

Guihulngan national high school población maculos extention

WORK IMMERSION PORTFOLIO

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

This belongs to:

Name of Student-Trainee

Track / Strand / Section

Agency / Company / Cooperative

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:

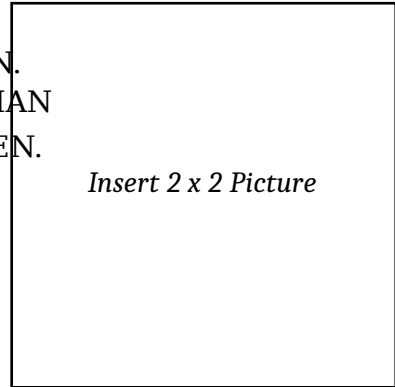
1. Attend Pre and Post Immersion Activities;
2. Report to the Work Immersion Partner Institution Supervisor during actual immersion;
3. Perform the duties and tasks as indicated in the prescribed template for work immersion list of tasks/activities; and
4. Prepare the documentations and reports required 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 :JENESA O. DAMANDAMAN
Date of Birth :OCTOBER 10,2002
Place of Birth:MACULOS BULADO GUI.CITY NEG.ORIEN.
Parent's / Guardian's Name :ROSENDA O DAMANDAMAN
Postal Address :MACULOS BULADO GUI.CITY NEG.ORIEN.
E-mail Address:JENESADAMANDAMAN@GMAIL.COM
Cellphone Number :09675388953
Religion :ROMAN CATHOLIC
Health Issues / Allergies :N/A
Hobbies / Past Time



ActivitiES: N/A

Skills / Talents

:SINGING,DANCING AND
MAKE UP ARTIST

Extra-curricular Activities in

School : ANY ACTIVIESSupport
group / home companions :N/A

List your favourites :

ADVENTURES,TRAVEL AND
ETC.

One word or object that describes
yourself :BEAUTIFUL

How do you feel about school? :I FEEL
SO NERVOUS AND SERIOUS

What are your most memorable subject / class? Why?: MY MEMORABLE SUBJECT IS A
MATH CLASS BECAUSE WE ARE HAPPY ALL BECAUSE WE HELP EACH OTHER.

What are your plans after Senior High School? :MY PLAN BEFORE &AFTER IT'S THE
SAME PLAN FOR MY SUCCESS, I GRSDUATED FOR THIS SENIOR HIGH SCHOOL TO
BE A SUCCESSFUL AND TO HELP MY FAMILY AND LOVED ONES.

What is your career path? : MY CAREER PATH IS TO COME AND WORK FOR MY
FUTURE AND BE HAPPY.

What is your philosophy in life? : N/A

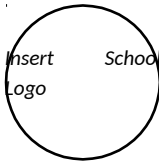
Do you have plans to go abroad? If yes, where and why? :YES, I HAVE PLAN FOR
THAT,I LOVED GO TO KOREA,BECAUSE I CAN SEE ANYTHING I LIKED.

What are your dreams and ambitions? :FOR MY AMBITIONS IS TO BE A
SUCCESSFUL AND SAME FOR MY DREAMS,I WANT TO BE A NICE JOB.

How do you plan to achieve your ambitions and goals in life? :I PLAN FOR MY AMBITIONS AND GOALS IN LIFE TO HELP MY FAMILY IF I GOT A NICE JOB.

What are your expectations and apprehensions for work immersion? :MY

EXPECTATIONS AND APPREHENSIONS FOR WORK IMMERSION IS TO PRACTICE A SOME WORK FOR SOMEDAY YOU WILL FINISHED. YOU HAVE ALREADY EXPERIENCE AND TO HAVE A GOOD AND NICE JOB IF YOU WERE APPLYING A SOMR WORK/JOB.



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X - Northern Mindanao
DIVISION OF MISAMIS ORIENTAL



REQUEST FOR WORK IMMERSION

Sir / Madame:

This is to request permission from your good office to please allow _____, 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, _____, who is a grade 12 Senior High School student enrolled in our school under the K to 12 program with Strand in _____, 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,

Work Immersion Teacher

Noted _____
: *School Head*

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
 - o *Medical certificate*
 - o *Barangay Clearance*
 - o *Police Clearance*
 - o *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 ☐!

