



January 30, 2019

**REGIONAL MEMORANDUM**

No. 052, s. 2019

**SUBMISSION OF 2018-2019 WORK IMMERSION REPORTS**

**To: Schools Division Superintendents**  
This Region

1. The submission of Work Immersion reports for school year 2018-2019 shall be on March 25, 2019:
2. These reports are as follows:

These Reports are as follows:

| Work Immersion Reports                                  | Details                                                                                                                                                                                                                                                                                                                                                            |                                                        |                                       |                                                        |                                       |  |  |  |  |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------|--------------------------------------------------------|---------------------------------------|--|--|--|--|
| Work Immersion Monitoring and Evaluation Tool           | The tool can be taken from D.O. 30, s. 2017 (Annex F). Division SHS In-charge is required to submit reports in hard copies ( <i>in folders</i> ), per TVL specialization per school. In cases where students from other tracks underwent work immersion, reports shall also be submitted per track per school.                                                     |                                                        |                                       |                                                        |                                       |  |  |  |  |
| Division Profile per track per specialization           | <div>Below is the prescribed template,</div> <table><tr><th>Track</th><th>Specialization</th><th>Total No. of Schools Offering the track/specialization</th><th>Total No. of Learners (Grade 12 only)</th></tr><tr><td></td><td></td><td></td><td></td></tr></table> <div>Prepared by: Division SHS Coordinator<br/>Noted by: CID Chief<br/>Approved by: SDS</div> | Track                                                  | Specialization                        | Total No. of Schools Offering the track/specialization | Total No. of Learners (Grade 12 only) |  |  |  |  |
| Track                                                   | Specialization                                                                                                                                                                                                                                                                                                                                                     | Total No. of Schools Offering the track/specialization | Total No. of Learners (Grade 12 only) |                                                        |                                       |  |  |  |  |
|                                                         |                                                                                                                                                                                                                                                                                                                                                                    |                                                        |                                       |                                                        |                                       |  |  |  |  |
| Division Profile per Work Immersion Partner Institution | <div>Below is the prescribed template,</div> <table><tr><th>Track</th><th>Specialization</th><th>Name of Work Immersion Partner Institution</th><th>Total No. of Learners</th></tr><tr><td></td><td></td><td></td><td></td></tr></table> <div>Prepared by: Division SHS Coordinator<br/>Noted by: CID Chief<br/>Approved by: SDS</div>                             | Track                                                  | Specialization                        | Name of Work Immersion Partner Institution             | Total No. of Learners                 |  |  |  |  |
| Track                                                   | Specialization                                                                                                                                                                                                                                                                                                                                                     | Name of Work Immersion Partner Institution             | Total No. of Learners                 |                                                        |                                       |  |  |  |  |
|                                                         |                                                                                                                                                                                                                                                                                                                                                                    |                                                        |                                       |                                                        |                                       |  |  |  |  |
| Issues, Concerns and Recommendations                    | Follows after the division profiles                                                                                                                                                                                                                                                                                                                                |                                                        |                                       |                                                        |                                       |  |  |  |  |

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3. Schools Division Offices should have files of Progress Monitoring Reports on the implementation of Work Immersion using the template, Enclosure 7 of D.O. 39, s. 2018.
4. Immediate dissemination of this **Memorandum** to all concerned is highly desired.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
OIC – Regional Director

Encls: None  
References: D.O. 30, s. 2017 and D.O. 39, s. 2018  
To be indicated in the PERPETUAL INDEX under the following subjects:  
K to 12                      SHS                      WORK IMMERSION

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