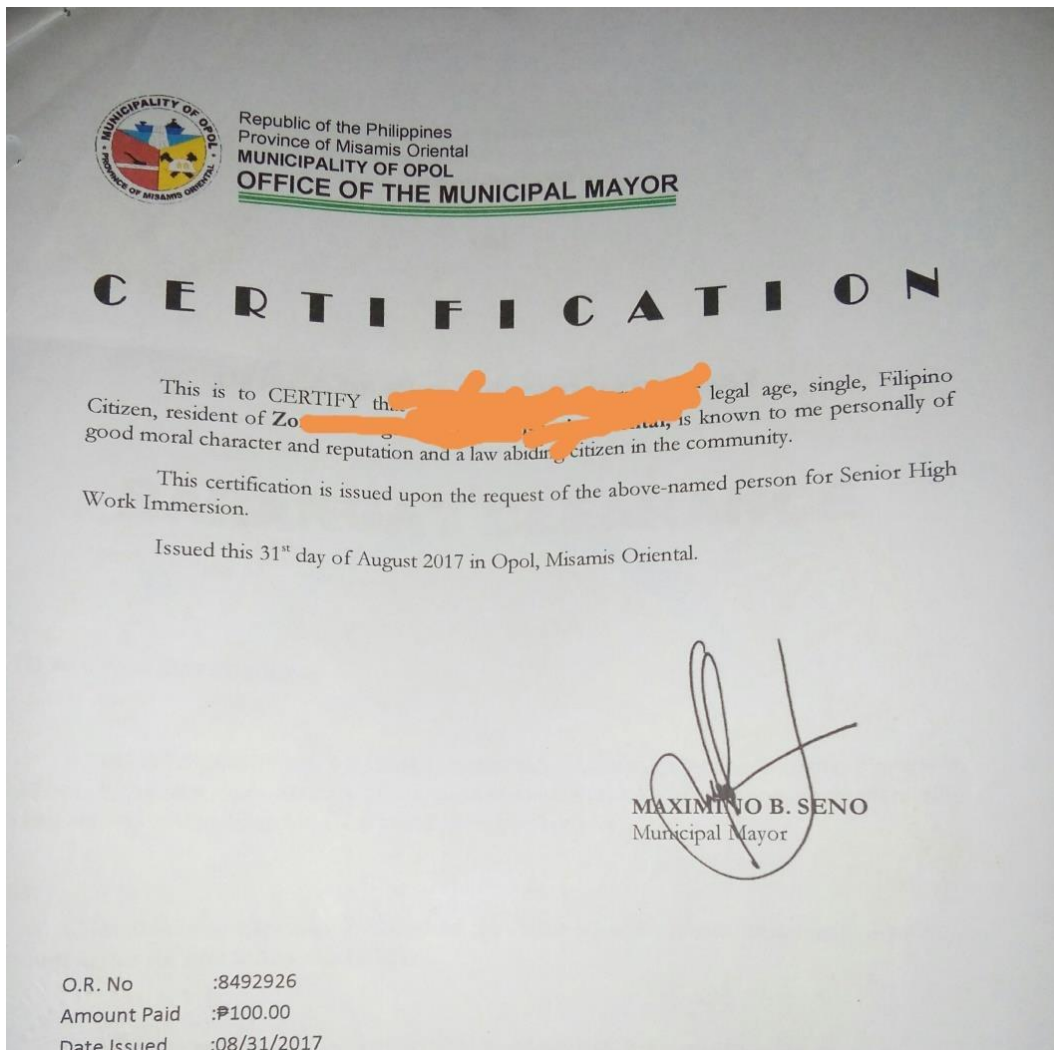
Give the process and fees required for a MAYOR'S CLEARANCE. Attach also your MAYOR'S CLEARANCE.

### I. Steps in securing Mayor's Clearance

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### II. Attach Mayor's Clearance

#### *Sample*



## ACTIVITY

Give the process and fees required for a MEDICAL CERTIFICATE. Attach also your MEDICAL CERTIFICATE.

### I. Steps in securing Medical Certificate

1. Undergo an X-RAY and CBC Blood Test.
2. Go to a hospital and fill up the form.
3. Answer the doctor's question and wait for his signature.
4. Claim your medical certificate.
5. \_\_\_\_\_

Please attach your MEDICAL CERTIFICATE here.

### Sample

Department of Education Region X Division of Misamis Oriental			
_____			
_____			
<b>MEDICAL CERTIFICATE</b>			
<b>To Whom It May Concern:</b>			
This is to certify that I have personally examined _____, age _____, sex _____, born on _____ and have found that he/she is physically fit, during the time of examination, to do the work immersion at OpoL LGU.			
<b>Physical Examination</b> _____			
Date examined:	:	_____	_____
Height:	:	_____	Weight : _____ Blood Pressure : _____
Pulse, Resting	:	_____	Respiratory Rate : _____
Other Remarks	:	_____	
<b>Other Findings</b>	<b>Yes</b>	<b>No</b>	<b>If Yes, please specify</b>
Asthma			
Food Allergy			
Undergone Operation			
Kidney Infection			
Heart Ailment			
Others			
Medical Officer			

For Work Immersion Only



## MOCK JOB INTERVIEW

Here are some questions that you may encounter during an interview. Try answering them.

### Interpersonal Skills

1. What are your strengths? What are your weaknesses?
2. What do you do when you know you are right and your boss disagrees with you? Give me an example.
3. If your colleagues had an opportunity to tell us your primary strength what would that be? And, your primary weakness-what would that be?
4. As a component of this position, you may have to work on a team on certain projects. Describe when you've worked on a team before and what, in your opinion, constitutes an effective team? What do you expect from others on the team and what do you need from others on the team?
5. What do you do when others resist or reject your ideas or actions?