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.ANALYZE THE TOPIC	DON'T USE CONTRACTIONS
2.RESPOND TO ALL PARTS OF THE PROMPT FULLY	AVOID BEING PERSONAL
3.USE FORMAL LINKING	DON'T USE EMOTIVE LANGUAGE
4.USE COMPLIX SENTENCES	DON'T USE ONLY PERSONAL EXAMPLES
5.AVOID REPETITION BY USING SYNONYMS	DON'T USE COLLOQUIL EXPRESSIONS
6.USE PASSIVE VOICE	AVOID SIMPLE VOCABULARY
7.USE FORMAL VOCABULARY	DON'T REPEAT THE SAME VOCABULARY DON'T USE OVERGENERATIONS
8.USE IMPERSONAL LANGUAGE	DON'T USE EXAMPLE OR ARGUMENTS
9.PROVIDE SOME FOOD FOR THOUGHT	
10.PROOFREAD YOUR WORK TO AVOID SIMPLE MISTAKES	
11.	
12.	
13.	
14.	
15.	

Reflection

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

YES I WOULD AGREE WITH THE COMPANYS POLICY GUIDELINES,RULES, AND AGREEMENT, BECAUSE THESE ARE THE FOUNDATION TO WAKE ALL THINGS IN ORDER.WITHOUT THIS, THERE WILL DISORGANIZATION OF ALL THE THINGS MOST SPECIFICALLY IN THE COMPANY.EVERYTHING IS COVERED BY POLICY GUIDELINES, IN ORDER TO ATTACH A PEACEFUL MANAGEMENT OF ALL.

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

PHILIPPINE RULES, SOME ARE UNFAIR TO HUMANS ALSO THOSE KIND OF RULES THAT DOES NOT HAVE JUST AND FAIR IMPLEMENTATIONS.LIKE FOR EXAMPLE THOSE PEOPLE WHO EITHER USE OR SELL ILLEGAL DRUGS,SOME POLICE WILL

IMMEDIATELY SHOOT THEN EVENTHOUGH THE SUSPECT IS NOT FIGHTING BACK AT ALL.



ECHOES and PONDER



[Type here]

ACTIVITY

Please attach your resume here.

Resume

JENESA O. DAMANDAMAN	
Home Address	:MACULOS BULADO,GUIHULNGAN CITY,NEG.OREINTAL
Cellphone Number	: 09675388953
E-mail Address	: JENESADAMANDAMAN@gmail.com
Date of Birth	: OCTOBER 10 2002
Gender	: FEMALE
EDUCATION	
GUIHULNGAN NATIONAL HIGH SCHOOL POBLACION MACULOS EXTENSION <i>Senior High School</i>	2021
GUIHULNGAN NATIONAL HIGH SCHOOL POBLACION MACULOS EXTENCION <i>Junior High School</i>	2019
MACULOS ELEMENTARY SCHOOL <i>Elementary School</i>	2015

AWARDS/HONORS/CERTIFICATE:

CERTIFICATE OF PARTICIPATION FOR “DIVISION LANGUAGE ARTS SHOW” SY. 2018-2019

CERTIFICATE “ “ “ “ “ CAREER GUIDANCE ORIENTATION “ SY.2018-2019

CERTIFICATE OF RECOGNATION IN GRADE 11 SY.2019-2020

CERTIFICATE OF RECOGNATION IN GRADE 11 TOP STUDENT SY. 2019-2020

CERTIFICATE OFRECOGNATION IN GRADE 11 TOP STUDENT SY 2018-2019

ACTIVITY 6

Place your application letter here

Application Letter

HR MANAGER
LAWAAN, TALISAY CITY, CEBU
VET RECEPTIONIST-RELIEVER

APRIL 26, 2021

Dear MAAM,

MY NAME IS JENESA O. DAMANDAMAN AND I AM A GRADUATING SENIOR AT GUIHULNGAN NATIONAL HIGH SCHOOL POBLACION MACULOS EXTENTION. I SAW YOUR POSTING FOR THE VET RECEPTIONIST RELIEVER ROLE ON, AND WAS IMMEDIATELY COMPELLED TO APPLY. MY ACADEMIC AND CAREER GOALS ALIGN WITH THE INTERNSHIP-STATED OBJECTIVES, I AM CONFLICT THAT I HAVE RIGHT SKILLS FOR THE JOB.

MY SKILLS IS DANCING SINGING AND I AM HARDWORKING PERSON. I'VE ATTACHED MY RESUME, WITH THERE DETAILS COMMUNITY. PLEASE DO NOT HISITATE TO REACH OUT. I LOOK FORWARD TO THE OPPORTUNITY TO SPEAK WITH YOU FURTHER, THANK YOU FOR YOUR TIME AND CONSIDERATION. MY FREE TIME IS EVERYDAY YOU CAN CALL ME IF I'VE PASS MY INTERVIEW MY CELL# IS 09675388953.

