



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

February 1, 2024

Division Memorandum
No. 005 s. 2024

SHS WORK IMMERSION IMPLEMENTATION FOR SY 2023-24

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

1. Work Immersion is one of the course requirements for graduation in senior high school. It is where students are exposed to and become familiar with work-related environments in their chosen field of specialization to enhance their competence.
2. To ensure that students can gain relevant and practical skills and develop good work habits, attitudes, appreciation, and respect for work. All Senior High Schools shall conduct work immersion to TVL students depending on the purpose and needs of learners adhering to the work immersion guidelines stipulated in DO 30 s. 2017. Academic strand students may opt to conduct simulations, capstone projects, culminating activities, and work immersion in government offices or private establishments.
3. In the division unified subject offerings, Work Immersion is expected to be offered in Grade 12 second semester. Anent this, an **orientation to all the school heads, SHS coordinators, and SHS work Immersion teachers** will be conducted on **February 8, 2024, from 9:00 to 12:00 nn** through this link: <https://meet.google.com/wtz-apvh-ctj>. They shall be encouraged to use only one gadget in attending the orientation.
4. Progress monitoring and evaluation including submission of a report on the implementation of work immersion using different modalities at various governance levels shall be conducted. Attached is the monitoring and evaluation tool. (See enclosure 1)
5. As part of the pre-immersion phase, the schools need to prepare the following documents to ensure the smooth conduct of work immersion and for monitoring purposes:
 - a. Letter of intent
 - b. Work Immersion Action Plan
 - c. Approved Activity Design (PSDS only)
 - d. Parental Consent
 - e. Approved and duly notarized MOA Memorandum of Agreement with Partners

