

# **WORK IMMERSION PORTFOLIO**

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

Presented to:

MRS. ESMERALDA A. SILVESTRE

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Work Immersion Teacher

In Partial Fulfillment of the Requirements for  
Graduation of Senior High School Academic Track  
Science, Technology, Engineering and Mathematics (STEM) Strand

Presented by:

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Work Immersion Student

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## PREFACE

### Rationale

This Work Immersion Portfolio will serve as a workbook for the students who will take up the course/subject Work Immersion in Senior High School. The framework is based on DepEd Order No. 30 s. 2017, entitled Guidelines for Work Immersion.

This workbook will essentially foster in-depth learning of the world of work and assessment of student's performance during work immersion.

Furthermore, the purpose of this portfolio includes but is not limited to the following:

#### **For Student-Trainees:**

- The portfolio will be used as a source of motivation and guide for work immersion.
- This will serve as a documentation and approval of lessons learned.
- This will provide feedback of their performance level.
- This will pave the way in preparation for real job application.

#### **School:**

- This contains regulations and conditions regarding contract between school and student.
- This is an information about curriculum and record of lessons learned.
- This is a record of student-trainees performance for assessment.

#### **Agency / Company:**

- This contains introduction of company in general.
- This enumerates training rules and regulations for training inside the agency/company.
- This provides feedback to and from student-trainees.

## WORK IMMERSION

**Grade:** 12    **No. of Hours:** 72 hours

**Pre-requisite:** Should have taken at least 4 Specialized Subjects

### **Course Description:**

Work Immersion is one of the course requirements for graduation. A Senior High School student must undergo Work Immersion in an industry that directly relates to the student's postsecondary goal. Through Work Immersion, the students are exposed to and become familiar with work-related environment related to their field of specialization to enhance their competence. Specifically, the students can: (i) gain relevant and practical industrial skills under the guidance of industry experts and workers; (ii) appreciate the importance and application of the principles and theories taught in school; (iii) enhance their technical knowledge and skills; (iv) enrich their skills in communications and human relations; (v) develop good working habits, attitudes, appreciation, and respect for work. These prepare them to meet the needs and challenges of employment or higher education after graduation.

### **Duties and Responsibilities of the Learner**

In this course, the learners are expected to:

1. Attend Pre and Post Immersion Activities;
2. Report to the Work Immersion Partner Institution Supervisor during actual immersion;
3. Perform the duties and tasks as indicated in the prescribed template for work immersion list of tasks/activities; and
4. Prepare the documentations and reports required in the curriculum and by the Partner Institution.

### **Assessment**

The Work Immersion Teacher and the Work Immersion Partner Institution Supervisor will jointly assess the learner's performance following the DepEd Order No. 8, s. 2015 *Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*.

**STUDENT INFORMATION SHEET**

Name: Hershey Anne P. Dalangin

Date of Birth: December 8, 2004

Place of Birth: Manila

Parent's / Guardian's Name: Ma. Analyn P. Dalangin

Postal Address: 379 A Lakandula Madrid St. Tondo Manila

E-mail Address: dalangin hershey@gmail.com

Cellphone Number: 09952640052

Religion: Baptist

Health Issues / Allergies: N/A



Hobbies / Past Time Activities: Playing online games and watching series/movies.

Skills / Talent: Playing guitar and singing.

Extra-curricular Activities in School: SSG Community Engagement Committee Head, UDM SHS Chorale, team, member; Eco-Warriors, member;

Support group / home companion: Mother and Father

List your favorites: Jamie, Egg, Eggplant, Pork Sinigang, Pork Liempo, Buttered Shrimp, Banana, Mango, Cheese, Biscuit, Bread.

One word or object that describes yourself: Book

How do you feel about school? School for me is tiring but fun, there are times that I want to just do nothing because of tiredness but with the help of my friends and family, it's becoming much easier to handle.

What is your most memorable subject / class? Why? Philosophy, with this subject I learned that before you judge someone or a specific event you have to thoroughly access it first.

What are your plans after Senior High School? I am planning to go to college and fulfill my dream course and get a stable job.

What is your career path? I want to be a CEO or IT, anything that's in the line of technology.

What is your philosophy in life? Don't forget where you started.

Do you have plans to go abroad? If yes, where, and why. Yes, ever since it's my dream to work abroad to provide for my family and for myself. The country that I want to go to is Japan because of its scenery and high paying jobs..

What are your dreams and ambitions? My dreams and ambition is to give back to my family for their sacrifices for me and to also provide my own needs.

How do you plan to achieve your ambitions and goals in life? My plan is to finish up college and look for opportunity, after that I'll give my best and work hard with the work that will be entrusted to me.

What are your expectations and apprehensions for work immersion? My expectations regarding work immersion is to be better not only with knowledge but also for my skills, with the help of this subject I hope that it will enhance myself as a student and as a future worker for our country.

**STUDENT INFORMATION SHEET**Name: JAMIE C. JARLEGODate of Birth: JULY 21, 2005Place of Birth: QUEZON CITYParent's / Guardian's Name: TERESITA C. JARLEGOPostal Address: 138 A-MATA ST. BRGY 111 ZONE 9 TONDO, MANILAE-mail Address: jarlegojamie@gmail.comCellphone Number: 09325491377Religion: CHRISTIANHealth Issues / Allergies: NOT APPLICABLE (N/A)Hobbies / Past Time Activities : Playing mobile games and binge-watching TV series.Skills / Talent: I am good at editing.Extra-curricular Activities in School: SSG Community Engagement; Eco-Warriors member.Support group / home companion: FAMILYList your favorites: Person: Hershey / Color: Black / Food: Carbonara / Band: BLACKPINK / Thing: MoneyOne word or object that describes yourself: OptimisticHow do you feel about school? I feel very excited coming to school, because I get to be with my friends whom I consider my second family. Being at school makes me busy which is exhausting yet fulfilling.

What is your most memorable subject / class? Why? 21st Century Literature. It is because during Grade 11, we were tasked to do a short film. It was very memorable due to the fact that I was the writer, videographer and editor all at once.

What are your plans after Senior High School? My plan is to continue my education, and get a bachelor's degree in nursing.

What is your career path? I would like to start as a Licensed Professional Nurse (LPN) then work on becoming a Registered Nurse (RN).

What is your philosophy in life? We may not be able to change anything, but there are things we can do."

Do you have plans to go abroad? If yes, where, and why? It has always been my dream to work abroad, specifically in Canada, because they offer a large sum of salary for nurses unlike in the Philippines.

What are your dreams and ambitions? My dream is simple, and that is to be rich. Having a lot of money makes me able to provide for my family. My ambition is to be a great doctor.

How do you plan to achieve your ambitions and goals in life? I plan to finish college, get a high-paying job and if given a chance, I will enroll into a Medical School.

What are your expectations and apprehensions for work immersion? My expectations set for work immersion are: I will be able to enhance my skills, learn, get to know other people in the workplace and use this knowledge to help myself become a better person and a part of the society.



## STUDENT INFORMATION SHEET

Name: Ian Carlo T. Cahilo

Date of Birth: December 23, 2004

Place of Birth: Tondo, Manila

Parent's / Guardian's Name: Lilibeth T. Cahilo

Postal Address: 424 - C P. Ortega Street, Tondo, Manila

E-mail Address: cahiloian@gmail.com

Cellphone Number: 09950984831

Religion: Christian

Health Issues / Allergies: N/A

Hobbies / Past Time Activities: House Chores, Playing Online Games, Watching Series and Movies, Sleeping

Skills / Talent: Drawing, Graphic Design, Editing, Singing, Writing

Extra-curricular Activities in School: Supreme Student Government- Community Engagement: Member, member; Eco-Warriors.

List your favorites: Badminton, Carbonara, Roast beef, Fried Chicken, Strawberry, Anything That is Strawberry Flavored, and Teal Green.

One word or object that describes yourself: Resourceful

How do you feel about school? School can be both tiring and fun. But when I'm with my classmates and become pals, tiredness lasts for about a minute. This made me realize the quote, "Happiness can be found, even in the darkest of times, if one only remembers to turn on the light."

What is your most memorable subject / class? Why? Practical Research 1. This subject was challenging yet surprisingly fun, its complexity was there but the teacher taught us and made it seem as though it was a piece of cake.

What are your plans after Senior High School? I am planning to continue studying in college and get a 4-year degree course.

What is your career path? Visual Effect Supervisor or VFX artist first, then supervisor.

What is your philosophy in life? You are a part of something bigger.

Do you have plans to go abroad? If yes, where, and why. I will surely be, because I want to work where I am a part of making a greatest movie of all time.

What are your dreams and ambitions? My most exciting dream is to be able to work alongside big companies in movie industry, such as marvel. Also, I want to be as free as possible like I can be comfortable yet I am able to make a fortune. And do my other passion where I can be truly happy for what I am doing.

How do you plan to achieve your ambitions and goals in life? Continue to work my way up for my dreams and goals. I will continue to study while making sure to have fun. I will try to do things out of my comfort zone where I can learn and discover things that will benefit me.