SINCERELY YOUR'S,

JENESA O. DAMANDAMAN

ACTIVITY 7

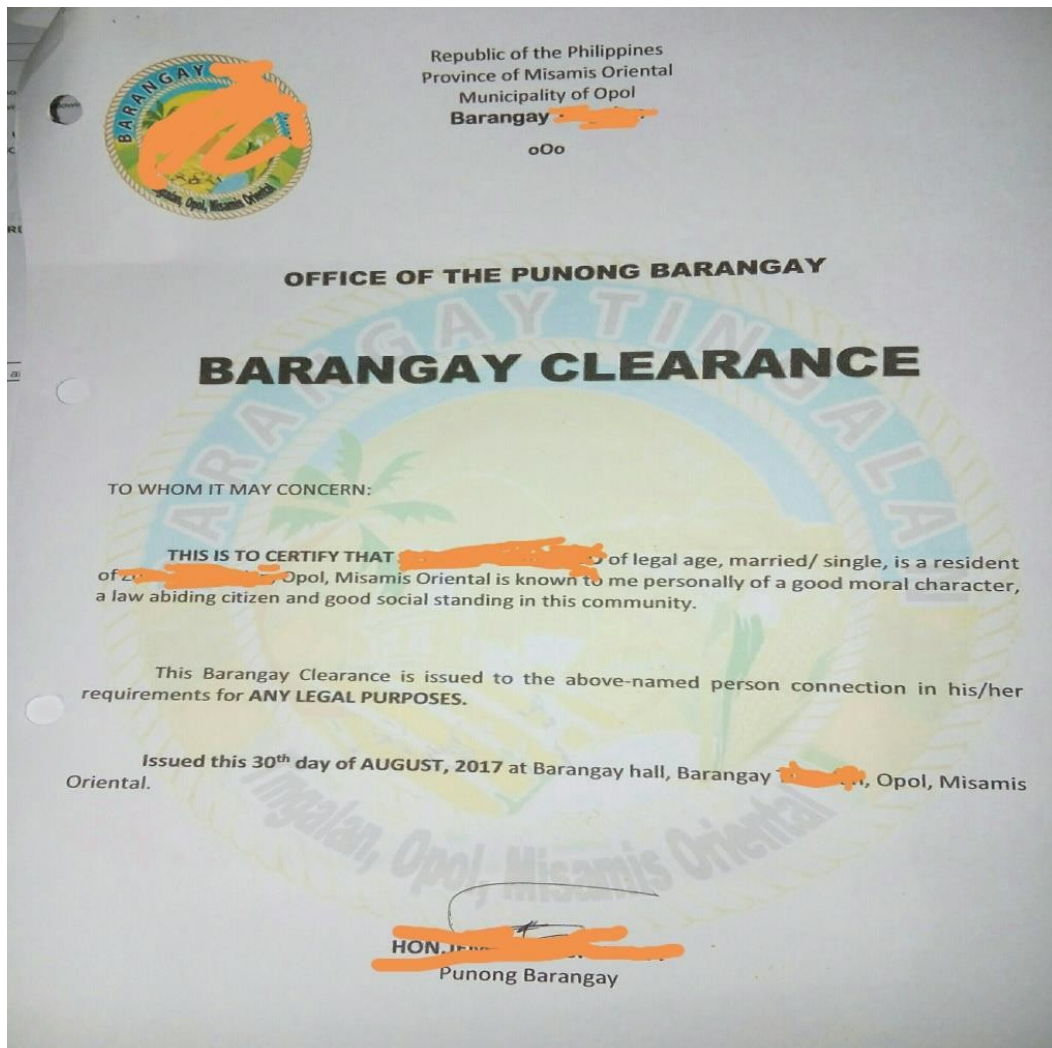
Give the process and fees required for a BARANGAY CLEARANCE. Attach also your BARANGAY CLEARANCE.

I. Steps in securing barangay clearance

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

II. Attach Barangay Clearance

Sample



ACTIVITY 8

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

I. Steps in securing Police Clearance

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

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
POLICE CLEARANCE

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] 999 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:
RANDY 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 9