### Behavioural


1. Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle it?
2. How do you know when you are stressed? What do you do to de-stress?
3. Tell me about a time when you were a part of a great team. What was your part in making the team effective?
4. Suppose your supervisor asked you to get information for them that you know is confidential and he/she should not have access to. What would you do?
5. Describe a time when you performed a task outside your perceived responsibilities. What was the task? Why did you perceive it to be outside your responsibilities? What was the outcome?

### Creative Thinking

1. What's the best book you've read in the last year? Please take a minute and tell us what you liked about it.
2. What was the most creative thing you did in your last job?
3. What is your interpretation of "success?"
4. Describe an ideal work environment or "the perfect job."
5. In what way(s) do you express your personality in the workplace?

### Leadership

1. How would you describe an ideal supervisor?
2. What strengths did you rely on in your last position to make you successful in your work?
3. As a supervisor, it is essential to motivate employees in your area. Sometimes this must be done using non-monetary means. Please describe some creative ways you have motivated and recognized employees in the past non-monetarily.
4. Explain, step by step, how you have coached an employee who had performance problems.
5. If you had to describe your own leadership style as directive, delegating, or coaching, which would you choose? Please explain why giving examples.



**Optional Situational Questions:** *Please explain how you would handle the following situations:*

1. You observe two of your employees arguing in a central location in the office.
2. One of your employees comes to you complaining about another employee and insisting they should no longer work together.
3. One of your employees comes to you to complain that he/she has a more demanding work load than another employee and wants the workload to be shifted.

**General**

1. Could you share with us a recent accomplishment of which you are most proud?
2. Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.
3. Why have you applied for this position?
4. What skill set do you think you would bring to this position?
5. Tell me about your present or last job. Why did you choose it? Why did you/do you want to leave?
6. What was your primary contribution/achievement? Biggest challenge?
7. What are your short-term and long-term goals?
8. In what areas would you like to develop further? What are your plans to do that?
9. What are some positive aspects of your last employment/employer? What are some negative aspects?
10. What do you know about our company?
11. Why should we hire YOU?
12. After learning about this opportunity, what made you take the next step and apply for the job?
13. If you are the successful applicant, how would you expect to be different after a year in this position?
14. Now that you have learned about our company and the position you are applying for, what hesitation or reluctance would you have in accepting this job if we offer it to you?

ACTIVITY 12 | Mock Job Interview

**During the conduct of the mock job interview, do you think you did well?**

Yes. I was able to answer all the questions in all honesty. I did make sure that I would somehow leave a good impression to my interviewee by providing him with answers that explains my overall character and attitude. Giving him some of my qualities that would make me different to others is also one of the things that I did during the interview.

**What are the areas that you think you are good at and areas that needed to be improved?**

I think that I had already prepared myself well-enough in terms of emotional, physical and technical aspects and it greatly helped me in answering all the questions honestly. However, I am not confident in my answers all the time. I still do get nervous and it heavily reflects on my voice. I need to improve this as I am sure that the way I speak and carry myself also plays a big role in any job interviews.

**Are you more confident now to answer during job interview?**


Yes. The mock job interview definitely help me to visualize and have an idea on the things that might happen and the questions that might be asked during the interview. Surely, it was able to boost my confidence when speaking to the interviewee. I was also able to learn on my mistakes during the mock job interview and reflect on it. I can use it to improve myself so that I'll be able to do better on the nest job interviews that I will do in the future.

## IMMERSION PROPER

Dear student you are now nearing your immersion proper. Before the immersion proper please ensure that you have a signed parent's permit and kindly attach your insurance policy here.

### ACTIVITY 13 | Attach Insurance Policy here

#### Sample



**POLICY SCHEDULE**  
CASUALTY  
COMPREHENSIVE GENERAL LIAB

Issue Date : October 5, 2017

Policy Period  
From : October 5, 2017 12:00:00 NOON  
To : October 5, 2018 12:00:00 NOON

Policy No. : CA-CGL-CO-17-0000014-00 Insured : [REDACTED] SENIOR Address : [REDACTED] OPOL, MISAMIS ORIENTAL	PREMIUM : PHP 1,915.40 DOC STAMPS : 239.43 LOCAL GOVT TAX : 15.32 OTHER CHARGES : 0.00 VAT : 229.85 <hr/> AMOUNT DUE : 2,400.00
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DEPED ORDER NO. 30, S. 2017  
 GUIDELINES FOR WORK IMMERSION  
 SECTION 5: PRINCIPLES AND POLICY STATEMENTS, PARAGRAPH 5 SUB PARAGRAPH ( G) AND (H) QUOTE:  
 G. INSURANCE FOR LEARNERS IN DEPED SCHOOLS, CHARGE TO MOOE ( FOR PRIVATE HIGH SCHOOLS, COLLEGES AND UNIVERSITIES, LOCAL UNIVERSITIES AND COLLEGES, STATE UNIVERSITIES AND COLLEGES AND TECHNICAL AND VOCATIONAL SCHOOLS, THE INSURANCE FEE PAID BY THE LEARNERS DURING ENROLLMENT SHALL BE UTILIZED FOR WORK IMMERSION. INSURANCE FEES MAY ALSO INCLUDED IN THE VOUCHER.)  
 H. WORK IMMERSION-RELATED EXPENSES LIKE INSURANCE AND TRANSPORTATION ALLOWANCE MAY BE TREATED AS A DONATION UNDER DEPED'S ADOPT- SCHOOL PROGRAM

PERSONAL LIABILITY OF THE STUDENT DURING WORK IMMERSION ONLY  
 DEDUCTIBLE OF P 2,500.00 SUPPORTED WITH MOA

BENEFITS:  
 AGGREGATE PROPERTY DAMAGE - P 10,000.00  
 AGGREGATE BODILY INJURY TO THIRD PARTY - 10,000.00  
 ANNUAL PREMIUM PER STUDENT - 200.00

AREA OF OPERATION : LGU OPOL AND ANY ESTABLISHMENT

LIST OF ENROLLEES:  
 1. [REDACTED]  
 2. [REDACTED]  
 3. [REDACTED]  
 4. [REDACTED]  
 5. [REDACTED]  
 6. [REDACTED]  
 7. [REDACTED]  
 8. [REDACTED]  
 9. M. [REDACTED]  
 10. M. [REDACTED]  
 11. [REDACTED] B.  
 12. [REDACTED]

**DETAILS OF INSURANCE**

1 : COMPREHENSIVE GENERAL LIABILITY  
 Location : LGU-OPOL AND ANY ESTABLISHMENT

## ACTIVITY 14 | Parents' Consent Form

A parent's consent form is a document signed by parents or legal guardians that grants permission for a student to undergo Work Immersion.

