

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 vigor of being a worker? What should you possess to become a good worker? How will you prepare for work immersion?

Work has been defined as to fulfill duties and regularly for wages or salary. Work may sometimes be called as job, employment or occupation. It is a person's role in a society and is one of the reason why lives keep going. A person does work in exchange for payment. More work implies a productive growth of economy, while lack of this may result to major economic problem in the society which will lead to poverty.

In order to perform a quality work, one must be good worker. A good worker must possess a strong personal and professional skills. He must have the character and the capability to perform his job in the most productive and effective manner. He must have the sufficient knowledge and expertise in his skill to be an asset to his company. A good worker must also have excellent organizational and teamwork skills to be an effective leader and follower to his boss and colleague.

In this regard, as per DepEd Order No. 30, s.2017 also known as Guidelines for Work Immersion. A memo mandating all senior high school students to undergo work immersion. Work immersion is one of the course requirements for graduation. Its goal is for senior high school students to become familiar with work-related environment related to their field of. Students will experience how it feels to be in an actual workplace and how to deal with real life work conflicts. This is also the exact time to apply all the principles and theories taught in school and prepares them to meet the needs and challenges of employment.

I always envisioned myself to be the breadwinner of the family. Until now, I always look forward working and earning money for them. In fact, I had promised and set myself that I may able to finish my study or not, I will still find work to help them. And now that I am on my last year in high school, I am a few steps closer to my dreams. Few years from now, I will be working but before that, I have to undergo work immersion first and practice myself to be a good worker. If I am going to assess myself, I think I am not 100% ready and prepared to be in an actual workplace. First, I must submit my complete documents. I must have enough knowledge, adequate skills and good moral character. I must also be aware of the company's dos and don'ts, policy and guidelines of the company. I must be able to resolve the possible needs and challenges I may encounter. And lastly, I should practice myself to be open minded to any changes and new learnings in my whole immersion process.

ACTIVITY 2

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

DO's	DON'Ts
1. Do arrive early.	Don't be late.
2. Do greetings to your clients and coworkers.	Don't talk back to your coworkers, employer and clients.
3. Do keep client's information with outmost confidentiality.	Don't forget to give clients the best service possible.
4. Do your work productively and effectively.	Don't bring your emotions into the office.
5. Do a certain task within a given timeframe.	Don't share client's personal information to unauthorized persons.
6. Do friendly conversations with others.	Don't interfere to client's personal business.
7. Do find the best solution to conflicts you encounter.	Don't use your position to discriminate clients.
8. Do listen if somebody's speaking.	Don't preach your clients.
9. Do try to adopt changes from time to time.	Don't hesitate to assist clients.
10. Do build a good public relation among clients.	Don't use working hours for leisure.
11. Do ask questions for clarifications.	Don't wear weekend attire to the office.
12. Do be willing to work hard.	Don't be close-minded to other's opinion.
13. Do be willing to answer client's questions and inquiries.	Don't tolerate misbehavior in the office.
14. Do be documented in all transactions.	Don't make arguments with clients.
15. Do try to be as transparent as possible.	Don't have a personal conversation at your desk.

REFLECTION:

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

Yes. Because a good worker must know how to respect and obey the company's rules and regulations. LAMP COOP LENDING INC's policy and guidelines are easy to follow and gives clear instructions that will help me fulfill my job in the most productive and effective manner.

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

None. Because for me, every rule is a concern about both employee and client's welfare. Everything is set to achieve the best work result and to give the clients and customers the best product and service possible.

ACTIVITY 3

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?

Confidentiality in the workplace is one of the work ethics a good worker should possess. It is defined as keeping the employee, customer and client's information private. Confidentiality in the workplace is of paramount importance. It is the employee's obligation to treat all the information in the workplace with care and caution. An employee should be prudent enough not to disclose any information that the organization considered to be sensitive and confidential. Not until he consulted and asked permission to his supervisor. Confidentiality in the workplace tests the honesty and the loyalty of an employee to his job and company.

An employee must be aware of the files or materials he is permitted to access and utilize. He should be reminded that under no circumstances these files be shared and given to unauthorized persons. This is because an individual has the right to keep his personal information with confidentiality. Failure to do this is a breach of confidentiality. This is why employees do not discuss business dealings, outside work.