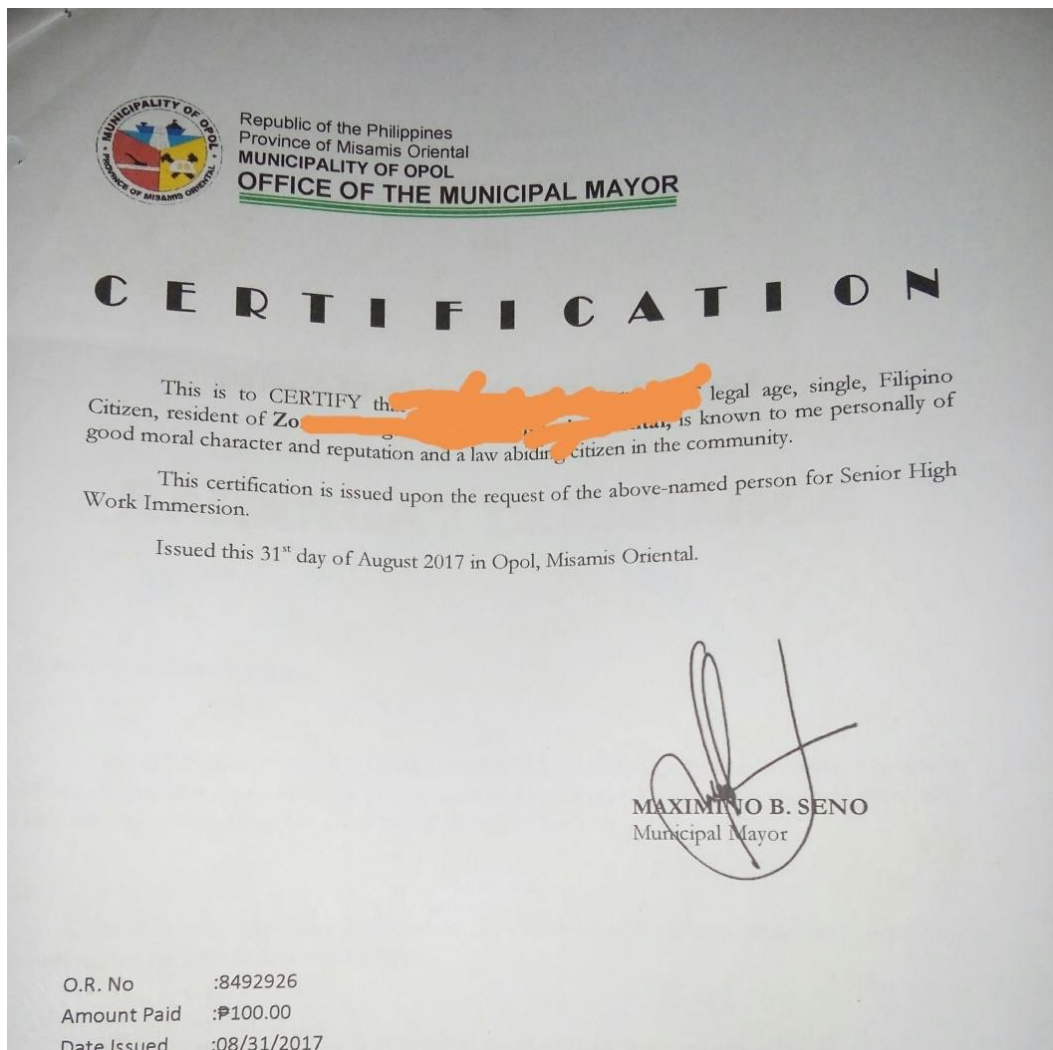
Give the process and fees required for a MAYOR'S CLEARANCE. Attach also your MAYOR'S CLEARANCE.

I. Steps in securing Mayor's Clearance

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

II. Attach Mayor's Clearance

Sample



ACTIVITY 10

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

I. Steps in securing Medical Certificate

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

Please attach your MEDICAL CERTIFICATE here.

Sample

Sample
 Education Region X
 Division of Misamis Oriental

MEDICAL CERTIFICATE

To Whom It May Concern:

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.

Physical Examination

Date examined: : _____

Height: : _____ Weight : _____ Blood Pressure : _____

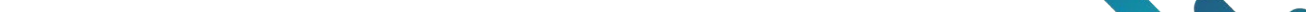
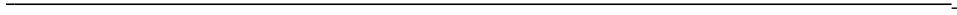
Pulse, Resting : _____ Respiratory Rate : _____

Other Remarks : _____

Other Findings	Yes	No	If Yes, please specify
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?

ECHOES and PONDER

ACTIVITY 12 | Mock Job Interview

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

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

Are you more confident now to answer during job interview?

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 LIABILITY

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	PREMIUM : PHP 1,915.40
Insured : [REDACTED] SENIOR	DOC STAMPS : 239.43
Address : [REDACTED] OPOL, MISAMIS ORIENTAL	LOCAL GOVT TAX : 15.32
	OTHER CHARGES : 0.00
	VAT : 229.85
	AMOUNT DUE : 2,400.00

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 WORK IMMERSION	
Name of School	
Date of Birth	
School	
Name of Parent/Guardian	
Address	
Contact Number	
MEDICAL BACKGROUND	
<p>Does your child suffer from any medical conditions/allergies? (please check appropriate box)</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>	
<p><i>Please provide details of medication that must be administered, if any:</i></p>	
<p>UNDERTAKING:</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>	

Signature Over Printed Name of Parent/Guardian

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 15 | Profile of the Company/Establishment

Sample Company Profile

Owner Johanna Shandy served as a pioneer of cultural gentrification when she opened the café nearly a decade ago. Her father established the family’s business in Palao Market about 30 years ago. Johanna runs the café with her 2 sons. The café has 10 employees and seats 50 in its 60 meter location. Menu offers freshly baked pastries and desserts, homemade pastas, breakfast, salads and various gourmet main courses like the famed Boullabaise dish.