What are your expectations and apprehensions for work immersion? I expect it to be productive and engaging while also having a blast doing work. I will make sure to share my inputs, abilities and skills while also giving my colleagues the opportunity to also give theirs.



**STUDENT INFORMATION SHEET**Name: RYAN JAY C. OCAMPODate of Birth: NOVEMBER 18, 2005Place of Birth: MANILAParent's / Guardian's Name: RENILDA C. OCAMPOPostal Address: 1451 - A BALINTAWAK ST. TONDO MANILAE-mail Address: ocamporyanjay1118@gmail.comCellphone Number: 09166985936Religion: CATHOLICHealth Issues / Allergies: NOT APPLICABLE (N/A)Hobbies / Past Time Activities : LISTENING TO MUSIC, PLAYING ONLINE GAMES, WATCHING K-DRAMASkills / Talent: I CAN SING AND DANCE, I AM ALSO FAST LEARNERExtra-curricular Activities in School: CLASS SECRETARY, ECO – WARRIORS TEAM LEADERSupport group / home companion: FAMILYList your favorites: COLOR: NEON BLUE, FOOD: SINIGANG (ANY), MOVIE: ALL MARVELS, SERIES: GHOSTDOCTOR, FAVORITE SUBJECT: MATHEMATICS, FRUIT: MANGO, SHIRT: BLACK AND WHITEOne word or object that describes yourself: HARD-WORKINGHow do you feel about school? IT'S GOOD BUT SOMETIMES NEUTRAL BECAUSE I OVER ENJOY IT.What is your most memorable subject / class? Why? ENTREPRENUERSHIP BECAUSE MA'AM CARANTO ALWAYS GIVES US GOOD IMPRESSION AND SOME FOODS LIKE SNACKS.What are your plans after Senior High School? GO TO UNIVERSITY COLLEGEWhat is your career path? TO BE A CIVIL ENGINEERING GRADUATEWhat is your philosophy in life? "THE ONLY PERMANENT IN OUR WORLD IS CHANGE" - HERACLITUSDo you have plans to go abroad? If yes, where, and why? ACTUALLY YES, BECAUSE THE MONEY IN THE PHILIPPINES IS STARTING TO DECREASE WHICH COULD AFFECT THE PEOPLE AND ENVIRONMENT.What are your dreams and ambitions? TO BECOME A SUCCESSFUL ENGINEERING AND TO BE RICH.How do you plan to achieve your ambitions and goals in life? I PLAN TO DO MY BEST USING MY ABILITIES SUCH AS HARDWORKING, CONSISTENT AND PASSIONABLE AND TO NOT STOP DREAMING.What are your expectations and apprehensions for work immersion? I EXPECT THAT, IT WILL HELP MY COMMUNICATION SKILLS, IMPROVE AND DEVELOPMENT MYSELF, AND TO LEARN NEW THINGS.

## INTRODUCTION

### PRE - IMMERSION

Before we immerse into the workplace, we will first understand the immersion process, proper work ethics, workplace safety, confidentiality, and effective conflict resolution and teamwork skills, as agreed in the DepEd Order No. 30 s. 2017. Also, we need to hone our skills in writing a resume, filling of application forms, and complying requirements.

#### Learner's Activity

1. Attends the pre-immersion orientation
2. As one to join the workforce in the future, you will need to do, prepare, and secure the following:
  - a. Resume
  - b. Essay on how to conduct oneself inside the company establishment during the immersion period
  - c. Application letter
  - d. Medical certificate
  - e. Barangay Clearance
  - f. Certificates for required trainings and seminars
  - g. Job Interview Skills Training

You will also prepare and accomplish own portfolio and update it from time to time because at the end of the work immersion you will need to present this portfolio. Make sure to attach needed documents, answer reflection leaf and paste pictures. Happy working!

**ACTIVITY 1 | THE WORKER**

Work is on your way. Are you prepared to work? Do you have the potential, character, talents, and skills to take up the vigor of being a worker? What should you possess to become a good worker? How will you prepare for work immersion?

Before I start working I already prepared myself from the things that might happen. I read some information that might help me with proper ways on how can I work effectively. Furthermore, I am confident that I have the potential, character, talents, and skills to become a good worker. For you to become a good worker you have to be hardworking, sociable, and always open for new learnings. Even if you are a new employee or you've already been in the industry for a long time if you want to succeed you have to work hard and do your best. You also need to socialize, make new friends and explore things for you to learn more regarding your job, just like what they say "no man is an island" you can't be successful on your own, you will be needing the help of others. And lastly, as a worker you have to always be willing to learn. Even if you are the most intelligent in class being on an actual workplace is different, you have to be humble and always set your mind that there will be things that you have to learn.

**ACTIVITY 1 | THE WORKER**

Work is on your way. Are you prepared to work? Do you have the potential, character, talents, and skills to take up the vigor of being a worker? What should you possess to become a good worker? How will you prepare for work immersion?

I have asked myself a thousand times, "am I ready?". After spending my time assessing myself, I was able to conclude that I am more than ready to work. Even before starting the/my work immersion, I have done my research in order to prepare myself of what is coming on my way. It helped me to increase my own understanding of how things work and what expectations to set entering a workplace.

I am confident that I have the potential, character, talent and skills a worker should have namely; reliability, adaptability, good communication skills, problem-solving skills and a positive attitude. To become a good worker, one must be dependable and trustworthy. In professional settings, it gives the assurance that someone will get things done and follow through on commitments. It is also important to be transparent especially when handling money. Furthermore, a good worker must know how to adapt to a new environment and be flexible to changes and learn new skills overtime. It is also important for any worker to have a great communication skills, regardless of their job. Being able to express your thoughts and ideas are essential in building strong relationships in workplace. From time to time, you will be faced with challenges in your workplace. Having problem-solving skills will greatly impact your integrity as a worker. A good worker should be able to identify the problem source and come up with a creative solution. Lastly, a worker should have a positive attitude. Good worker doesn't look down on others, she/he thinks of her colleagues as her equal, always looking on the brighter side, and willing to work with others to achieve common goals. I prepare myself by practicing all the qualities a good worker must have which were indicated above.

**ACTIVITY 1 | THE WORKER**

Work is on your way. Are you prepared to work? Do you have the potential, character, talents, and skills to take up the vigor of being a worker? What should you possess to become a good worker? How will you prepare for work immersion?

I wake up at 5 a.m., eager to start my day of learning and personal development. I leave for school at 6 years old, ready to tackle any challenge that comes my way. Throughout the day, I immerse myself in my studies, determined to do my best and make the most of my education. Attending school is more than just a requirement; it's an opportunity to work on myself and achieve my ultimate goal. With 11 years of hard work, yes, I am confident that I am prepared and ready to engage in the workforce. As a student, I give my all, utilizing all of my skills and talents to become the best version of myself. And I know that being physically and mentally capable and applying my knowledge and experience effectively will take me far in my future career. Diligence is a quality that I hold dear, and I believe that if all employees exhibit this trait, it can lead to a positive impact on overall productivity and performance. Communication is the foundation of success in any workplace. I am determined to improve my communication skills and actively work on developing my ability to listen actively, write clearly and concisely, and speak effectively. I know that these elements are essential to work quality and performance output, and I am dedicated to honing my skills to become a successful worker.

**ACTIVITY 1 | THE WORKER**

Work is on your way. Are you prepared to work? Do you have the potential, character, talents, and skills to take up the vigor of being a worker? What should you possess to become a good worker? How will you prepare for work immersion?

Being a worker is pretty demanding and difficult because there is a high likelihood that you may run across problems. We all put in a lot of effort because we are aware that we may easily be replaced. We work hard to become as indispensable as we can, and we work hard because we are aware that there are many potential substitutes who are all eager to put in whatever hours are necessary to do any assignment successfully. As a student who wishes to participate in the Work Immersion Job, I am already prepared and eager to explore the life of working because I believe that working can increase ones potential and capabilities to other people by demonstrating some skills that you possess and exploring yourself to other people, and by communicating with them, you can form a group of friends who will help and benefit you in the future.

One of my potentials is the ability to be a good leader, which I am proud to share with others. Previously, I did not want to be a student leader because it was too much work, but when I discovered that it is all about the happiness that you want to give to other people and you do it not for yourself but for others, it was like a relief for me because when you chase empty goals and objects, you end up chasing yourself. Instead, focus on your own potential and disregard everything else in order to become the best person you can be. Furthermore, I have the character of being loyal, persistent, and brave to fight the problems because this is what we needed to do, which is to face the problem with all your heart and be brave to fight it because the only solution that we have is ourselves, so you must be loyal to your goal, which is to have good relationships with other people and give them some inspiration that will help them realize that all problems require solutions. When it comes to talents and skills, I have the ability to be accountable for my work and some problem-solving abilities since I can adjust to any situation. Even if a task is challenging, I can do it on my own and will do it bravely because learning should be enjoyed, and for me, this makes me glad to gain new knowledge and experience.