***Attach Parents Permit here***

Consent Form <b>WORK IMMERSION</b>	
Name of School	
Date of Birth	
School	
Name of Parent/Guardian	
Address	
Contact Number	
<b>MEDICAL BACKGROUND</b>	
Does your child suffer from any medical conditions/allergies? (please check appropriate box)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Please provide details of medication that must be administered, if any:</i>	
<p><b>UNDERTAKING:</b></p> <p>a) I agree to my son/daughter taking part in the Work Immersion as a key feature of the Senior High School Curriculum, which involves hands-on experience or work simulation in which learners can apply their competencies and acquired knowledge relevant to their track;</p> <p>b) I understand that an insurance for learners in DepEd schools shall be procured by their respective schools, hence, I hereby release the school, its teachers and personnel from any and all liability, claims, demands, and causes of action whatsoever arising out of or related to any loss, damage or injury that may be sustained by my son/daughter during the Work Immersion:</p> <p>c) I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those listed above;</p> <p>d) That I have read and fully understood the statements above including the implications thereof.</p>	
<i>Signature Over Printed Name of Parent/Guardian</i>	Date: _____



## THE COMPANY

I. **Objectives:** Appreciating management processes by observing, identifying and describing the following:

1. Nature of the business
2. Description of the products/services
3. Target clientele
4. Organizational structure
5. Company rules and regulations



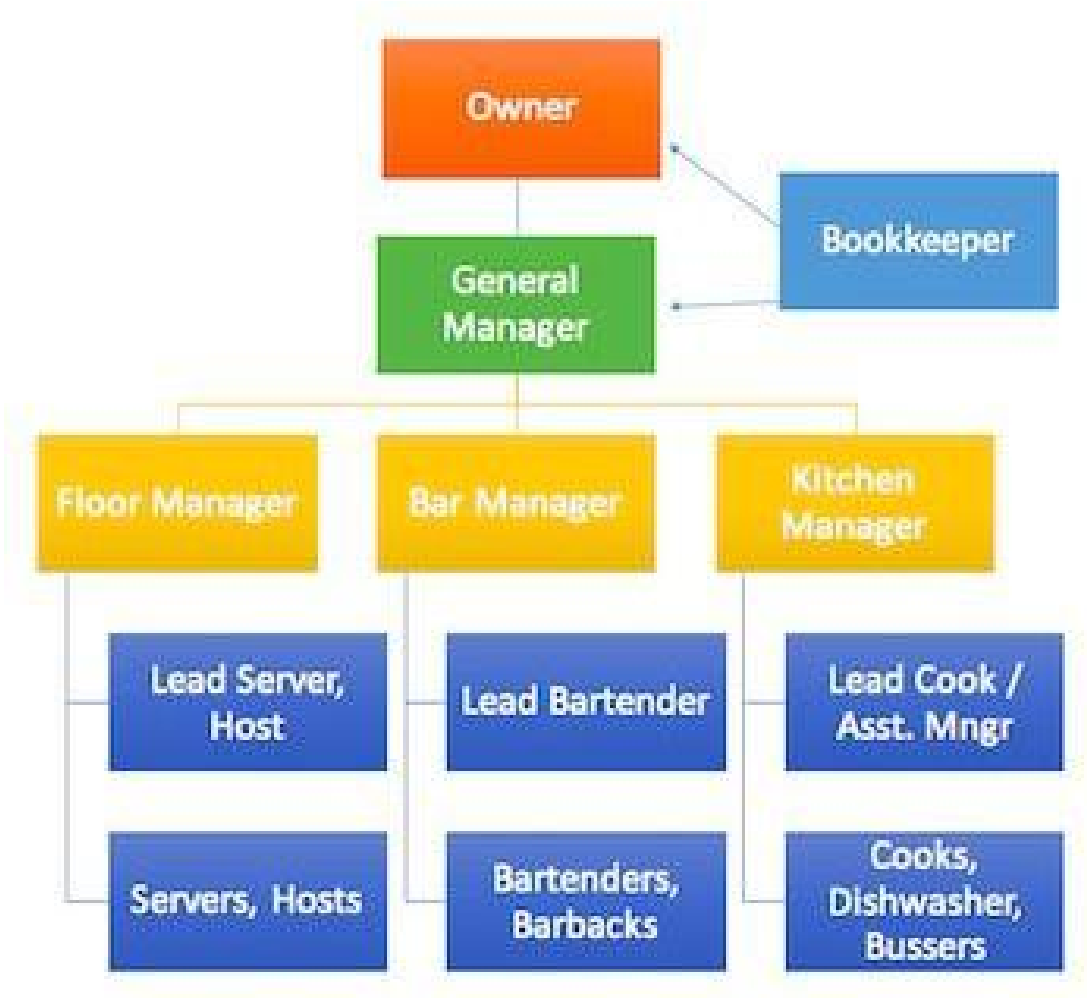


## ACTIVITY 16 | Organizational Chart

An organizational chart is a graphic representation of the structure of an organization, showing the relationships of the positions or jobs within it.