Write description and profile of your work immersion area. Please include pictures.

Vision

Insert Company Picture

Mission

Objectives

Insert Company Picture

Core Values

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



ACTIVITY 17 | Company Rules and Regulation

Describe briefly and/or insert or paste here.

WORK IMMERSION AGREEMENT AND LIABILITY WAIVER

I am fully aware of the duties and responsibilities I will undertake through the **Work Immersion Program** with the cooperating company through the request of _____.

I recognize the authority of my cooperating company which I may be placed and submit myself to all the **Rules and Regulations** that may be imposed upon myself following the duties.

I renounce and waive any claim against the cooperating company and _____ for any injury that I may sustain/suffer, personal/financial in the performance of my duties/function.

Name of Student-Trainee: _____
Signature: _____
Date: _____

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	ACADEMIC	Strand/Specialization	
Duration of Work Immersion	80 Hours		

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

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*

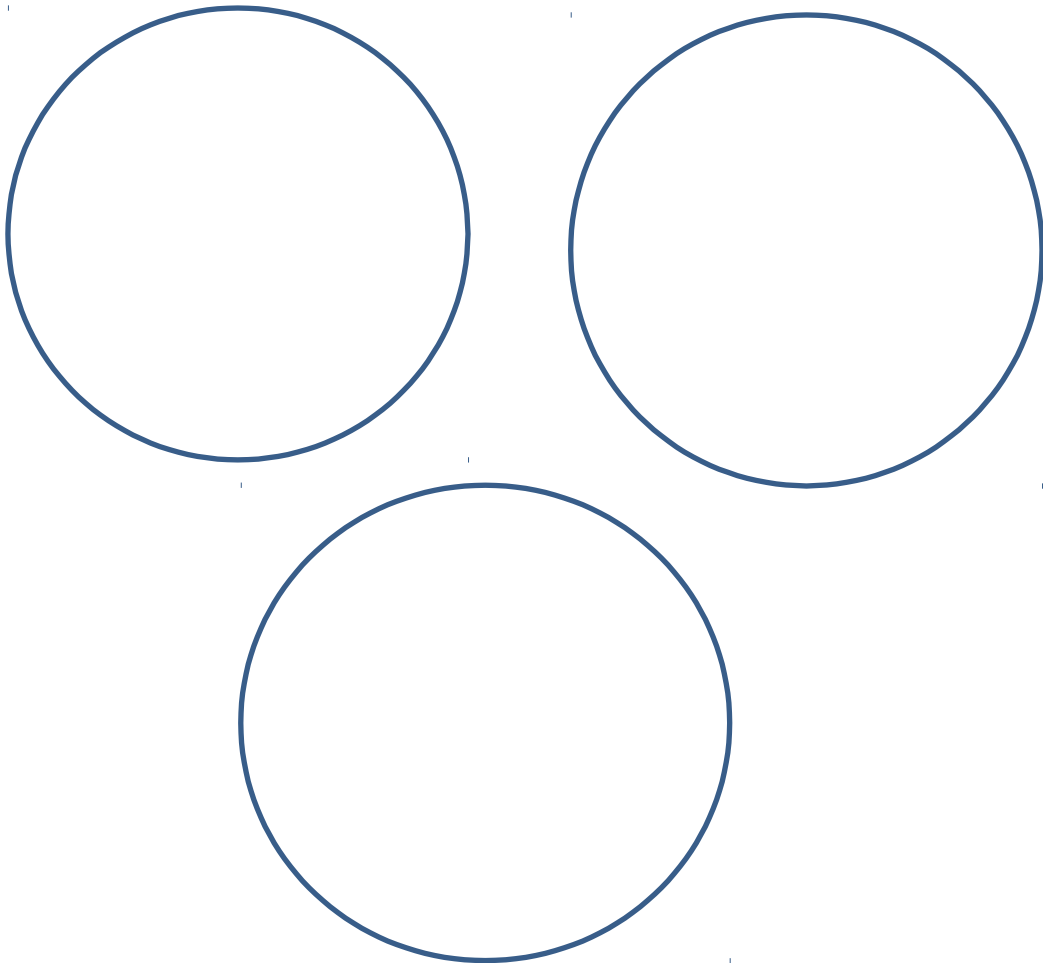
*Industry Supervisor's Signature Over
Printed Name*