In order to be a good worker, you must be able to communicate well, collaborate effectively, and be eager to learn and ask questions. These are the qualities that a good worker must possess because they are important for the company and the success of the entire production. Communication skills are the only means by which we can better understand and interact with our coworkers, and by cooperating with them, we can create the kind of teamwork that is essential to our success because it allows for effective exchange of ideas and the pursuit of new knowledge. Furthermore, being open to learning and exploring your role as a worker has many benefits for you personally because you can pick up new skills. Also, don't forget to always ask questions when necessary because this is how you can interact with other people and learn about the things you are interested in. Lastly, I will get ready for work immersion by providing an overview of the company I work for. For me, knowing the location, the surroundings, and the residents will help me fit in better. However, being ready for work immersion requires that you meet certain standards, one of which is having the correct attitude toward other people and employees.

### ACTIVITY 2 | DO'S AND DON'TS

After the pre-immersion orientation, list the Do's and Don'ts employed in the workplace you are assigned.

DO's	DON'Ts
1. Always be on time, avoid being late	Being late
2. Be professional	Always chitchatting/gossiping
3. Ask for assistance if you need help	Bringing your personal matters to work
4. Always keep the tidiness	Smoking
5. Be respectful	Untidiness
6. Follow the rules and regulations	Always complaining
7. Compliance to the agreed time of your work	Being loud
8. Be truthful to your work	Talking back to your boss
9. Pay attention	Be nervous
10. Be Initiative	Figure out something by yourself
11. Be willing to help your co-worker	Use of phone without any relatedness to your job
12. Wear appropriate attire	Don't use slangs/emoji on emails
13. Be flexible	Always having excuses
14. Be productive	Miss any deadlines
15. Communicate	Dressing inappropriately

### REFLECTIONS

**1. Do you agree to the company's policy guidelines, rules, and agreement? Support your answer.**

- Yes, I agree to the company's policy, guidelines, rules, and agreement. These policies are created not only for the benefit of the company but also for the benefit of us as their employee. Each professional companies have a goal of being successful in the industry and in line with this is treating their staff well.

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**2. Was there a rule that you think is not acceptable to you? Why?**

- In my perception, these rules are acceptable. These rules are made for us to have a union and avoid conflicts to each other. I believe that it will help us as a whole company to be productive, be better and successful in the future. All companies must have an agreement that should be fulfilled by everyone.

### ACTIVITY 2 | DO'S AND DON'TS

After the pre-immersion orientation, list the Do's and Don'ts employed in the workplace you are assigned.

DO's	DON'Ts
1. Be punctual and arrive on time to work.	Don't be consistently late or absent from work.
2. Dress professionally and appropriately.	Don't dress inappropriately for the workplace.
3. Respect and follow company policies and procedures.	Don't violate company policies or procedures.
4. Treat colleagues, supervisors, and customers with respect and courtesy.	Don't engage in gossip or talk negatively about colleagues.
5. Be productive and efficient in completing work tasks.	Don't waste time on personal activities or social media during work hours.
6. Communicate clearly and effectively.	Don't interrupt or talk over colleagues or supervisors.
7. Keep your workspace clean.	Don't leave your workspace disorganized.
8. Seek out opportunities to learn and improve your skills.	Don't resist or reject opportunities.
9. Collaborate and work well with others.	Don't create conflict.
10. Show initiative and be willing to take up additional workload.	Don't wait for others to tell you what to do - take the initiative to identify and address problems.
11. Be proactive in identifying and solving problems.	Don't ignore problems or pass unto others.
12. Manage your time effectively and prioritize tasks.	Don't waste time or procrastinate on tasks.
13. Stay focused on work and avoid distractions.	Don't allow distractions to interfere with your work.
14. Follow safety protocols.	Don't ignore safety guidelines.
15. Take ownership of your work.	Don't blame others for your mistake.

### REFLECTIONS

**1. Do you agree to the company's policy guidelines, rules, and agreement? Support your answer.**

- Yes, I agree to the company's policy, guidelines, rules, and agreement. Due to the set rules, the work is done in a well-organized manner which leads to the growth of the workers as well as the company. Following these rules will set a discipline and protect the rights of the employees.

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**2. Was there a rule that you think is not acceptable to you? Why?**

- In my opinion, there wasn't a rule that is not acceptable because all of the rules were made with the intention of creating a safer and more professional environment within the workplace. These rules also hold the employee's personal responsibility that keeps everything working smoothly.

### ACTIVITY 2 | DO'S AND DON'TS

After the pre-immersion orientation, list the Do's and Don'ts employed in the workplace you are assigned.

DO's	DON'Ts
1. Work like it's your last day	Don't overwork yourself
2. Be professional	Don't apply casual attitude
3. Follow the instructions	Don't complain every time
4. Be proactive	Don't use inappropriate language
5. Follow the rules and regulations	Don't bring emotions into the office
6. Learn perseverance	Don't litter
7. Promote teamwork	Don't share unnecessary inputs to your mates
8. Always be neat and tidy	Don't abuse the leave time
9. Be initiative	Don't do things outside of your assigned work task
10. Share your inputs and skills	Don't be late
11. Be docile or teachable	Don't show up unready in workplace
12. Be capable of being corrected	Don't be timid
13. Practice good networking	Don't be the cause of the problem
14. Create a positive space	Don't boast and be over confident with your work mates
15. Be a helping hand	Don't be disrespectful

### REFLECTIONS

**1. Do you agree to the company's policy guidelines, rules, and agreement?**

**Support your answer.**

- Yes, following the company's policy guidelines, rules, and agreement is important for maintaining a productive, positive, and elated working environment, whilst ensuring that the company operates ethically and legally.

**2. Was there a rule that you think is not acceptable to you? Why?**

- There aren't. All of these rules are acceptable due to the fact that its ultimate goal is the welfare of both the company and the employees. I think it's a win-win situation if only we just follow the rules and regulations of our company.

### ACTIVITY 2 | DO'S AND DON'TS

After the pre-immersion orientation, list the Do's and Don'ts employed in the workplace you are assigned.

DO's	DON'Ts
1. Be on time and arrive early	1. Don't talk back to your coworkers and clients
2. Always greet your client and coworkers	2. Don't be late or absent without a valid reason
3. Always follow the rules and regulations	3. Don't harass or discriminate your coworkers or employee
4. Be punctual and respectful	4. Don't say offensive language inside the workplace
5. Always have a right attitude	5. Don't use your position to discriminate your clients
6. Do your work effectively and productively	6. Don't be a troublemaker to the company
7. Do ask questions for clarification	7. Don't use your time for doing nonsense things like chatting, gossiping, and texting
8. Be professional to your work	8. Don't break the trust of your superiors
9. Keep client information and maintain confidentiality	9. Don't be close-minded to other's point of view
10. Always use portfolio case or light briefcase when carrying important documents	10. Don't disclose any confidential matters especially to your friends or not work related
11. Always be neat and clean	11. Don't neglect your responsibilities and duties
12. Be flexible and build good relationship to your coworkers	12. Don't eat candy, smoke a cigarette, or even chew a chewing gum in the workplace
13. Minimize the use of jewelries	13. Don't use strong perfumes because it can make a person feel distracted at work
14. Be loyal and have integrity	14. Don't tolerate misbehavior in the office
15. Always manage your time and work hard	15. Don't be irresponsible to your job

### REFLECTIONS

#### 3. Do you agree to the company's policy guidelines, rules, and agreement? Support your answer.

Yes, I agree to the firm's policy guidelines, rules, and agreement since adhering to the rules and regulations is one of the most important things to do when working for the company. As following the rules is essential to maintaining the company's respect, we must be professional when it comes to our work. As an employee, you must follow the rules in all respects, with the exception of those that are excessive and violate your dignity and human rights. Because it is the first thing you need to know when joining the company, you must carefully read the rules before agreeing to them to prevent misunderstandings.

#### 4. Was there a rule that you think is not acceptable to you? Why?

No, because I agree with all of the rules and they help me better understand the work I want to do. These rules serve as a guide for how to perform our jobs as employees. But if the rules were changed right away, I don't think I could accept that since that is not a proper approach to modify the rules, you need a procedure. As employees, we must follow certain standards and perform our duties effectively.

**ACTIVITY 3 | SITUATIONAL ANALYSIS****CONFIDENTIALITY IN THE WORKPLACE**

Suppose you work in a police station or a law firm and signed a confidentiality agreement regarding all their cases at hand, suddenly your friend who was a suspect to a crime asked you for some documents that are in your office's possession that may help him in his case. How would you deal with the situation?

- I will handle the situation by explaining to my friend that there are rules and regulations that I need to follow. Telling my friend those information will violate those rules that can lead to more conflict. And as his friend even if I want to help him it should be done on a proper process not in a bad way. As a worker in my workplace I need to be true to my duty even if no one is looking, I have my rights as an employee but so does having a responsibility that I need to fulfill.