*Attach or draw the organizational chart of the office or establishment you are assigned for work immersion. Below is a sample*

### **Sample Organizational Chart of a Restaurant**





**PARENTAL / GUARDIAN'S CONSENT**

And I, the trainee's parent and/or legal guardian, allow my son/daughter to undergo Work Immersion for **80** hours starting on \_\_\_\_\_ until \_\_\_\_\_ at \_\_\_\_\_ in partial fulfilment of the requirements for Senior High School K-12 Program.

It is understood that he/she abides by the **rules and regulations** that may be imposed by the Supervisor/Staff-in-Charge for his/her welfare and safety.

I fully agree to waive any responsibility on the part of \_\_\_\_\_ in case of any untoward incident that may happen to my son/daughter during the duration of the WORK IMMERSION.

**Name of Student-Trainee:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## ACTIVITY 18 | Work Immersion Task/s Activities

Attach signed Annex C

### Sample

**List of Tasks/Activities to be done during Work Immersion** *(may change according to track/strand)*

Name of Student		Grade & Section	
School Name		Immersion Site	
Track	<b>ACADEMIC</b>	Strand/Specialization	
Duration of Work Immersion	<b>80 Hours</b>		

School Partnerships Focal Person		Contact Number	
Work Immersion Teacher		Contact Number	

COMPETENCIES	TASKS/ACTIVITIES	TIME ALLOTMENT	ACTUAL SCHEDULE	REMARKS
OBSERVE PROPER WORK ETHICS	The student: <ul style="list-style-type: none"> <li>• Be at the workplace 10-15 minutes before the time;</li> <li>• Follow instructions carefully from the direct supervisor;</li> <li>• Observe and follow rules and regulations of the workplace / industry;</li> <li>• Know and perform your duties and responsibilities accordingly;</li> <li>• Observe and practice confidentiality in the workplace/industry; and Observe and practice working with the team.</li> </ul>			
SAFETY IN THE WORKPLACE	<ul style="list-style-type: none"> <li>• Do exactly as directed by your immediate supervisor;</li> <li>• Be observant of the do's and don'ts of the workplace /industry; and</li> <li>• Know and practice your bounds/limits as per instruction by your immediate supervisor.</li> </ul>			
SENSITIVITY TO CULTURES AND PRACTICES	<ul style="list-style-type: none"> <li>• Be observant and respectful of the different cultures and practices of your clients, supervisors and co-workers;</li> <li>• <b>ALWAYS</b> respect people in authority ,co-workers and clients; and</li> <li>• Think before talking about culture and religion.</li> </ul>			
FILING AND ARRANGING OF DOCUMENTS	<ul style="list-style-type: none"> <li>• File and arrange documents as per instruction by the immediate supervisor; and</li> <li>• Encode the data's gathered from survey as directed by the immediate supervisor.</li> </ul>			
EVALUATING THE WORK IMMERSION	<ul style="list-style-type: none"> <li>• Present portfolio with the week diary entries;</li> <li>• Compare and contrast school and work application of skills, knowledge and attitudes;</li> <li>• Write an updated resume reflecting your Work Immersion experience; and</li> <li>• Reflect and write about your Work Immersion experience.</li> </ul>			

Students shall not be given other activities outside of those previously agreed upon, which are anchored on the stated competencies.

Certified True and Correct:

\_\_\_\_\_  
*Student's Signature Over Printed Name*

\_\_\_\_\_  
*Parent's Signature Over Printed Name*

\_\_\_\_\_  
*Work Immersion Teacher's Signature Over Printed Name*

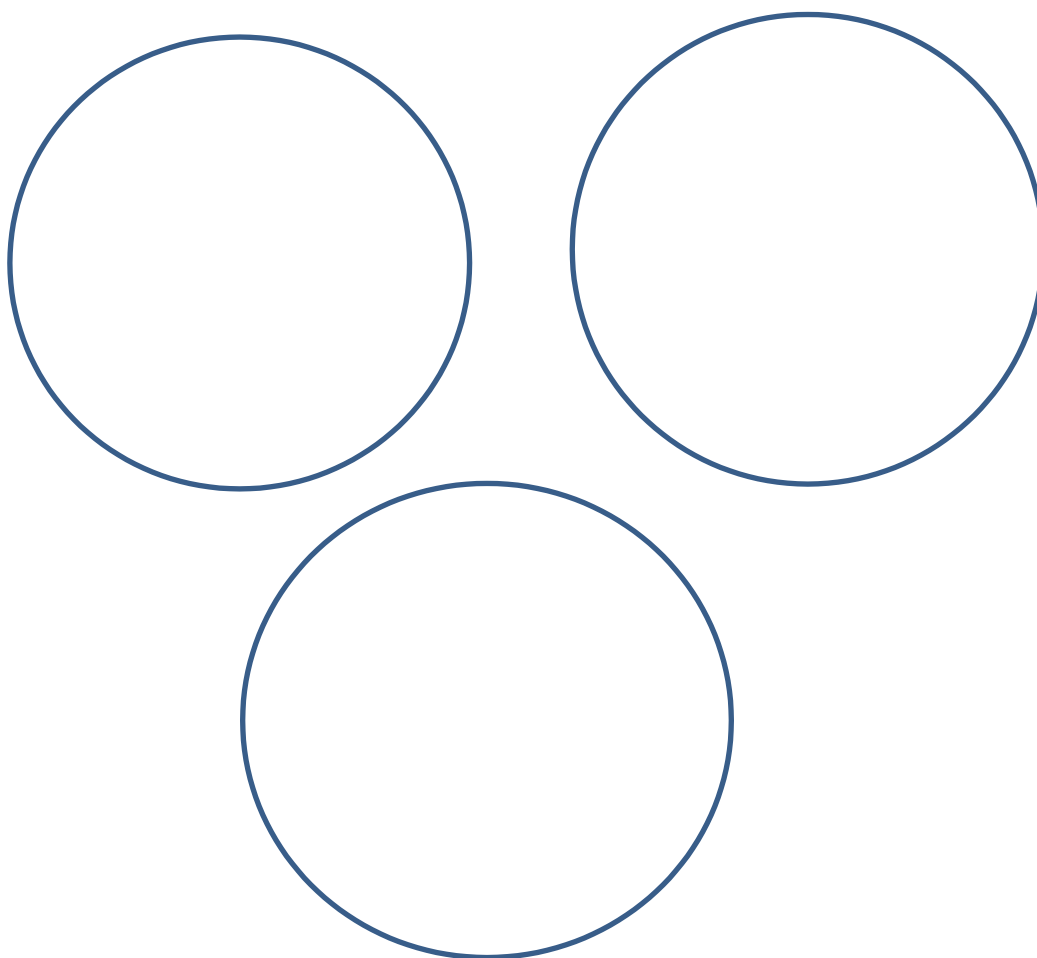
\_\_\_\_\_  
*Industry Supervisor's Signature Over Printed Name*