ACTIVITY 19 | Report on Activities Performed

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

DATE	ACTIVITIES DONE	REMARKS

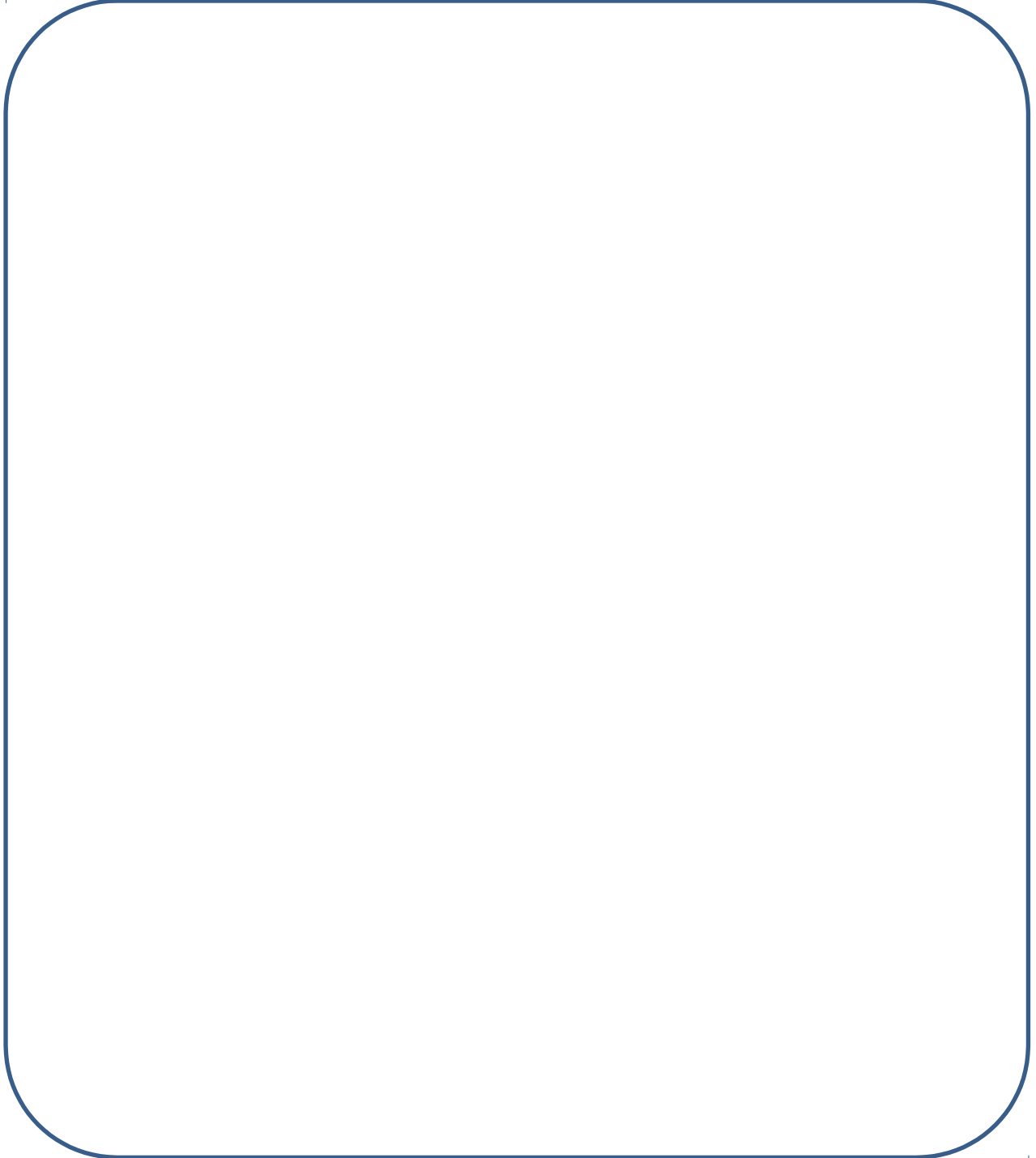
Attach documents or pictures



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

ATTENDANCE SHEET

Attached signed DTR.

