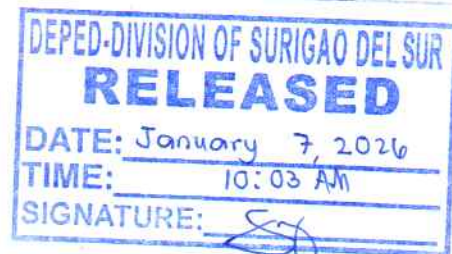




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM
No. 002 , s. 2026

To: Directors/Presidents of Private Schools
Public Schools District Supervisors
School Heads of Public and Private Senior High Schools
Senior High School Teachers
All Others Concerned
This Division



MONITORING ON THE CONDUCT OF WORK IMMERSION AND JOINT DELIVERY VOUCHER PROGRAM FOR SY 2025-2026

1. The field is hereby informed that this division through the Curriculum Implementation Division shall conduct **Monitoring on Work Immersion and Joint Delivery Voucher Program (JDVP) for SY 2025-26** on January 12-13, 2026.
2. Work Immersion serves as a course requirement for Senior High School graduation, designed to provide students with exposure to and familiarity with work-related environments in their chosen fields of specialization, aiming to enhance their competencies, gain relevant and practical skills and develop positive work habits.
3. Joint Delivery Voucher Program is a Philippine government initiative by the Department of Education (DepEd), providing vouchers to Grade 12 public Senior High School (SHS) students in Technical-Vocational-Livelihood (TVL) tracks to access specialized, high-quality training from partner private schools or Technical Vocational Institutions (TVIs) when their own schools lack resources, bridging skill gaps and preparing students for employment or further studies with hands-on, industry-relevant skills.
4. There are eighteen (18) schools implementing JDVP while all SHS with TVL students shall implement Work Immersion tailored to the learners' needs and aligned with the guidelines outlined in DO 30, s. 2017. For students in the Academic Strand, options include conducting simulations, capstone projects, culminating activities, or Work Immersion in government offices or private establishments.
5. The Work Immersion Curriculum Guide must be strictly followed. Pre-immersion activities involve orientation sessions and the preparation of

necessary documents. During immersion, activities focus on hands-on tasks and monitoring student progress. Post-immersion activities include the presentation of students' portfolios.

6. As part of the pre immersion phase, the schools need to prepare the following documents in hard copies. These documents need to be retained to the school for monitoring purposes.
 - a. Letter of intent to be approved by the PSDS only
 - b. Work Immersion Action Plan
 - c. Approved Activity Design to be approved by the PSDS only
 - d. Parental Consent
 - e. Approved and duly notarized MOA Memorandum of Agreement with Partners
 - f. List of competencies to be undertaken in the Work Immersion per specialization
 - g. Evaluation Survey for Learners
 - h. End of Session Evaluation
 - i. Rating Rubric for Work Immersion
7. District Supervisors and Education Program Supervisors shall monitor the schools on the specified dates using the attached monitoring and evaluation tools. (See enclosures 1 and 2)
8. Immediate and widest dissemination of this Memorandum is desired.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent *F-L*

Encl.: As enclosed
Reference: RA 7079, DO no. 94 s. 1992
To be indicated in the Perpetual Index
under the following subjects:

MONITORING

CURRICULUM

PROGRAM

CID/iga
11/17/2025

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**Monitoring and Evaluation Tool
School Year 2025-2026**

Division: _____

Name of School: _____

Name of School Head: _____

Contact Number: _____

Name of School JDVP _____

Focal Person: _____

Contact Number: _____

**Total Number of
Learner Beneficiaries:** _____

Specialization: _____

**Name of JDVP
Partner:** _____

Contact Number: _____

Direction: Fill in the required data with accuracy.

PART I. QUALIFICATIONS

A. PARTICIPATING SCHOOL

INDICATOR	YES	NO
1. The school has been offering Technical Vocational Livelihood Track since 2016		
2. The school has been ascertained to have inadequate facilities, equipment, tools and teachers for an TVL Specialization since 2016		
3. The school is in areas where there are accessible Private SHSs, Non-DepEd Public SHS or Private TVIs		

B. JDVP PARTNERS

INDICATOR	YES	NO
1. The JDVP Partner has been offering Technical Vocational Livelihood Track since 2016		
2. The JDVP Partner submitted the following documentary requirement upon application		
a. Certified True Copy of Provisional Permit to Offer SHS/ TESDA Accreditation		
b. Letter of Intent		
c. Board Resolution		
d. Application Form (Annex 1)		
3. The JDVP Partner must be within an 8-kilometer radius. If not:		
a. Must provide Mobile TVL Laboratories		
b. Must provide Free Dormitories		
c. Must provide Free Transportation with Insurance coverage		
d. Application Form (Annex 1)		