## ACTIVITY 19 | Report on Activities Performed

*State the work functions delegated unto you and how you accomplished it.*

DATE	ACTIVITIES DONE	REMARKS

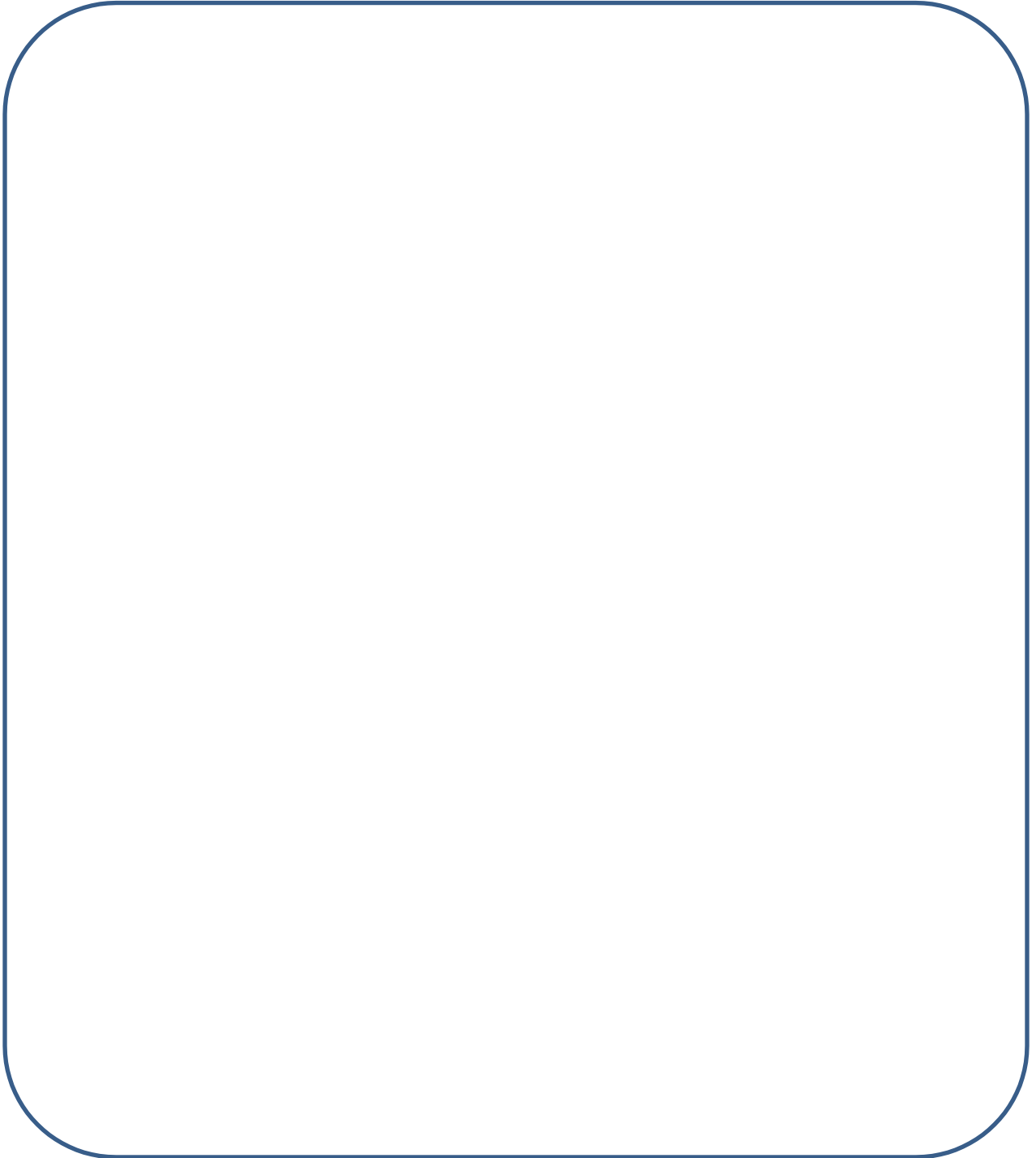
*Attach documents or pictures*



## ACTIVITY 20 | Business Flow Chart

A business flow chart shows the steps that make up a business process, along with who's responsible for each step. They are useful for analysing current processes, planning improvements, and crystallizing communication between process participants.

**Task:** Draw a diagram of the company or institution's business flow chart where you are assigned. Do ask permission from head of office before doing so.



**ACTIVITY 21 | Civil Service Form No. 48**

**DAILY TIME RECORD**

*Attached signed DTR.*

**ATTENDANCE SHEET**

For the Month of:				
Date	Time In	Time Out	No. of Hours	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

For the Month of:				
Date	Time In	Time Out	No. of Hours	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
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12				
13				
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21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Certified True and Correct:

\_\_\_\_\_  
*Signature Over Printed Name of  
 Student-Trainee*

\_\_\_\_\_  
*Work Immersion Teacher*

\_\_\_\_\_  
*Partner Institution's Supervisor*

**ACTIVITY 22 |Daily Task Record / Daily Journal**

A daily task record is a work log that summarizes how an employee spent his time on the job. Through a daily work log, an employee can create a mental picture of what comprises his day and how he uses his time. It is also helpful in understanding how productive an employee is during a particular period of the workday.