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				

Certified True and Correct:

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				

Signature Over Printed Name of Student-Trainee

Work Immersion Teacher

Partner Institution

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:

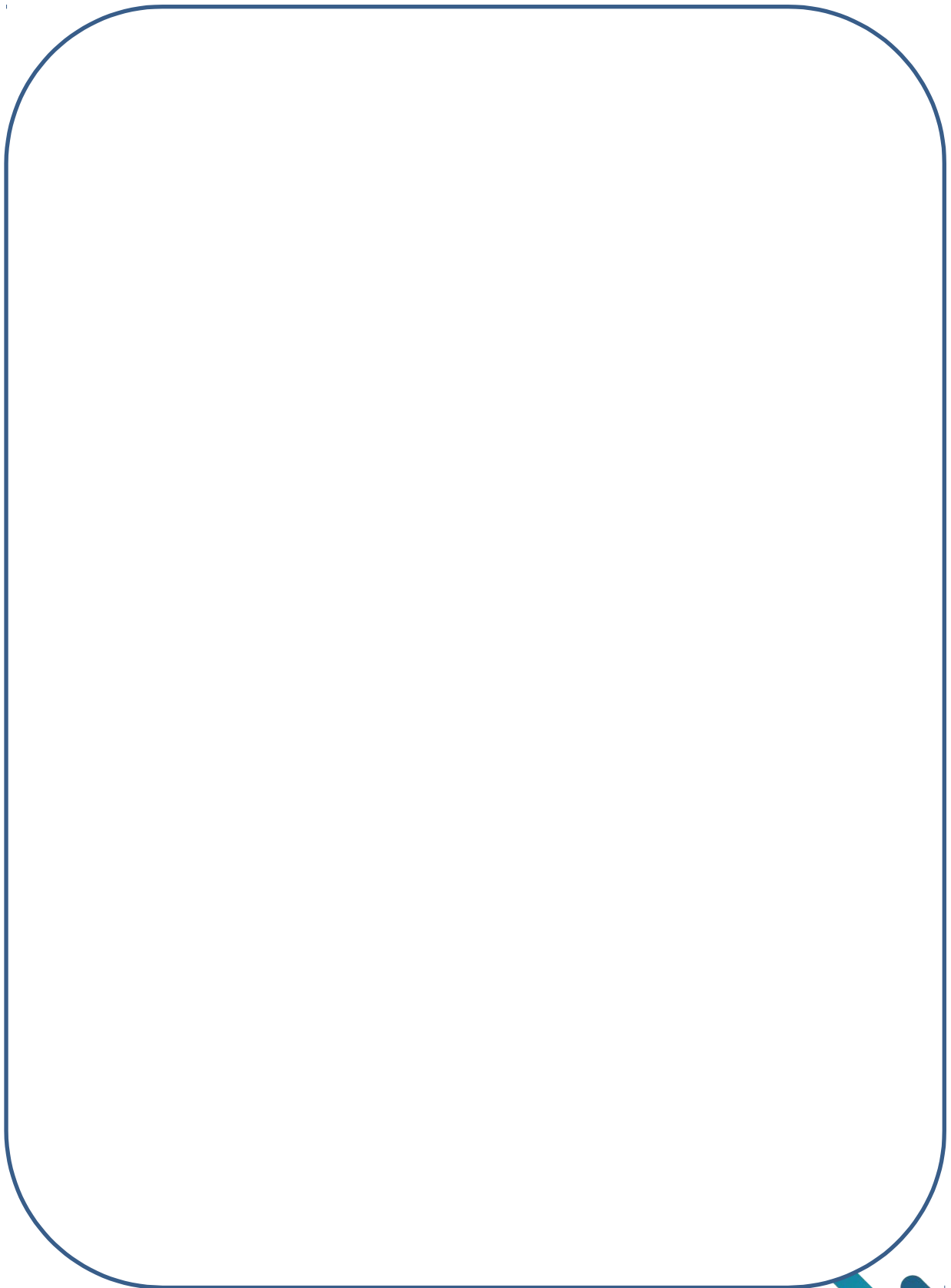
Name and Signature of Student-Trainee

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

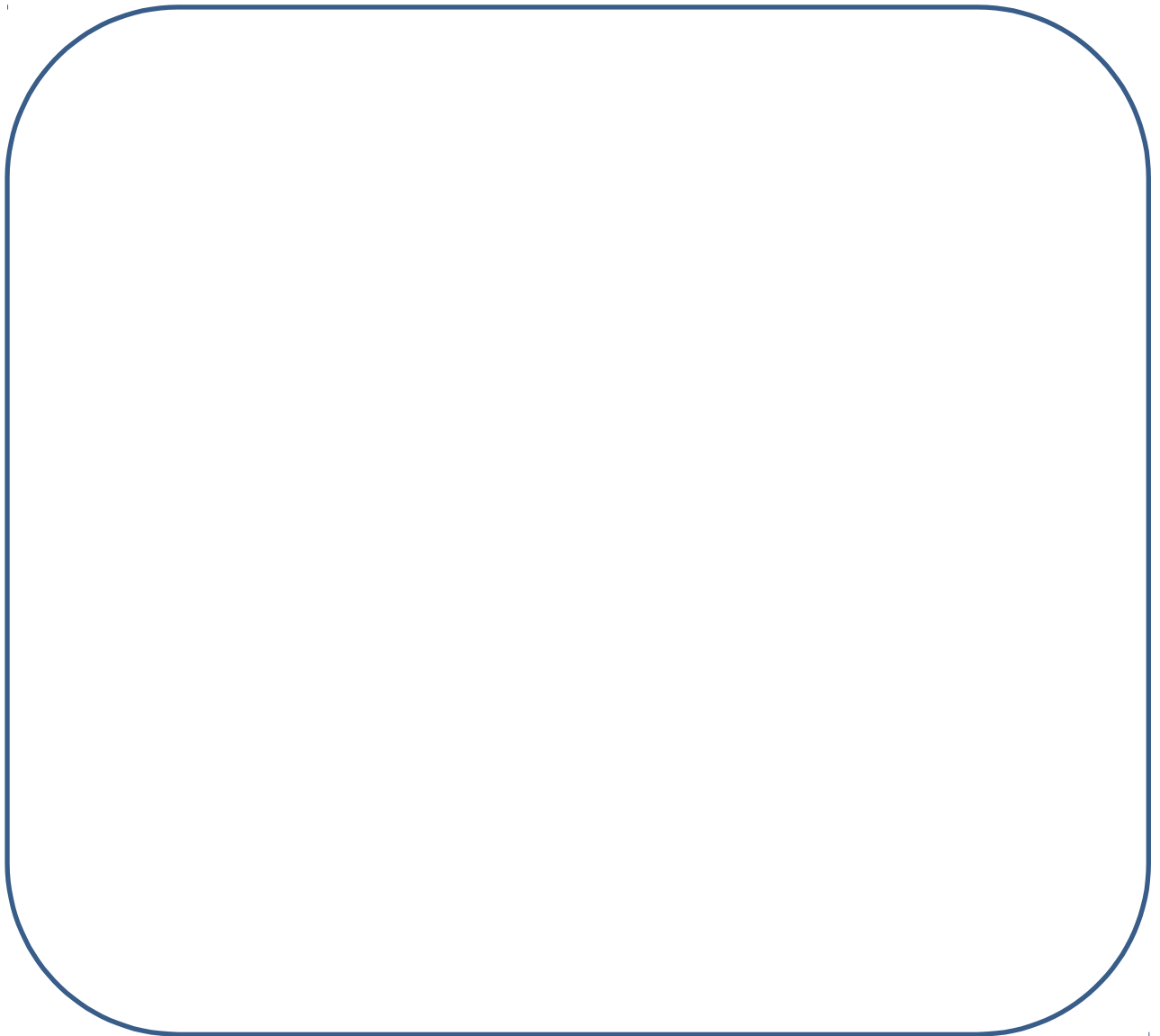
Attach photo, illustrations, and other evidences (*e.g. certificates of awards received*) of good personality traits demonstrated during the work immersion which is based on ***sociability, drive and leadership, mental maturity, and stress tolerance.***



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.









ACTIVITY 29

MY UPDATED RESUME



ACTIVITY 31

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
A. (example)								
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.								
Writing a resume	5	Sample Resume						
Filling out application forms	6	Application Letter						
Secure clearances	7	Barangay, Police, Mayor's Clearance, Medical Certificate						
	8							
	8							
	10							
Job interview skills	11	Job Interview						
Other documents	1	Insurance Policy Parent's Consent						
	2							
	1							
	3							
Perfect Score: 130		Total Raw Score						
Descriptor		Average = Total Raw Score / No. of activities						

Feedback of Work Immersion Teacher:

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							
Perfect Score: 50		Total Raw Score							
Descriptor		Average = Total Raw Score/ no. of activities	<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 PROPER

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 & charts</i>)							
	18	Written report on activities performed							
	19	Business process flow chart							
Perfect Score: 30		Total Raw Score:							
Descriptor		Average = Total Raw Score/ no. of activities							

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

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							
Perfect Score: 60		Total Raw Score							
Descriptor		Average = Total Raw Score / no. of activities							

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 (<i>issues faced & resolutions</i>)						
Writing an updated resume	28	Updated Resume						
Reflecting on experiences	29	Work Immersion Highlights						
	30	Reflections						
		Completion Certificate						
Perfect Score: 40		Total Raw Score						
Descriptor		Average = Total Raw Score/ no. of activities						

What went well? _____

What needs to be improved? _____

Feedback of Supervisor: _____

Name and Signature of Immersion Teacher

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CABIGAS, Marie Emerald A.. *Work Immersion Portfolio*. Alubijid National Comprehensive High School. Department of Education. Misamis Oriental

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SHS Work Immersion