

(Enclosure No. 7 to DepEd Order No. 039, s. 2018)



Republic of the Philippines
 Department of Education
 Department of Education Complex, Meralco Avenue, Pasig City



Work Immersion Progress Monitoring Tool

Name of School: _____

Division & Region: _____

School Head: _____

Date of Monitoring: _____

Directions: Check the box that corresponds to your answer in each item using the legend below.

LEGEND: E- Evident EI- Evident but Inadequate OP- On Process NE- Not Evident NA- Not Applicable

AREAS TO BE MONITORED	EVIDENCE <i>(should be compiled per specialization)</i>	E	EI	OP	NE	NA
I. Curriculum Implementation and Compliance						
1. Curriculum Guide is being followed properly.	Class schedule					
2. The offerings are appropriate to the community.	List of offerings vs community demographics					
3. Specializations are aligned to the work immersion partner institution.	List of Partner Institutions and their nature of business vs students' specialization					
II. Work Immersion Delivery Process						
1. Activities of the students are programmed based on the competencies.	Prescribed Template of Students' Activities and Matrix of Students' Competencies per specialization					
2. Students are being prepared before the actual Work Immersion.	Evaluation of student's readiness for Work Immersion which should be tailored to the context of the school					
3. Students' personal agenda/goals are being channeled for their knowledge, skills, and values development in the Work Immersion.	Student's statement of personal goals in the Work Immersion vs list of competencies and activities that will be identified together with the partner institution supervisor					
III. Assessment of Student's Progress						
1. Students are oriented on how their performance will be measured.	Documentation of student's orientation about the assessment of their performance					
IV. Supervision of Work Immersion Implementation						
1. A clear Monitoring Plan (Work Immersion Teacher, School Partnership Focal Person, and School Head)	Monitoring Plans of School Head, School Partnership Focal Person, and Work Immersion Teacher)					



AREAS TO BE MONITORED	EVIDENCE <i>(should be compiled per specialization)</i>	E	EI	OP	NE	NA
before the start of the Work Immersion is evident.						
2. Capacity building for Work Immersion is being conducted.	Documentation of teachers and personnel training with the attached utilized budget					
V. Administrative Concerns						
1. Students accomplish their parental consent before the actual Work Immersion.	Compiled Accomplished Parental Consents					
2. Orientation for students and their parents is conducted by both the School and Partner Institution before the start of Work Immersion.	Documentation of students and parents' orientation on Work Immersion					
3. An adequate budget is allotted for Work Immersion expenses.	Approved budget vs Financial Report of Work Immersion					
4. Profiles of confirmed Work Immersion partners are organized and available for reference by students, parents, and teachers.	Display of the profiles of confirmed Work Immersion partners					
5. Memorandum of Agreement (MOA) is duly notarized and properly documented.	Organized compilation of MOAs					
6. Materials and relevant supplies are available for the students and teachers of Work Immersion.	Inventory of supplies and materials vs reports of utilization					
7. The school has a Joint Working Group, which is formed before the start of Work Immersion.	List of the approved Joint Working Group, their minutes of meeting and other relevant documentation					
8. The facilities and venues are accessible to teachers and students.	Map of facilities and venues in relation to the school's location					
9. Students are provided with insurance during their Work Immersion.	Insurance documents of the students and the budgetary allotment					
10. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers					

SUMMARY OF RESULTS



Write the total number of checks per area and identify those that are not evident, evident but inadequate, on process, which merit actions to be taken.

AREAS TO BE MONITORED	E	NE	OP	EI	NA	REMARKS
I. Curriculum Implementation and Compliance						
II. Work Immersion Delivery Process						
III. Assessment of Student's Progress						
IV. Supervision of Work Immersion Implementation						
V. Administrative Concerns						

AREAS NOT EVIDENT/ EVIDENT BUT INADEQUATE/ ON PROCESS TO BE FILLED UP BY MONITOR	ACTIONS TO BE TAKEN TO BE FILLED UP AT THE POST-CONFERENCE BY SCHOOL HEAD	ACCOUNTABLE PERSON & POSITION	FOLLOW UP Date: _____ Indicate whether actions to be taken are <u>Implemented</u> or <u>Not Implemented</u> in the next monitoring
Ex. Curriculum Guide is being followed properly.	Ensure that CG will be followed properly in Academic Track .	Juan de la Cruz, School Head	

This certifies that the monitoring results have been discussed with me. I understand that my signature does not necessarily indicate agreement, but acknowledges receipt of the report, and that I may respond to any and all issues contained in this evaluation. Written response must be submitted to the undersigned supervisor within 10 working days of date noted below.

School Head: _____
 Signature over printed name

Date: _____

Monitored by: _____
 Signature over printed name

Designation: _____