Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

04 November 2026

Division Memorandum
No. 537 s. 2026

DIVISION MONITORING ON THE CONDUCT OF WORK IMMERSION SY 2026-2027

To: Assistant Schools Division Superintendent
Chief, Education Supervisor (CID/SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads (offering Senior High School)
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 39 s. 2018, titled Clarification and Additional Information to DepEd Order No. 30, s. 2017 (Guidelines on Work Immersion) and on the Implementation of DO 017 s. 2026 (Strengthened Senior High School Curriculum, this office through the Curriculum Implementation Division shall conduct Division Monitoring from November 16, 2026 to March 15, 2027.

2. This activity aims to gather data, relevant information, and feedback on the preparation and actual implementation of the Work Immersion subject and ensure schools' are adherence to DepEd guidelines.

3. The Public Schools District Supervisors (PSDS), Principals-in-Charge (PICs) of the respective districts, and designated surrogate Education Program Supervisors (EPSs) for the Learning Areas shall conduct monitoring of the implementation using the prescribed Monitoring Tool to ensure compliance, provide necessary technical assistance, and assess the progress and effectiveness of the interventions.

4. The Monitoring Tool is contained in Enclosure No. 1.

5. All Monitoring Reports shall be submitted to the SHS focal on or before December 18, 2026 for Term 2 and on or before March 20, 2026 for Term 3.

6. For inquiry, contact Marlyn E. Esmade, EPS I- SHS Focal Person @ Mobile No. 09121291927 or Jerry M. Perong -EPSI-EPP/TLE/TVL/TechPro ((Work Immersion In-charge) @ Mobile No. 09563383537.

Department of Education
Division of Dapitan City
RELEASED
No. 537 Date: 11/6/26
Time: 9:21 By:

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Enclosure 1

WORK IMMERSION PROGRESS MONITORING TOOL

Name of School_____ Division & Region _____

School Head_____ Date of Monitoring_____

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

Legend: E-Evident EI-Evident but Inadequate NE Not Evident NA- Not Applicable

AREAS TO BE MONITORED	EVIDENCE (Should be complied per specialization)	E	EI	NE	NA
I. **Curriculum Implementation and Compliance**					
1.Curriculum Guide is being followed properly	Class schedule				
2.Work Immersion Strategic Plan & Activity Matrix is implemented properly.	Approved Work Immersion Strategic Plan & Activity Matrix				
3. The offerings are appropriate to the community	List of offerings VS community demographics				
4. Specialization 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.	Students' 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 on students 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) before the start of the Work Immersion is evident.	Monitoring Planof School Head, School Partnership Focal Person and Work Immersion Teacher.				
2. Capacity building for Work Immersion is being conducted.	Documentation of teachers and personnel training with the attach utilized budget.				
V. Administrative Concerns					
1. Students accomplish their parental consent before the actual Work Immersion	Complied 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 compilations 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 the 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 are and identify those that are not evident and evident but inadequate, on process, which merit actions to be taken.

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

AREAS NOT EVIDENT/EVIDENT BUT INADEQUATE TO BE FILLED UP BY MONITOR	ACTION 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 Implemented or Not Implemented in the next monitoring

* Note: Please use extra sheet if necessary

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

School Head:

_____ Date: _____

Monitored by:

_____ Designation: _____