A logo of a person

Description automatically generated



Republic of the Philippines

Department of Education

**National Capital Region**

**Schools Division Office of Caloocan City**

**AMPARO HIGH SCHOOL**

**#95 Marang Street, Amparo Subdivision, Caloocan City**

WORK IMMERSION PORTFOLIO

*(based on DepEd Order No. 30 s. 2017)*

This belongs to:

Name of Student-Trainee

Track / Strand / Section

Agency / Company / Cooperative

School Year



*Do not print this….*

*Content of portfolio must be the following:*

1. *Updated Resume*
2. *Application Letter*
3. *Parents Consent with Attached Photocopy of Parent’s ID*
4. *Barangay Clearance*
5. *Medical Clearance*
6. *DTR*
7. *Weekly Journal*
8. *Mock Job Interview*
9. *The Company*
10. *Organizational Chart*
11. *Company Rules and Regulations*
12. *Report on activities performed*
13. *Accomplishment Report with Pictures*
14. *Certificate of Accomplishment*
15. *Work Immersion Rubric from Partner*
16. *Pre-immersion Rubric from Work Immersion Teacher*
17. *Post Immersion Rubric from Work Immersion Teacher*

**Mock Job Interview**

**During the conduct of the mock job interview, do you think you did well?**

**What are the areas that you think you are good at and areas that needed to be improved?**

**Are you more confident now to answer during job interview?**

# THE COMPANY

I. **Objectives:** Appreciating management processes by observing, identifying and describing the following:

1. Nature of the business
2. Description of the products/services
3. Target clientele
4. Organizational structure
5. Company rules and regulations

#### Profile of the Company/Establishment

***Sample Company Profile***

Owner Johanna Shandy served as a pioneer of cultural gentrification when she opened the café nearly a decade ago. Her father established the family’s business in Palao Market about 30 years ago. Johanna runs the café with her 2 sons. The café has 10 employees and seats 50 in its 60 meter location. Menu offers freshly baked pastries and desserts, homemade pastas, breakfast, salads and various gourmet main courses like the famed Boullabaise dish.

**Write description and profile of your work immersion area. Please include pictures.**

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*Insert Company Picture*

**Vision**

**Mission**

**Objectives**

*Insert Company Picture*

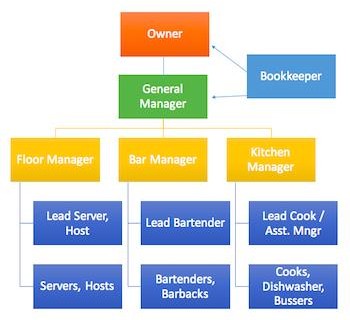
**Core Values**

#### Organizational Chart

An organizational chart is a graphic representation of the structure of an organization, showing the relationships of the positions or jobs within it.

*Attach or draw the organizational chart of the office or establishment you are assigned for work immersion. Below is a sample*

***Sample Organizational Chart of a Restaurant***



#### Company Rules and Regulation

Describe briefly and/or insert or paste here.

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#### Report on Activities Performed

*State the work functions delegated unto you and how you accomplished it.*

|  |  |  |
| --- | --- | --- |
| **DATE** | **ACTIVITIES DONE** | **REMARKS** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Attach documents or pictures*

**ACCOMPLISHMENT REPORT**

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**WORK IMMERSION HIGHLIGHTS**

*(Pictures with captions)*

**REFLECTION**

How did the experience change me as a person, and how will it help me in the future.

##### **PRE-IMMERSION RUBRIC**

**Objectives:** Understanding work immersion by discussing:

* 1. ***Expected Behaviour*** – Work ethics, Safety in the workplace, workplace rights and responsibilities, confidentiality in the workplace, effective conflict resolution and teamwork skills
  2. ***Appreciating the importance of credentials by:*** writing a resume, filling out application forms, secure clearances, job interview skills training

**Performance Indicator:**

(10) - Excellent (9) - Very Good (8) - Good (7) - Fair, (6) - Poor Performance

***\*To be rated by the Work Immersion Teacher and should be indicated in the Written Works 1***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Competency** | **Activity No.** | **Task/Output/Artefact** | **Performance Rating** | | | | | **Rate** |
| *10* | *9* | *8* | *7* | *6* | **WI Teacher** |
| **A.** (example) |  | | | | | | | |
| Work ethics  Safety in the workplace  Confidentiality in the workplace  Effective conflict  resolution | 1 | Participated pre-immersion orientation and perform expected behavior. |  |  |  |  |  |  |
| B. |  | | | | | | | |
| Writing a resume | 2 | Sample Resume |  |  |  |  |  |  |
| Filling out application forms | 3 | Application Letter |  |  |  |  |  |  |
| Secure clearances | 4  5  6  7 | Barangay, Police,  Mayor’s Clearance,  Medical Certificate |  |  |  |  |  |  |
| Job interview skills | 8 | Job Interview |  |  |  |  |  |  |
| Other documents | 9  10 | Insurance Policy Parent’s Consent |  |  |  |  |  |  |
| **Perfect Score: 100** |  | Total Raw Score |  | | | | |  |
| **Descriptor** |  | **Average** = *Total Raw*  *Score / No. of activities* |  | | | | |  |

**Feedback of Work Immersion Teacher:**

*Name and Signature of Work Immersion Teacher*

##### **POST WORK IMMERSION RUBRIC**

* 1. **Objectives:** Evaluating the Work Immersion Experience

***Skills Indicator:*** (10) - Excellent (9) - Very Good (8) - Good (7) - Fair (6) - Poor Performance

***\*To be rated by the Work Immersion Teacher and should be indicated in the Written Works 2***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Competency | Activity No. | Task/Output/Artefact | Performance Rating | | | | | Rate Teacher |
| 10 | 9 | 8 | 7 | 6 |
| Presenting a portfolio with entries | 26 | Accomplished forms, Collage |  |  |  |  |  |  |
| Comparing school and work application of skills, knowledge, and  attitude | 27 | Accomplishment Report and/or Weekly diary *(issues faced & resolutions)* |  |  |  |  |  |  |
| Writing an updated resume | 28 | Updated Resume |  |  |  |  |  |  |
| Reflecting on experiences | 29 | Work Immersion  Highlights |  |  |  |  |  |  |
| 30 | Reflections |  |  |  |  |  |  |
|  | Completion Certificate |  |  |  |  |  |  |
| **Perfect Score:** 40 | | Total Raw Score |  | | | | |  |
| **Descriptor** | | **Average** = Total Raw Score/ no. of activities | | | | | |  |

**What went well? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What needs to be improved?**

*Name and Signature of Immersion Teacher*