If I am an employee of a law firm and I have a friend who's asking me for some information that can be for some information that he can use for his case, I will refuse and say no to him. As an employee, it is my primary obligation not to reveal any information to unauthorized persons. I am fully responsible of the files I am entrusted to access. I will not give him anything until he undergoes proper procedure or asks authorization. I could not just give something that's not mine at the first place. I don't want to be biased because I know the feeling of being a victim by the poor justice in the country. As a friend, I will advise him to do the right thing it doesn't mean that he is my friend I will tolerate him. Giving him what he wanted is like committing another crime together. And if he really committed the crime he's been accused, he must pay for it. I want him to take account and learn from his mistake.

Yes, I am willing to sacrifice our friendship for the sake of my job. Because if I won't, this could bring negative repercussions to me as an employee and to the company's reputation as well. I will always bear in mind that I have rules and regulations to follow and there is God who

sees nothing but the truth. And besides, working in a law firm makes no sense if I would not do the right thing. So might as well perform my job with outmost integrity and absolute dignity.

ACTIVITY 4

CONFLICT RESOLUTION

Did you ever experience disagreement and conflict with co-workers? How did you handle the situation? How would you rate your skills in handling differences of opinion? Please give an example that illustrates that skill.

Having an effective conflict resolution is one of the work ethic a good worker must acquire and access. Conflict resolution is the process by which two or more parties reach a peaceful resolution to a dispute. Conflict may occur between co-workers, or between supervisors and subordinates, or between service providers and their clients or customers. Conflict can also occur between groups, such as management and the labor force, or between whole departments. Conflict resolution requires leadership skills, problem-solving abilities and decision making.

Conflict is defined as a serious disagreement or argument typically a protracted one. This usually happens because no two individuals have exactly the same expectations and desires. Conflict is a natural part of our interaction with others. Conflict in the workplace is normal since you are working as a team in a company. To avoid conflicts, a good worker must have an effective teamwork skill. Teamwork is the ability to work amicably with fellow employees in all kinds of situations and empathy. Teamwork in essence requires not only people skills but also a sense of maturity. Teamwork also involves helping each member of your team to achieve a common goal quickly and effectively.

During my immersion, I remembered I had a conflict with my coworker. We were assigned a certain task and we are half way done when suddenly an employee told us to change everything and start from the top for easier and faster work. I was so upset because it took me how many hours working before he could tell us how it should be done. I cannot complain and do anything but to follow him and start my work all over again. When I'm almost done, I realized that he is right. that it really made my work faster and easier. And was able to submit it on time. The conflict has been resolved through teamwork. He coordinated with me to share his expertise while my job is to follow him. We helped each other as a team.

From this circumstance, I learned that as a worker I must have an effective conflict resolution and strong communication skills. Because when conflicts go undressed, it can have negative repercussions and unpleasant impact on the productivity of the work. In addition, teamwork is one of the most important competencies in employment because without it,

companies tend to fail. And if we combined both, it will help maintain healthy work environment.

ACTIVITY 11

A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired. How you answer questions during job interview can have a big impact on you being hired or accepted as a work immerse. Jot down questions that you have come across during your first dialogue with the partner-industry work supervisor or head of office you will be assigned.

Job interview is one of the most vital procedure in employment. It is one of the course requirement in job research process. Aside from completing all the documents, one should prepare himself on a one on one interview. It is conducted primarily to assess the credibility and capability of a job applicant. It measures how deserving and competitive candidate he is for the position. This is considered as the crucial part of applying because it builds impression and perceptions of the employer to the employee.

A job applicant must surpass this stage. He must be able to answer the questions appropriately and accordingly. He must possess a strong personal and professional skills. He also must have a persuasive ability in communication to convince the employer that he deserves the position. He must leave a positive impression to catch the employer's heart. He must be both mentally and physically prepared and be able to meet the company's standard.

Our first day of immersion served as the day of our mock job interview. We were interviewed by the HR representative of the company. I was asked with questions like tell me about yourself, tell me about your past work experiences, what is your strength and weaknesses? How do you envision yourself 10 years from now? Why should I hire you? What is your edge among other applicant? What do you know about our company? And why did you choose our company?