Accomplish your daily task record.

Department: \_\_\_\_\_

Area: \_\_\_\_\_

Date of Tracking Started: \_\_\_\_\_

Date of Tracking Ended: \_\_\_\_\_

DAILY TASK	START	END	COMMENTS

Signed:

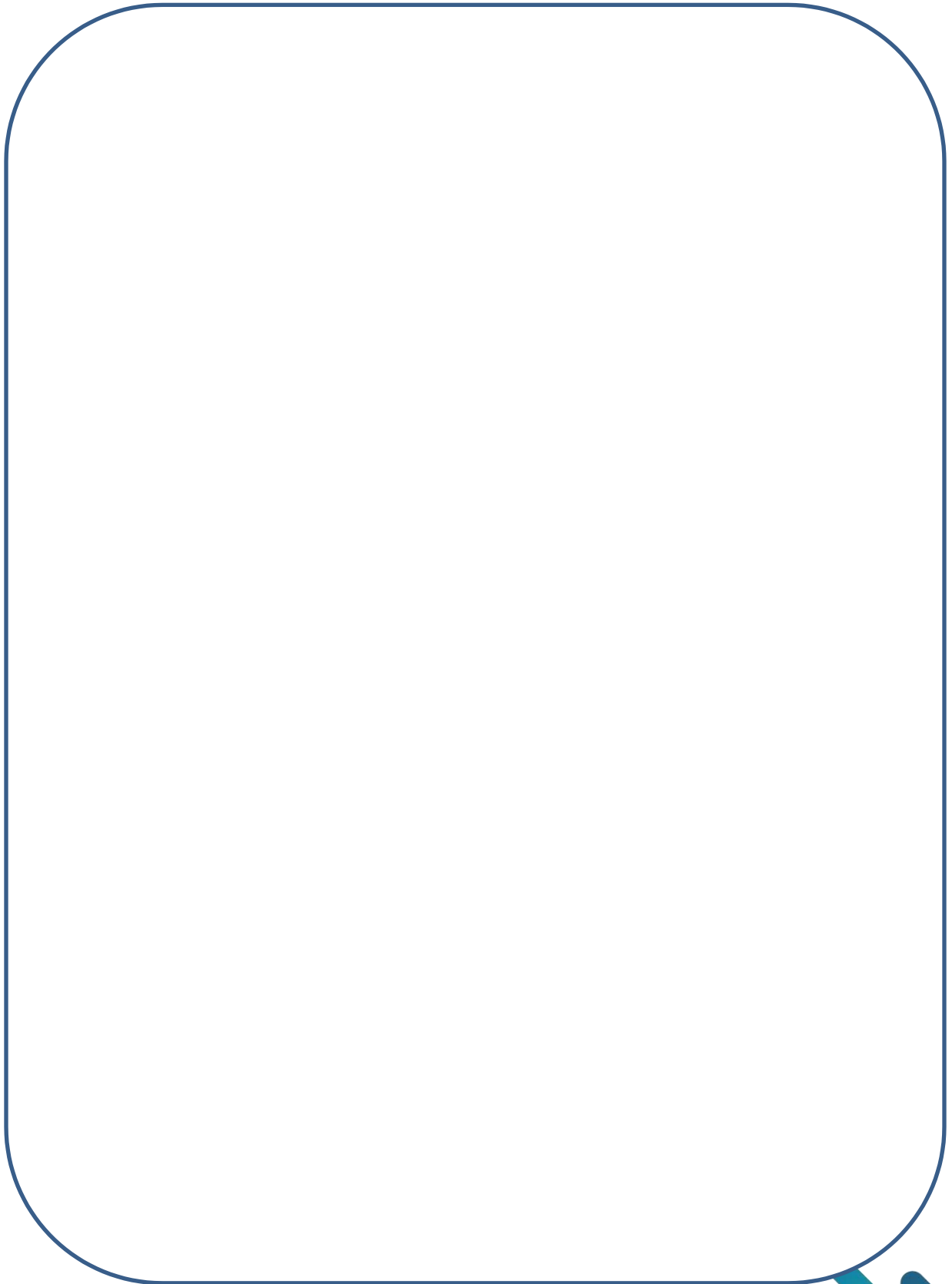
\_\_\_\_\_  
*Name and Signature of Student-Trainee*

Noted: \_\_\_\_\_

*Name and Signature of Supervisor*

## ACTIVITY 23 | Work Performance Artefacts

Attach photos, illustrations, and other evidences (*e.g. certificates of awards received*) of performed hands-on skills that include knowledge of work and quality of work done.



### ACTIVITY 24 | Personal Traits 1

Attach photo, illustrations, and other evidences (*e.g. certificates of awards received*) of good personality traits demonstrated during the work immersion which is based on ***pleasing appearance, courtesy, conduct, industriousness, and reliability.***

### ACTIVITY 25 | Personal Traits 2

Attach photo, illustrations, and other evidences (*e.g. certificates of awards received*) of good personality traits demonstrated during the work immersion which is based on ***sociability, drive and leadership, mental maturity, and stress tolerance.***

## ACTIVITY 26 | Other Related Tasks

Other related tasks means taking on tasks outside your role but is based on the company given competencies to the students.