**ACTIVITY 3 | SITUATIONAL ANALYSIS****CONFIDENTIALITY IN THE WORKPLACE**

Suppose you work in a police station or a law firm and signed a confidentiality agreement regarding all their cases at hand, suddenly your friend who was a suspect to a crime asked you for some documents that are in your office's possession that may help him in his case. How would you deal with the situation?

As an employee, I have sworn to protect sensitive information regarding the cases at hand therefore I would immediately turn down my friend's request. I will prioritize ethical and legal considerations, and in this situation, the confidentiality agreement signed with the police station or law firm must be honored. Therefore, I would not be able to provide any confidential documents to my friend or discuss any case-related information with them. Moreover, providing confidential information to a friend who is a suspect in a case could have serious legal and ethical implications for both me and the organization.

Instead, I would explain to my friend that I cannot provide any information or documents related to the case due to my confidentiality agreement. I would also make it clear that my job requires me to maintain strict confidentiality, and that violating this agreement could result in legal consequences.

Furthermore, I would encourage my friend to seek the help of a qualified attorney who can represent him and access any relevant documents or information through legal means. I would also inform my supervisor or manager about the situation to ensure that they are aware of the request and can take appropriate measures to maintain the confidentiality of the case.

**ACTIVITY 3 | SITUATIONAL ANALYSIS****CONFIDENTIALITY IN THE WORKPLACE**

Suppose you work in a police station or a law firm and signed a confidentiality agreement regarding all their cases at hand, suddenly your friend who was a suspect to a crime asked you for some documents that are in your office's possession that may help him in his case. How would you deal with the situation?

First of all, based on the question and as I rephrase it, suppose I work as an officer of the law and have sworn to protect the confidentiality of all the cases we handle. Should I hand over information to a friend who is a suspect in a crime? Incontestably, no. Why did I sign up for a profession built on nobility and integrity if I do not believe in those values myself? Why would an officer of the law forsake their principles for a crime suspect? I am an empathic person, but the profession I have chosen is not based on sentiment. I work here because I believe in justice and equity. I shall be critical and rational and not base my judgment on emotion. Also, being his friend cannot negate the fact that he is a suspect in a crime. It is not even a wild guess; he is a suspect because there must be some yet-to-be-addressed evidence of his involvement.

**ACTIVITY 3 | SITUATIONAL ANALYSIS****CONFIDENTIALITY IN THE WORKPLACE**

Suppose you work in a police station or a law firm and signed a confidentiality agreement regarding all their cases at hand, suddenly your friend who was a suspect to a crime asked you for some documents that are in your office's possession that may help him in his case. How would you deal with the situation?

We made the decision to trust, and because that is all we have, it is our duty to take care of it. Establishing solid relationships with friends is challenging, especially when each new buddy brings their own set of challenges and adventures. The confidentiality agreement, however, must be protected in this instance since it is a contract between at least two parties that specifies information that the parties must disclose with one another but must also keep out of the hands of third parties. It is sometimes referred to as a nondisclosure agreement and in short, the documents need to be secure even from the eyes of your friends, family, and coworkers.

In this case, I absolutely refuse to assist him because it is an important document that no one needs to know about especially him because he is a suspect in a crime that must be resolved. Being a good worker entails sticking to your word and acting professionally, not allowing personal relationships to interfere with work. While there are numerous requirements and guidelines you must adhere to after submitting an application for the position you want, one of them is having loyalty and integrity in your work. Everyone needs to be loyal, especially to the company, in order to have good communication and avoid misunderstandings with others, as well as have integrity to be honest with themselves and others.

In addition, I will not give him the documents because they are important to the company and to myself. I will explain to him that they are confidential and that even though we are friends, I will not exempt him because we need to be professionals and we work in this field because we want justice and the job of a police officer or a lawyer is to protect the people. Furthermore, I will not give in to his request, even if it is by force, because there is a risk that he may manipulate it by himself and we are not permitted to do so besides it is against the company's laws and regulations and we have the ethics of being faithful to our work. Since this is who I am, I may have upset a friend in the process, but that is preferable to losing my commitment to the agreement and my integrity, as well as my dignity. We must safeguard protect the public's right to know the truth and I will never permit a personal relationship to get in the way of my work.

To summarize, we can protect our clients because it's crucial to know the truth and we have a strong motivation to look out for their best interests as police officers or attorneys. Since they are given priority, they are able to ascertain the cause first and the document can establish whether or not the person is guilty. Although he is your friend, every confidential document needs to be secured especially to the suspect. Do not let this affect you or cause you to feel uncomfortable. Due to the chance that he is bad and his desire to influence it, knowing this information is not good. Lastly, the company's private documents are one of its most valuable assets, so you should constantly preserve them.

**ACTIVITY 4 | CONFLICT RESOLUTION**

Did you ever experience disagreement and conflict with co-workers? How did you handle the situation? How would you rate your skills in handling differences of opinion? Please give an example that illustrates that skill.

In our workplace I always try to be professional, since that's one of the main significant traits that is needed when you are working. But we also can't deny that in a workplace there would always be disagreement and conflict with our co-workers.

I handle this type of disagreement in a way that I always assess the situation first, calm myself, and then address my co-workers. I believe that problems can be solved if all of us are going to talk about it open-mindedly, for example there's an instance that whenever we have a lot of things to do in our immersion and all of us are tired, it is hard for us sometimes to understand each other that leads to conflict and misunderstanding, with this I always try to calm and talk to them calmly for us to understand each other and solve the problem.

I believe that with this approach we can maintain peace and harmony that is a big help for the company.

**ACTIVITY 4 | CONFLICT RESOLUTION**

Did you ever experience disagreement and conflict with co-workers? How did you handle the situation? How would you rate your skills in handling differences of opinion? Please give an example that illustrates that skill.

In a workplace, arising of conflicts is inevitable. From time to time, you will find yourself in a situation where things are not going in your way. Judging from what has happened to me, disagreements are bound to happen. There was a time when I had a small argument with a co-worker of mine about the schedule of the work immersion. I handled the situation by trying to understand his point of view and discussing the problem immediately. A good exchange of words worked well too. If I'm going to rate my skills in handling differences or opinion, I would say in the scale of 1-10, mine is in 10 because I always listen to the other party and not just focus on my own perspective.

Moreover, I recognize that we are all different and respect those differences. Even if I disagree with someone's opinion, I try to stay calm and be objective. Lastly, I am open to the possibility that my own opinions might change based on new information. An example that illustrates the skills I've mentioned is when you are working with a colleague who has a different opinion on how to approach a particular task compared to yours. You may apply the skills above in this specific situation. First, listen to what he has to say. Respect that he has a different opinion than you. Try to be calm even if you have a disagreement with each other. Lastly, be open-minded and be willing to listen as well as learn from others.

**ACTIVITY 4 | CONFLICT RESOLUTION**

Did you ever experience disagreement and conflict with co-workers? How did you handle the situation? How would you rate your skills in handling differences of opinion? Please give an example that illustrates that skill.

In one particular group project, we had a disagreement regarding the approach to solve a complex problem in our science experiment. Some team members believed in conducting multiple trials to gather more data, while others advocated for focusing on detailed analysis with a limited number of trials.

To address this conflict, I took the initiative to facilitate a constructive discussion within the team. I encouraged everyone to express their viewpoints and provided a platform for active listening. By creating an open and respectful environment, I ensured that everyone felt heard and understood.

During the discussion, I actively sought common ground and highlighted our shared goal of conducting a rigorous experiment. I proposed a compromise that integrated both approaches: conducting a sufficient number of trials while maintaining a thorough analysis of the collected data.

**ACTIVITY 4 | CONFLICT RESOLUTION**

Did you ever experience disagreement and conflict with co-workers? How did you handle the situation? How would you rate your skills in handling differences of opinion? Please give an example that illustrates that skill.

I did not have any disagreements or conflicts with my coworkers during my work immersion period since they are accountable for every action they do. Before we begin our work immersion, our supervisor has given us instructions, rules, and regulations that we must follow, such as being accountable for every action we do and being productive, particularly when it comes to work. I also like my co-workers because they are here to assist each and every one of us, they are the ones that helped me if I needed it and they execute their jobs well so that I do not have any problems or conflicts with them.

Furthermore, if I have a disagreement or conflict with one of my coworkers, the first thing I would do is listen. I would ask him/her about our disagreement because I want to settle everything and listen to what the issue is because it is critical to pay attention and be kind to other people's problems, especially if it has a significant impact on you and the company. There are many alternative solutions to the situation, but we must share our opinions and sentiments to each other in order to properly know every side we have. In this circumstance, I can tackle it with zeal, boldly raising the issue and devising a solution to avoid it from worsening.

In addition, communication is the best way to express ourselves, thus I rate myself as a 10 in managing differing opinions since in every aspect we need to be in the middle side, such as let us hear first the other side and let us hear the other side because we need to be flexible. Although every problem has a solution, we must be adaptable in our actions and words in order to prevent misunderstandings with others. One of my abilities is that I am not prejudiced to other side since we need to be dependable and accountable for ourselves.

To summarize, everyone makes mistakes, therefore we must be cautious in all that we do to prevent misunderstandings and we must always take the risk of communicating with our coworkers whenever feasible because it is the only way to interact with them.