Among the six questions, the question: *why should I hire you* that has brought a big impact to me. For me, it's the only question that challenged me most. It took me a minute before I answered. And my answer goes like this: you should hire me ma'am because aside from this is one of the course requirement for graduation, work is on my way. Few years from now, I will be working. And as early as now, I need to practice myself to be a good worker. I need to acquire all the skills I needed to be an asset of the company. I needed to be familiar with the actual work

environment. I also needed to be familiar with the possible needs and conflicts of employment I may encounter. If you hire me ma'am, all the things that I have learned and experienced here in your reputable firm will be a big help for me and will be applied soon in my actual workplace.

ACTIVITY 12

MOCK JOB INTERVIEW

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

I think I wasn't able to give my best the last time I was interviewed by our Oral Communication teacher. I wasn't able to answer all the questions well. I was not mentally and physically prepared to the interview. I had a poor communication skills and could not speak in English fluently. I was afraid of making mistakes and has low self-confidence. Although I did not fail the interview but I know I could have done better.

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

I think I am good at understanding the question and interpreting it correctly. I also think I am good at constructing and organizing my idea in my mind. My problem is that when I have to say those words using English language as a medium. I can't say the idea exactly and coherently. And that's something I need to practice and improve. I have poor communication skills. I even prefer writing than speaking especially in front of a big crowd. I always get mental blocked and could not be able to speak my mind out. The idea that I said is way more different and unorganized than the idea I actually wanted it would be.

Are you more confident to answer now to answer during an actual job interview?

I think I am more confident now that I already have an experience of being interviewed for a job application. I have acquired all the skills I needed to. I have developed my communication skills and critical thinking abilities which will help me find the best answers to the questions given. I have also gained so much self-confidence and conquered my fear of having mistaken. I have set myself now to give out my best in everything and believe in what I could actually do. I am so excited and looking forward to an actual job application interview soon.

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.

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII- Eastern Visayas
DIVISION OF SOUTHERN LEYTE

REQUEST FOR WORK IMMERSION

MR. CONSESO S. ARRIOLA
MANAGER, LAMPCOOP
LIBAGON SOUTHERN LEYTE

Sir / Madame:

This is to request permission from your good office to please allow **MARY MARGARETTE ESCAMIS ESPAÑOLA**, 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 behavior 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, **MARY MARGARETTE ESCAMIS ESPAÑOLA**, who is a grade 12 Senior High School student enrolled in our school under the K to 12 program with Strand in **GENERAL ACADEMIC STRAND** 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 favorable action and we look forward to a more fruitful linkage with you.

Very truly yours,

MR. ARVIN P. ESPINOSA

Work Immersion Teacher

Noted by:

MRS. ISIDRA RISA P. SALEM

School Head

STUDENT INFORMATION SHEET

NAME: Mary Margarete E. Espanola

DATE OF BIRTH: February 19,2020

PLACE OF BIRTH: Jubas, Libagon, Southern Leyte

PARENT'S GUARDIAN/ NAME: Teresa E. Espanola

POSTAL ADDRESS: Jubas, Libagon, Southern Leyte

E-mail ADDRESS: marymargarete4545@gmail.com

CELLPHONE NUMBER: 06361201527

RELIGION: Roman Catholic

HEALTH ISSUES/ ALLERGIES: None

HOBBIES/ PAST TIME ACTIVITIES: Writing

SKILLS/TALENTS: Writing

EXTRA-CURRICULAR ACTIVITIES IN SCHOOL: Editorial Writing

SUPPORT GROUP/ HOME COMPANION: Family

LIST OF FAVORITES: Family, friends and foods

ONE WORD THAT DESCRIBE YOURSELF: Scribophile

How do you feel about the school?

Our school for me is a conducive place of learning and offers a quality education.

What are the most memorable subject/class? Why?

My favorite subject is creative writing because it practice and improve my skills in writing.

What are your plans after senior high?

I am planning to take college degree and pursue my dreams in life.

What is your career path?

I will be taking up Bachelor of Science in English which studies about writing and literature.

What is your philosophy in life?

When the pain is deep, go deep in prayer.

Do you have plans to go abroad? If yes, where and why?

Yes. I have been dreaming to travel around the world especially England. I want to experience how it feels to be in the place of renowned writers.

What are your dreams and ambition?

My ultimate dream is to become the world's most prominent writer. I want the world to love my works masterpiece.

How do you plan to achieve your ambitions and goals in life?

I want to achieve all my ambitions and goals in life through prayers and perseverance.

What are your expectations and apprehensions for work immersion?

I think work immersion will be a roller coaster ride. It will be new milestone and venture for me that will surely mold me both as a student and as a worker in the future.