***Attach or write an account of other related tasks.***

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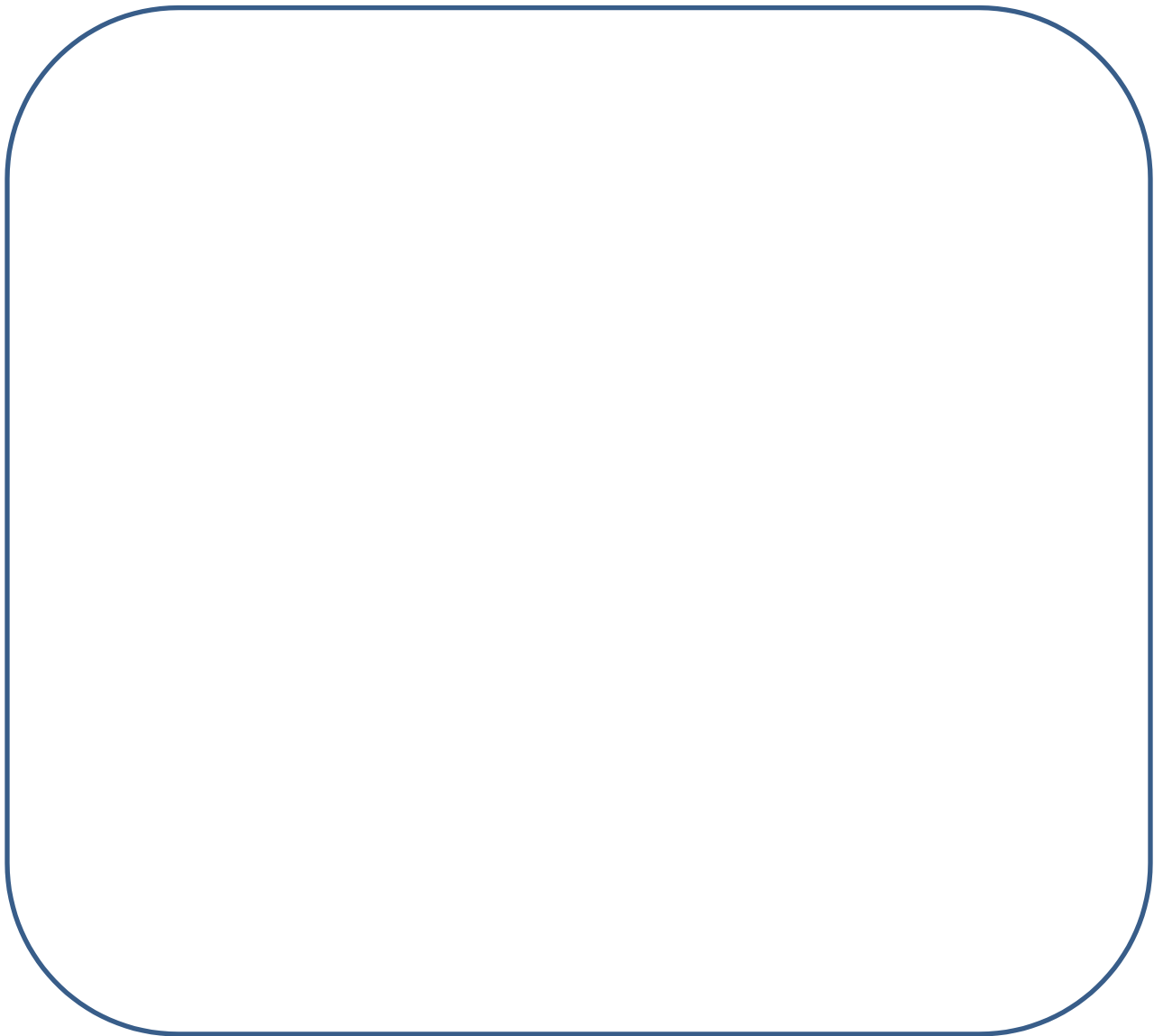
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## ACTIVITY 27 | Post- Immersion

Dear students you are now on the final stretch of your work immersion course. At this juncture you need to revisit the things that have been done in the past few days. What are the events that are memorable to you, what are the key learning's that you have achieved and lastly you need to evaluate if the experienced gave you more confidence to face what lies ahead.

**Make a collage of your work experience**

*Sample*







**ACTIVITY**

**MY UPDATED RESUME**





**ACTIVITY**

**MY REFLECTIONS**

How did the experience change me as a person, and how will it help me in the future.



## COMPLETION CERTIFICATE



## **COLLAGE OF MY SENIOR HIGH EXPERIENCE**

## ASSESSMENT

The Work Immersion Teacher and the Work Immersion Partner Institution Supervisor will jointly assess the learners' performance following the DepEd Order No. 8, s. 2015 (*Policy Guidelines on Classroom Assessment for the K TO 12 Basic Education Program*).

The Work Immersion Teacher shall then issue the Final Grade (*from DepEd Order No. 30, S. 2017, Section 8. Page 11 of 11*).

### Performance Assessment Form

#### I. PRE-IMMERSION

**Objectives:** Understanding work immersion by discussing:

- A. **Expected Behaviour** – Work ethics, Safety in the workplace, workplace rights and responsibilities, confidentiality in the workplace, effective conflict resolution and teamwork skills
- B. **Appreciating the importance of credentials by:** writing a resume, filling out application forms, secure clearances, job interview skills training

**Performance Indicator:**

(10) - Excellent      (9) - Very Good      (8) - Good      (7) - Fair,      (6) - Poor Performance

*\*To be rated by the Work Immersion Teacher and should be indicated in the Written Works 1*

Competency	Activity No.	Task/Output/Artefact	Performance Rating					Rate
			10	9	8	7	6	WI Teacher
<b>A. (example)</b>								
Work ethics	1	The Worker (Essay)						
Safety in the workplace	2	Do's & Don'ts						
Confidentiality in the workplace	3	Confidentiality in the Workplace						
Effective conflict resolution	4	Conflict Resolution						
<b>B.</b>								
Writing a resume	5	Sample Resume						
Filling out application forms	6	Application Letter						
Secure clearances	7	Barangay,						
	8	Police,						
	8	Mayor's Clearance,						
Job interview skills	10	Medical Certificate						
	11	Job Interview						
Other documents	12	Insurance Policy						
	13	Parent's Consent						
<b>Perfect Score: 130</b>		<b>Total Raw Score</b>						
<b>Descriptor</b>		<b>Average = Total Raw Score / No. of activities</b>						