PART II: PRE IMPLEMENTATION

ACTIVITY	MODE OF VERIFICATION	YES	NO
For Participating Schools			
1. Secured copy of the DepEd Order ____, series of ____.	DepEd Order ____, series of ____.		
2. Attended Division Orientation on the conduct of Joint Delivery Voucher Program	Certificate of Appearance		
3. Conducted an orientation to the learner beneficiaries with their respective parents in the school level	Narrative Report (Program, Attendance, Photos)		
4. Crafted flexible education and training schedule	Training Schedule		
5. Secured parental consent	Compiled Parental Consent		
6. Assigned School JDVP-TVL Focal Person	Designation		
7. Assigned teacher to regularly confer with the trainer	Designation		
8. Submitted the Annex 3A to the SDO	Receiving Copy of Annex 3A		
9. Provided Annex 4 to the JDVP Partner(s)	Receiving Copy of Annex 4		
10. Forwarded Annex 5 to the SDO	Receiving Copy of Annex 5		
11. Submitted Annexes 11 and 14 to the SDO and provided copy to the JDVP Partner	Receiving Copy of Annexes 11 and 14		
For JDVP Partners			
1. Submitted application with complete documentary requirements	Annex 2		
2. Attended Division Orientation on the conduct of Joint Delivery Voucher Program	Certificate of Appearance		
3. Received a copy of the List of Learner Beneficiaries	Annex 11		
4. Furnished a copy of the training schedule	Training Schedule		
5. Assigned trainers per school per specialization	Designation		
6. Conducted orientation prior to the training proper	Narrative Report		

PART III: IMPLEMENTATION PROPER

ACTIVITY	MODE OF VERIFICATION	YES	NO
1. Monitored the delivery of the training	Monitoring Plan		
2. Checked attendance	Attendance Sheets		
3. Reported on the improvement of learner's beneficiaries	Report Card		

AVAILABILITY OF RESOURCES

INDICATOR	Available?		Remarks
	Yes	No	
1. Sufficient Tools and Equipment a. 1:1 Ratio b. Updated Tools c. Complete Consumables d. Met the Set Standard			
2. Competent Trainer a. 25:1 Learner: Trainer Ratio b. Management Skill			
3. Safety Precautionary Measure a. Poster/ Signage b. Protective Gear			
4. Students' Participation a. Complete Attendance b. Present JDVP Focal Person			

PART IV: POST IMPLEMENTATION

ACTIVITY	MODE OF VERIFICATION	YES	NO
1. The JDVP Partner prepared Annex 6	Annex 6		
2. The JDVP Partner guided and assisted the learner-beneficiaries as regards their choice of NC and Assessment Centre	Assessment Result		
3. The JDVP Partner completed Annex 7	Annex 7		
4. The JDVP Partner submitted Annexes 8A and 8B with accurate data	Annexes 8A and 8B		
5. The JDVP Partner secured Annex 9	Annex 9		

PART V: INPUT ASSESSMENT

AREA OF CONCERN	BEST PRACTICE	PROBLEMS MET
APPLICATION		
ORIENTATION		
TRAINING SCHEDULE		
TRAINING PROPER Learners' Participation a. Attendance b. Performance Trainers' Competencies Resources' Sufficiency		
MONITORING		
NC ASSESSMENT		
BILLING		
Other Concern: _____		

	Monitor:	Respondent (Participating School)	Respondent (JDVP Partner)
Signature			
Name:		_____	_____
Position:			
Date:			





Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

SCHOOLS DIVISION OF SURIGAO DEL SUR



Enclosure No. 2 of Division Memo No. _____ s. 2025

WORK IMMERSION PROGRESS MONITORING TOOL

Name of School: _____
School Head: _____

Division/Region: _____
Date of Monitoring: _____

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

LEGEND:

- E- Evident
- NE- Not Evident
- EI- Evident but inadequate
- NA- Not Applicable
- OP- on Process

Areas Monitored	Evidence (Should be complied per specialization)	E	EI	OP	NE	NA	Remarks
1. 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						



Address: Bailiahan, Mabua, Tandag City, Surigao del Sur, 8300
 Telefax No. (086) 211-3225
 Email Address: surigaodelsur.division@deped.gov.ph
 Website: depedsurigaodelsur.com

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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 students' 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 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) before the start of the Work Immersion is evident	Monitoring Plans of School Head, School Partnership Focal Person, and Work Immersion Teacher)								

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2. Capacity building for Work Immersion is being conducted.	Documentation of teachers and personnel training with attached 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	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								

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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							

Write the total number of checks per area and identify those that are evident, evident but inadequate, on processes 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 THE MONITOR	ACTIONS TO BE TAKEN TO BE FILLED UP AT THE POST CONFERENCE BY SCHOOL HEAD	ACCOUNTABLE PERSON AND POSITION	FOLLOW UP Date: _____ Indicate whether actions to be taken are implemented or Not Implemented in the next monitoring

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 the date noted below.

School Head: _____

Signature over printed name _____

Date: _____



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