**ACTIVITY 5 | RESUME**

## Hershey Anne P. Dalangin

**Personal Identification**

379 A Lakandula Madrid St,  
Tondo Manila  
09952640052  
dalanginhershey@gmail.com  
Hershey Anne Polintan Dalangin  
(Facebook)

### Objectives

- Produce a high quality of work
- Provide a remarkable impact to clients
- Help the company lead to success
- Keep up with the high-technological advancements
- Contribute to the well being of the company

### Educational Background

*2021-2023 (Secondary, Universidad de Manila)*

- 659-A Cecilia Muñoz St, Ermita, Manila, 1000 Metro Manila
- Science, Technology, Engineering and Mathematics

*2017-2021 (Secondary, Lakan Dula High School)*

- 2252 Juan Luna St, Tondo, Manila, Metro Manila

*2011-2017 (Primary, Isabelo Delos Reyes Elementary School)*

- 67e De Vera, Tondo, Manila, 1000 Metro Manila

### Skills

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Communication Skills</li><li>• Leadership</li><li>• Organizational Skills</li></ul> | <ul style="list-style-type: none"><li>• Professional</li><li>• Time-Management</li><li>• Computer Skills</li></ul> |
|---|--|

### Work Experience

- Worked for 1 year as a vendor of frozen foods

**ACTIVITY 5 | RESUME**

# JAMIE C. JARLEGO

📍 138 A-Mata St. Brgy. 111  
Zone 9, Herbosa Tondo, Manila  
📞 +63-932 549 1377  
✉️ jarlegojamie@gmail.com



## CAREER EXPERTISE

I am highly skilled in editing software. In addition, I am a creative problem-solver and a strong communicator. I am able to collaborate effectively with team members to achieve desired outcomes. I am passionate and constantly seeking new opportunities to learn.

## EDUCATIONAL BACKGROUND

- **Universidad De Manila**  
2021 - Present  
Senior High School  
Science, Technology, Engineering and Mathematics
- **Lakan Dula High School**  
2017 - 2021  
Junior High School
- **Sampalukan Elementary School**  
2011 - 2017  
Primary

## CAREER OBJECTIVE

Seeking a challenging position in a dynamic organization where I can utilize my skills and experience to contribute to the success of the company and advance my career.

## SKILLS

- Basic computer literacy skills
- Technical skills
- Leadership skills
- Time-management skills
- Communication skills
- Problem-solving skills

## WORKING EXPERIENCE

- Technical Director  
DZBB 778  
*Sampalukan Elementary School*  
(2015-2017)
- Photojournalist  
ANG BARANGGAY  
*Lakan Dula High School*  
(2018-2021)

**ACTIVITY 5 | RESUME****IAN CARLO T. CAHILo****Applicant**

I am on the lookout for an exciting opportunity that matches my skills and qualifications. As an enthusiastic and driven student, I am always eager to embrace new challenges and acquire fresh insights. With a commitment to excellence and a passion for productivity, I can confidently say that I can put my best foot forward and deliver worthwhile results.

**EXPERIENCE****2010-2020 ISABELO DELOS REYES ELEMENTARY SCHOOL AND LAKAN DULA HIGH SCHOOL****Academic Achiever**

- Participated as the sole student competitor in a regional poster-making competition, competing against schools from diverse regions and divisions.
- Demonstrated academic achievement by consistently meeting educational benchmarks in both academics and extracurricular activities.
- Achieved consistent honors for three consecutive years, demonstrating a commitment to excellence in academic performance.

**2021-Present UNIVERSIDAD DE MANILA - SHS**

- Student Supreme Government Committee Member of Community Development and Engagement.
- Actively supports Student and Community Development and Engagement as an advocate.
- Consistently achieved High Honors since 11th grade at UDM Senior High School.

**EDUCATION****2021-Present UNIVERSIDAD DE MANILA**

Grade 12 Student, Science, Technology, Engineering, and Mathematics  
*With HIGH HONOR (Previous Semester)*

**2017-2021 LAKAN DULA HIGH SCHOOL**

*With HONOR*

**2010-2017 ISABELO DELOS REYES ELEMENTARY SCHOOL**

*With HONOR*

**SKILLS**

- Academic Excellence
- Resourceful
- Leadership Management
- Persevering
- Good Communication
- Moral Excellence
- Creative thinker
- Computer and Media Literacy

**CONTACT**

- ✉ cahiloian@gmail.com  
📞 +639950984831  
📍 424 - C P. Ortega Street,  
Tondo, Manila  
👤 Ian Carlo Cahilo

**ACTIVITY 5 | RESUME****Ryan Jay C. Ocampo**

Senior High School Student

**Phone      Email**

0916 - 698 - 5936    ocamporyanjay1118@gmail.com    1451 A Balintawak St. Tondo Manila

**Objective**

- To look for a challenging role where one can use a strong organizational skills, educational background, and interpersonal ability to advance both personally and professionally.
- To be able to work in a career oriented and challenging environment that promotes personal growth, and uplifts professional development.

**Personal Information**

Age:	17
Birth Date:	November 18, 2005
Civil Status:	Single
Nationality:	Filipino
Religion:	Catholic

**Skills**

- Good communication skills
- Academic Achiever
- Flexible and a Leader
- Good time management
- Competence in Mathematics
- Computer Literate
- Professional and Responsible

**Languages**

- Tagalog
- English

**Academic Background**

Secondary	: Universidad De Manila 659-A Cecilia Muñoz St, Ermita, Manila, 1000 Metro Manila Strand: Science, Technology, Engineering and Mathematics (2021 - Present)
	: Ramon Magsaysay High School España Boulevard, corner Don Quijote St, Sampaloc, Manila (2017 - 2021)
Primary	: Antonio A. Maceda Integrated School Manga Ave, Sampaloc, Manila, Metro Manila (2010 - 2017)

**Achievements**

Grade 12 (2022 - Current)
• With High Honors First Semester (GWA: 98)
Grade 11 (2021 - 2022)
• With High Honors (GWA: 97)
• Best in General Biology, General Mathematics, Basic Calculus, and Statistics and Probability
Grade 10 (2020 - 2021)
• With High Honors (GWA: 95)
Grade 9 (2019 - 2020)
• With Honors (GWA: 92)
• 1st Place in Tugsayawit in Science (District Level)
• 3rd Place in Tugsayawit in Science (Division Level)
Grade 8 (2018 - 2019)
• With Honors (GWA: 90)
• 1st Place in Sudoku (District Level)
Grade 7 (2017 - 2018)
• Top 1 in Class
• 3rd runner up in Matheramatik Set - C (School)

**Interest**

- Playing online games
- Volunteering in various organizations
- Reading some stories
- Watching dramas and movies
- Playing different sports

**Reference**

Mr. Reginald B. Pabico  
09452063046  
reginald.pabico001@deped.gov.ph  
DepEd Teacher | SHS Lecturer Science | Department Coordinator

**ACTIVITY 6 | APPLICATION LETTER**

April 04, 2023

Hershey Anne Dalangin  
Manila, 1012  
[dalangin hershey@gmail.com](mailto:dalangin hershey@gmail.com)

Mr. Reginald Pabico  
Science Department, SHS  
Universidad de Manila  
659-A Cecilia Muñoz St, Ermita,  
Manila, 1000

Dear Sir,

With an experience of being a working-student. I have developed skills that could help me lead the company to success. Along with my academic status I'm an honor student and a student leader since I was in primary year.

I graduated with Honor when I was in primary and accumulated With High Honor when I was in Junior High, as of now my current status in the University is with Highest Honor for the first semester. I'm also a student leader and a choir member. As this being said, I can divide my time while working efficiently. I am Resilient, Flexible, has Good with Communication, and able to establish support.

I am confident that I'm perfectly fit for the job that I'm applying for with the help of my experiences and knowledge from my previous work.

If you have more questions about my information you can reach me in this no. 09952640052 or my email [dalangin hershey@gmail.com](mailto:dalangin hershey@gmail.com).

My expertise in this field would make me a good candidate for the position.

Sincerely,  
Hershey Anne P. Dalangin

**ACTIVITY 6 | APPLICATION LETTER**

April 04, 2023

Jamie Jarlego  
Manila, 1013  
[jarlegojamie@gmail.com](mailto:jarlegojamie@gmail.com)

Mr. Reginald Pabico  
Senior High School Science Coordinator  
Universidad De Manila  
659-A Cecilia Muñoz St. Ermita  
Manila, 1000

Dear Sir,

I am writing a letter to express my desire to apply for the position of Nursing Assistant at Universidad De Manila—Science Department. My name is Jamie C. Jarlego and as a recent graduate of senior high school, I am eager to enter the healthcare field and make a positive impact on the lives of patients.

As a student, I have always been passionate. In fact, I was a consistent honor student from primary school up until my senior years. In addition to my outstanding academic performance, I have acquired a lot of skills that I can bring forth to the company such as communication skills, time-management and leadership skills. I also have developed a strong sense of compassion through volunteer works at a local community center. Through this experience, I have honed my interpersonal skills and deep understanding of the importance of patient care.