**Feedback of Work Immersion Teacher:**

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\_\_\_\_\_  
*Name and Signature of Work Immersion Teacher*

## II. IMMERSION PROPER

A. **Objectives:** Appreciating management processes by observing, identifying and describing the following:

1. Nature of the business;
2. Description of the products/services;
3. Target clientele;
4. Organizational structure;
5. Company rules and regulations

**Skills Indicator:** (10) - Excellent (9) - Very Good (8) - Good (7) - Fair (6) - Poor Performance

**\*To be rated by the Work Immersion Partner Institution Supervisor and Work Immersion Teacher, to be indicated in the Performance Task 1**

Competency	Activity No.	Task/Output/Artefact	Performance Rating					Rate		
			10	9	8	7	6	Supervisor 60%	Teacher 40%	
Nature of the business	14	Written narrative on company profile								
Description of the products / services	14	Pictures of products / services or written narrative on activities performed								
Target clientele	14	Business profile								
Organizational structure	15	Organizational chart								
Company rules & regulations	16	Company handbook or list of rules & regulations								
<b>Perfect Score: 50</b>		<b>Total Raw Score</b>								
<b>Descriptor</b>		<b>Average = Total Raw Score/ no. of activities</b>		<i>Ex. 10/ Excellent</i>						

**What went well?** \_\_\_\_\_

\_\_\_\_\_

**What needs to be improved?** \_\_\_\_\_

\_\_\_\_\_

**Feedback of Supervisor:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Name and Signature of Supervisor*

\_\_\_\_\_

**Feedback of Work Immersion Teacher:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Name and Signature of Immersion Teacher*

## IMMERSION

**B. Objectives:** Appreciating business processes by observing and participating in Safety / Production / Maintenance / Quality Control / Quality Assurance / Customer Satisfaction / Housekeeping / Hygiene and others

**Skills Indicator:** (10) - Excellent (9) - Very Good (8) - Good (7) - Fair (6) - Poor Performance

*\*To be rated by the Work Immersion Partner Institution Supervisor and Work Immersion Teacher, indicated in the Performance Task 2*

Competency	Activity No.	Performance Task/Output/Artefact	Performance Rating					Rate		
			10	9	8	7	6	Supervisor 60%	Teacher 40%	
Safety / Production / Maintenance / Quality Control / Quality Assurance / Customer Satisfaction / Housekeeping / Hygiene and others	17	Written narrative on business processes of the company ( <i>may contain photos &amp; charts</i> )								
	18	Written report on activities performed								
	19	Business process flow chart								
<b>Perfect Score: 30</b>		<b>Total Raw Score:</b>								
<b>Descriptor</b>		<b>Average = Total Raw Score/ no. of activities</b>								

**What went well?** \_\_\_\_\_

\_\_\_\_\_

**What needs to be improved?** \_\_\_\_\_

\_\_\_\_\_

**Feedback of Supervisor:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Name and Signature of Supervisor*

**Feedback of Work Immersion Teacher:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Name and Signature of Immersion Teacher*

## IMMERSION

C. Objectives: Applying skills learned and proper values acquired in school.

**Skills Indicator:** (10) - Excellent (9) - Very Good (8) - Good (7) - Fair (6) - Poor Performance

**To be rated by the Work Immersion Partner Institution Supervisor and Work Immersion Teacher, to be indicated in the Performance Task 3**

Competency	Activity No.	Task/Output/Artefact	Performance Rating					Rate	
			10	9	8	7	6	Supervisor 60%	Teacher 40%
Applying skills learned and proper values acquired in school	20	Daily Time Record							
	21	Daily Task Record or Daily Diary/ Journal							
	22	Photos, illustrations of performed hands-on skills Work Performance ( <i>includes knowledge and quality of work</i> )							
	23	Personal Traits 1 ( <i>based on pleasing appearance, courtesy, conduct, industriousness, and reliability</i> )							
	24	Personal Trait 2 ( <i>based on sociability, drive and leadership, mental maturity and stress tolerance</i> )							
	25	Other related tasks							
<b>Perfect Score: 60</b>		<b>Total Raw Score</b>							
<b>Descriptor</b>		<b>Average = Total Raw Score / no. of activities</b>							

What went well? \_\_\_\_\_

\_\_\_\_\_

What needs to be improved? \_\_\_\_\_

\_\_\_\_\_

Feedback of Supervisor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Name and Signature of Supervisor*

Feedback of Work Immersion Teacher: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Name and Signature of Immersion Teacher*

### III. POST WORK IMMERSION

#### A. Objectives: Evaluating the Work Immersion Experience

**Skills Indicator:** (10) - Excellent (9) - Very Good (8) - Good (7) - Fair (6) - Poor Performance

**\*To be rated by the Work Immersion Teacher and should be indicated in the Written Works 2**

Competency	Activity No.	Task/Output/Artefact	Performance Rating					Rate Teacher
			10	9	8	7	6	
Presenting a portfolio with entries	26	Accomplished forms, Collage						
Comparing school and work application of skills, knowledge, and attitude	27	Accomplishment Report and/or Weekly diary (issues faced & resolutions)						
Writing an updated resume	28	Updated Resume						
Reflecting on experiences	29	Work Immersion Highlights						
	30	Reflections						
		Completion Certificate						
<b>Perfect Score: 40</b>		<b>Total Raw Score</b>						
<b>Descriptor</b>		<b>Average = Total Raw Score/ no. of activities</b>						

What went well? \_\_\_\_\_

\_\_\_\_\_

What needs to be improved? \_\_\_\_\_

\_\_\_\_\_

Feedback of Supervisor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Immersion Teacher



## References

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SHS Work Immersion Portfolio