I believe that my dedication, strong work ethic, and passion makes me an ideal candidate for the position of Nursing Assistant. I have attached my resume to support my application.

I look forward to hearing from you. You can reach me at 09325491377 or [jarlegojamie@gmail.com](mailto:jarlegojamie@gmail.com)

Respectfully yours,  
Jamie C. Jarlego

**ACTIVITY 6 | APPLICATION LETTER**

April 4, 2023

Hiring Manager  
ActiveLearning, Inc.  
Home Studio, 63 Connecticut, San Juan, Metro Manila, Philippines

Dear Sir/Madam,

I am writing to express my strong interest in the available part-time graphic designer position at your institution.

During my academic years from 2011 to 2021, I participated in several poster-making contests for my school and was able to reach the national level in YMCA where I won. This experience allowed me to explore my creativity and interests in various forms of arts, including graphic designing and editing.

With the help of design software such as Adobe Creative Cloud, I have been able to continue to develop my graphic design skills over the past two years. I find great joy in crafting designs and editing graphics, and I believe my experience and passion make me a strong fit for the position.

Furthermore, I have honed my interpersonal skills while working with my classmates and teachers throughout my academic career. I am confident that I possess the necessary qualifications for this position and that my innovative mindset and passion for design will make a valuable contribution to your team.

Thank you for considering my application. I have attached my resume for your review and welcome the opportunity to discuss my qualifications further. Please feel free to contact me through email at [cahiloian@gmail.com](mailto:cahiloian@gmail.com) or via call or message at 0995-098-4831.

Sincerely,

Ian Carlo T. Cahilo

**ACTIVITY 6 | APPLICATION LETTER**

April 04, 2023

Reginald B. Pabico  
Senior High School - Science Department Coordinator  
659-A Cecilia Muñoz St, Ermita, Manila, 1000 Metro Manila

Dear Sir,

I am Ryan Jay C. Ocampo expressing my desire to apply as a work immersion student in your reputable institution. I am currently a grade 12 student at Universidad De Manila, where I am now pursuing the strand of Science, Technology, Engineering, and Mathematics or STEM track.

I am confident that the knowledge and skills I gained while attending my honored institution would be a good fit for what you are looking for in a candidate. I tackle my task with determination and expertise. I am adaptable, hardworking, and inventive in a variety of scenarios and it would make me grateful if you considered how motivated I am to join your team.

I have a vast record of accomplishments, and my interest in science has led me to pursue my career. I am confident that my commitment to the sciences and my prior professional experience makes me a strong contender for the job. I am willing to share my talents and abilities in order to completely improve and discover new learnings.

Furthermore, my experience as a Class Secretary has allowed me to develop excellent organizational and time management skills, which I believe would be valuable in this role I am applying for. I believe working as a secretary in our class section would be much more than "just a job". I progress with the intensity of my desire and effort, which causes me to be precise and timely for the tasks allotted to me by my professors. It would be an honor to be able to contribute to the growth and success of your company.

Attached here is my credentials. I would value the opportunity to meet with you and go through my qualifications as I am looking forward to working with the individuals within your company. I am also willing to attend an interview at any time of your availability. If you require any further information, do not hesitate to contact me at your convenience through my mobile number, 0939 421 5165, or email me at [ocamporyanjay1118@gmail.com](mailto:ocamporyanjay1118@gmail.com).

Sincerely,

Ryan Jay C. Ocampo

## ACTIVITY 7 | BARANGAY CLEARANCE

Give the process and fees required for a BARANGAY CLEARANCE. Attach also your BARANGAY CLEARANCE.

### I. Steps in securing barangay clearance

1. Go to your Barangay Hall.
2. Ask the secretary officer in charge a copy of your barangay certificate.
3. Write your name, address, or any information that is needed.
4. Wait for them to process your barangay certificate.
5. After the processing you can now get your barangay certificate.

### II. Attach Barangay Clearance

  <p>Republic of the Philippines CITY OF MANILA DISTRICT I Barangay 35, Zone 3 Office of the Sangguniang Barangay 374 Leandro Ibarra St., Tondo, Manila. Tel.: 027-1162969</p> <p><b>BARANGAY CERTIFICATE</b></p> <p>To whom it may concern;</p> <p>This is to certify that</p> <p><b>Mr/Ms. Hershey Anne P. Dalangin</b></p> <p>with postal address at <u>397-A Lakandula-Madrid St. Tondo, Manila</u>, is presently residing but a non registered voter in our barangay.</p> <p>It is also certified that he/she has no adverse record whether criminal or jurisdictional case.</p> <p>This certification is being issued upon the request of the above mention person for requirements/Purpose: <b>SM Scholarship</b></p> <p>Done this 22<sup>nd</sup> day of March 2023.</p> <p style="text-align: right; margin-top: -100px;">  <b>KAPITAN AJ</b>  <b>RUDY LIZARONDO CECILIO JR.</b>          Punong Barangay  <b>NOT VALID WITHOUT SEAL</b> </p>	<p style="text-align: right;"><b>CTRL.# NV-2023-0046</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><u>Rommel de Vera</u> Kagawad</td> </tr> <tr> <td><u>Jenelyn Laceste</u> Kagawad</td> </tr> <tr> <td><u>Jem-Jem Prado</u> Kagawad</td> </tr> <tr> <td><u>Erlinda Briones</u> Kagawad</td> </tr> <tr> <td><u>Julius Rafols</u> Kagawad</td> </tr> <tr> <td><u>Ryan Salvador</u> Kagawad</td> </tr> <tr> <td><u>Ronaldo Del Carmen</u> Kagawad</td> </tr> <tr> <td><u>Jericho Ordiales</u> SK Chairman</td> </tr> <tr> <td><u>Emmanuel Aplado Jr.</u> Brgy. Treasurer</td> </tr> <tr> <td><u>Antonette F. Cerez</u> Brgy. Secretary</td> </tr> </table>	<u>Rommel de Vera</u> Kagawad	<u>Jenelyn Laceste</u> Kagawad	<u>Jem-Jem Prado</u> Kagawad	<u>Erlinda Briones</u> Kagawad	<u>Julius Rafols</u> Kagawad	<u>Ryan Salvador</u> Kagawad	<u>Ronaldo Del Carmen</u> Kagawad	<u>Jericho Ordiales</u> SK Chairman	<u>Emmanuel Aplado Jr.</u> Brgy. Treasurer	<u>Antonette F. Cerez</u> Brgy. Secretary
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## ACTIVITY 7 | BARANGAY CLEARANCE

Give the process and fees required for a BARANGAY CLEARANCE. Attach also your BARANGAY CLEARANCE.

### I. Steps in securing barangay clearance

1. Visit the Barangay Hall.
2. Kindly inform the secretary that you would to request Barangay clearance.
3. State your purpose and fill out the Application form.
4. Pay the Barangay clearance fee.
5. Claim the Barangay clearance document.

### II. Attach Barangay Clearance

	<b>REPUBLIC OF THE PHILIPPINES</b> City of Manila <b>OFFICE OF THE PUNONG BARANGAY</b> BARANGAY III ZONE 9 DISTRICT 1	
<b>BARANGAY CERTIFICATE</b>		
<p>This is to certify that Mr./Mrs./Ms. <u>JAMES C. JARLEGO</u>, <u>17</u> years old          Civil Status <u>Single</u> Occupation <u>None</u>          With Postal Address at <u>138 MATA A ST. TONDO</u> Manila</p>		
<p><b>This certification was issued upon request of the above-name person in</b>  <b>Compliance with requirement for:</b></p>		
<p>( <input type="checkbox"/> ) Application for employment      ( <input type="checkbox"/> ) School Admission/Requirement          ( <input type="checkbox"/> ) Hospital Purpose      ( <input type="checkbox"/> ) Processing Calamity          ( <input type="checkbox"/> ) Medical Purpose      ( <input type="checkbox"/> ) For Livelihood Loan          ( <input type="checkbox"/> ) Bank Transaction      ( <input type="checkbox"/> ) ID for Senior Citizen          ( <input type="checkbox"/> ) Organized Vending Permit      ( <input type="checkbox"/> ) SSS Requirement/Transaction          ( <input type="checkbox"/> ) For Travel Abroad      ( <input type="checkbox"/> ) Transfer of Resident          ( <input type="checkbox"/> ) Others <u>This is to certify that the requesting named above is resident</u>  <u>at this barangay.</u></p>		
<p>Done this <u>20th</u> day of <u>March</u> 2023, at the office of Punong          Barangay 111 Zone 9 District 1 City of Manila.</p>		
<p><b>IN WITNESS, WHEREOF,</b> I have set my hand and affixed the official seal of this          office.</p>		
<p><b>BERNIE P. GALAY</b> Kagawad</p> <p><b>JOSE M. MIRANDA</b> Kagawad</p> <p><b>JULIETA P. VELASCO</b> Kagawad</p> <p><b>MONICA V. CABEAL</b> Barangay Treasurer</p>	<p><b>ALEX P. JUANILLO</b> Kagawad</p> <p><b>EDMUND J. EMBAY</b> Kagawad</p> <p><b>MARIANO L. VICTORIO</b> Punong Barangay</p>	<p><b>ALFONSO C. DAVID JR.</b> Kagawad</p> <p><b>MARIA LUZVIMINDA M. NORIEGA</b> Kagawad</p> <p><b>JEROME C. CABANTOY</b> SK Chairperson</p> <p><b>BENHAR E. ALMARIO</b> Barangay Secretary</p>
<small>NOTE: THIS CERTIFICATION IS GOOD ONLY WITHIN NINETY (90) DAYS FROM THE DATE OF ISSUANCE NOT VALID WITHOUT DRY SEAL</small>		

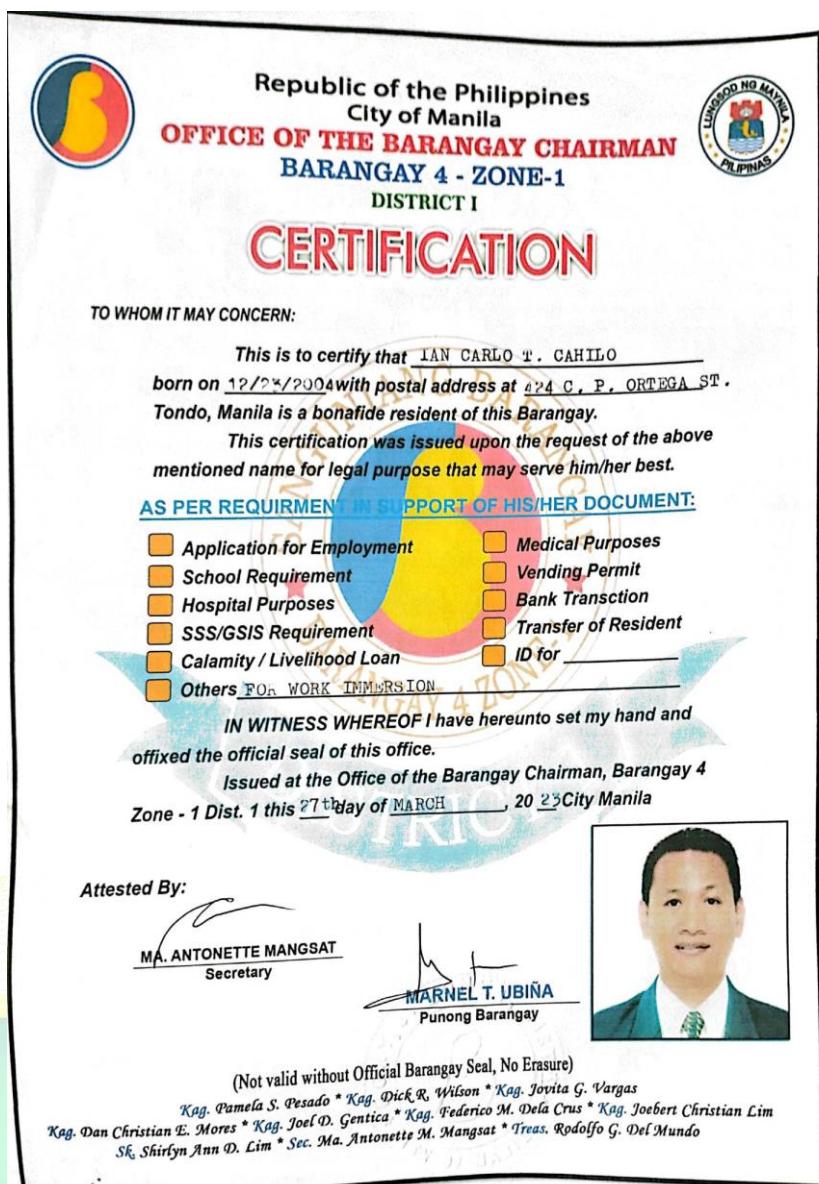
## ACTIVITY 7 | BARANGAY CLEARANCE

Give the process and fees required for a BARANGAY CLEARANCE. Attach also your BARANGAY CLEARANCE.

### I. Steps in securing barangay clearance

1. Visit the barangay Hall.
2. Tell The person-in-charge you would like to get a Brgy. certificate.
3. Give your details to be used in Certificate.
4. Wait for the Brgy. captain to sign it and seal it.
5. Claim your Brgy. certificate.

### II. Attach Barangay Clearance



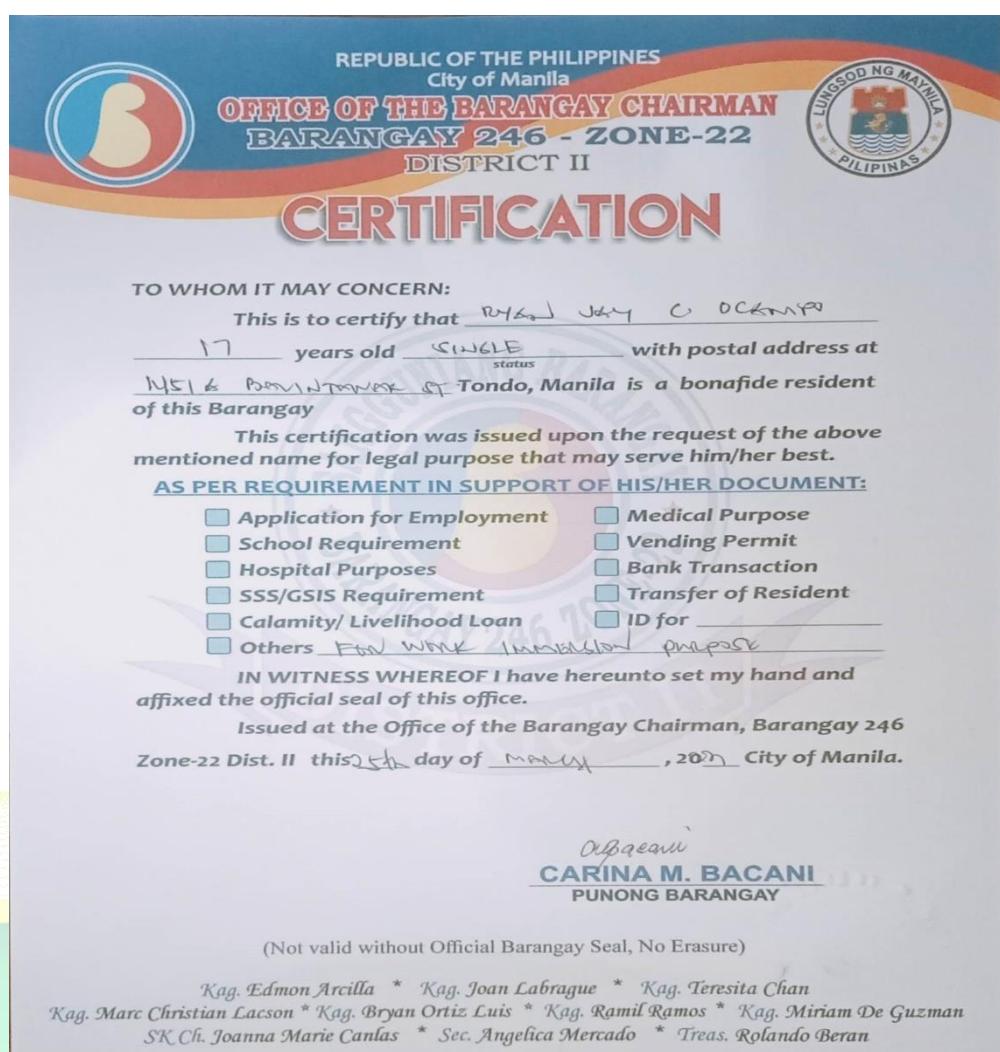
### ACTIVITY 7 | BARANGAY CLEARANCE

Give the process and fees required for a BARANGAY CLEARANCE. Attach also your BARANGAY CLEARANCE.

#### I. Steps in securing barangay clearance

1. First, visit your barangay hall.
2. Second, politely inform and greet the Barangay Secretary or office-in-charge that you want to get the barangay clearance/certificate.
3. Third, fill out the application form given to you like your name, age, birthday, address, status and purpose.
4. Fourth, wait patiently the barangay secretary to give you date and time that you can receive the barangay certificate/clearance.
5. Lastly, get the barangay certificate/clearance to the barangay.

#### II. Attach Barangay Clearance



**ACTIVITY 8 | MEDICAL CERTIFICATE**

Give the process and fees required for a MEDICAL CERTIFICATE. Attach also your MEDICAL CERTIFICATE.

**I. Steps in securing Medical Certificate**

1. Schedule and get your medical result to a laboratory near you.
2. After you get your results, go to your school clinic.
3. Present them your medical results.
4. Wait them to process your medical certificate.
5. After the process is done you can now get your medical certificate.

**II. Attach Medical Certificate**

 <b>MEDICAL AND DENTAL CLINIC</b> <b><u>MEDICAL CERTIFICATE</u></b>
Date: <u>MARCH 25, 2023</u>
To Whom It May Concern:
This is to certify that <u>DALANGIN, HERMENEY ANNE P.</u> , of <u>STEM</u> (Patient's Name) (Course/ Dept)
has been seen/examined/treated on <u>MARCH 25, 2023</u> with the following (Date)
clinical findings: <u>physically fit at the time of examination.</u>
 <hr/> <p>This is issued upon his/her request for whatever purpose it may serve except Medico-legal cases.</p> <p>RECOMMENDATION/S: <u>for work Immersion purposes only. Not void for employment.</u></p>
<p><b>Dr. Marvin V. Isidro</b> University Physician </p>

**ACTIVITY 8 | MEDICAL CERTIFICATE**

Give the process and fees required for a MEDICAL CERTIFICATE. Attach also your MEDICAL CERTIFICATE.

**I. Steps in securing Medical Certificate**

1. Visit a nearby clinic and get the needed tests done.
2. Go to the school clinic and ask / request for a medical certificate.
3. State the purpose for getting me document.
4. Sign to the logbook provided and wait for the in charge personnel to sign the papers.
5. Claim the medical certificate.

**II. Attach Medical Certificate**


<b>MEDICAL AND DENTAL CLINIC</b>
<b><u>MEDICAL CERTIFICATE</u></b>
Date: <u>MARCH 25, 2023</u>
To Whom It May Concern:
This is to certify that <u>JARIEGO, JAMIE C.</u> , of <u>STEM</u> (Patient's Name) (Course/ Dept)
has been seen/examined/treated on <u>MARCH 25, 2023</u> with the following (Date)
clinical findings: <u>Physically fit at the time of examination.</u>
_____ _____ _____ _____
This is issued upon his/her request for whatever purpose it may serve except Medico-legal cases.
RECOMMENDATION/S: <u>for work immersion purposes only. Not valid for employment.</u>
Dr. Marvin V. Isidro University Physician 

**ACTIVITY 8 | MEDICAL CERTIFICATE**

Give the process and fees required for a MEDICAL CERTIFICATE. Attach also your MEDICAL CERTIFICATE.

**I. Steps in securing Medical Certificate**

1. Visit the school clinic, make sure you have your medical results.
2. Give the nurse your medical results.
3. Wait for them to sign the medical certificate.
4. Claim your medical Certificate.
5. Check the certificate if all the information is accurate.

**II. Attach Medical Certificate**

 <p><b>MEDICAL AND DENTAL CLINIC</b> <b><u>MEDICAL CERTIFICATE</u></b></p> <p>Date: <u>MARCH 25, 2023</u></p> <p>To Whom It May Concern:</p> <p>This is to certify that <u>CAMILLO, IAN CARLOS TANG</u>, of <u>STEM</u> (Patient's Name) (Course/ Dept)</p> <p>has been seen/examined/treated on <u>MARCH 25, 2023</u> with the following (Date)</p> <p>clinical findings: <u>physically fit at the time of Examination.</u></p> <p>This is issued upon his/her request for whatever purpose it may serve except Medico-legal cases.</p> <p>RECOMMENDATION/S: <u>for work immersion purposes only. Not valid for employment.</u></p> <p><b>Dr. Marvin V. Isidro</b> University Physician</p> 
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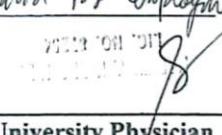
**ACTIVITY 8 | MEDICAL CERTIFICATE**

Give the process and fees required for a MEDICAL CERTIFICATE. Attach also your MEDICAL CERTIFICATE.

**III. Steps in securing Medical Certificate**

1. First, go to the clinic and choose your preferred health care professional.
2. Second, perform physical examination based on consultation such as; x-ray, Hepatitis test, and drug test.
3. Third, receive the medical examination that you conducted in the clinic.
4. Fourth, visit the university clinic or healthcare facility to get a medical certificate.
5. Lastly, get the medical certificate to the school clinic and signed by the professional.

**IV. Attach Medical Certificate**

 <b>MEDICAL AND DENTAL CLINIC</b> <b><u>MEDICAL CERTIFICATE</u></b>	Date: <u>03 - 21 - 2023</u>
To Whom It May Concern:	
This is to certify that <u>OCAampo, RYAN JAY</u> , of <u>STEM 12-D</u> (Patient's Name) (Course/Dept.)	
has been seen/examined/treated on <u>03 - 21 - 2023</u> with the following (Date)	
clinical findings: <u>Physically Fit at the time of Examination</u>	
_____ This is issued upon his/her request for whatever purpose it may serve except Medico-legal cases.	
RECOMMENDATION/S: <u>For work immersion purposes only. Not valid for employment</u>	
 _____ _____ <b>University Physician</b>	

**ACTIVITY 9 | JOB INTERVIEW**

A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired. How you answer questions during job interview can have a big impact on you being hired or accepted as a work immerse. Jot down questions that you have come across during your first dialogue with the partner-industry work supervisor or head of office you will be assigned.

In the mock job interview, I answered the questions confidently and effectively. When asked to tell about myself, I provided a concise overview of my academic pursuits, interests, and involvement in extracurricular activities. I demonstrated my enthusiasm for learning and personal growth.

For the question about a challenging situation in a previous job, I described an encounter with a dissatisfied customer. I explained how I remained calm, empathetic, and proactive in finding alternative solutions within company policies. This showcased my ability to handle difficult situations with professionalism and problem-solving skills.

When discussing how I prioritize and manage my workload, I highlighted the importance of assessing urgency and importance, breaking down tasks, and setting realistic expectations. I emphasized effective communication, collaboration, and adaptability in working with others to achieve collective goals.

Overall, the mock job interview experience went well. I responded confidently and provided examples that demonstrated my skills, such as effective communication, problem-solving, and organization. The interview allowed me to showcase my qualifications and abilities, leaving a positive impression on the interviewer.

**ACTIVITY 9 | JOB INTERVIEW**

A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired. How you answer questions during job interview can have a big impact on you being hired or accepted as a work immerse. Jot down questions that you have come across during your first dialogue with the partner-industry work supervisor or head of office you will be assigned.

In the mock job interview, I was asked about the specific skills and qualifications that make me a good fit for the role, as well as how I handle feedback or criticism.

In response to the first question, I highlighted my technical skills and qualifications relevant to the role, emphasizing my ability to contribute effectively to the tasks and responsibilities. I also mentioned my adaptability and quick learning abilities, which allow me to stay up-to-date with industry trends and readily take on new challenges. Additionally, I emphasized my problem-solving and analytical skills as strengths that would contribute to my success in the role.

When asked about handling feedback or criticism, I discussed my open-minded and growth-oriented approach. I emphasized the importance of actively listening to feedback, reflecting on its validity, and using it as an opportunity for improvement. I also mentioned my willingness to seek clarification and maintain a positive and professional attitude in receiving feedback, recognizing its value in driving personal and professional growth.

Overall, the mock job interview experience was successful as I effectively addressed the questions and demonstrated my qualifications and mindset. I showcased my relevant skills and highlighted my ability to handle feedback constructively, leaving a positive impression on the interviewer.

**ACTIVITY 9 | JOB INTERVIEW**

A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired. How you answer questions during job interview can have a big impact on you being hired or accepted as a work immerse. Jot down questions that you have come across during your first dialogue with the partner-industry worksupervisor or head of office you will be assigned.

During the interview, I confidently responded to the questions posed by the teacher, showcasing my preparedness and knowledge. When asked about myself, I shared my academic pursuits in Computer Science, my passion for technology, and my involvement in coding competitions and leadership roles. I expressed genuine interest in the position and the company, highlighting their reputation for innovation in the tech industry. In terms of qualifications, I emphasized my technical skills in programming languages, database management, and web development, as well as my problem-solving abilities gained through internships. Overall, I successfully conveyed my suitability for the role, and the interviewer seemed engaged and impressed with my answers. Leaving the interview, I felt confident in my performance and optimistic about the potential outcome.

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**ACTIVITY 9 | JOB INTERVIEW**

A job interview is an interview consisting of a conversation between a job applicant and a representative of an employer which is conducted to assess whether the applicant should be hired. How you answer questions during job interview can have a big impact on you being hired or accepted as a work immerse. Jot down questions that you have come across during your first dialogue with the partner-industry work supervisor or head of office you will be assigned.

Before we began our work immersion, our teacher gave us a few real-life instances of interview questions and how to respond to them. Since there are many situations, you should have a more compelling, succinct, and surprising response for the interviewer's question. These are some of the inquiries that were made of my classmate and me.

1. Tell me about yourself?
2. How did you hear about the position?
3. What do you know about the company?
4. Why do you want this job?
5. Why should we hire you?
6. What are your greatest professional strength?
7. What do you consider to be your weaknesses?
8. Where do you see yourself in 5 years?

I could see from the questions they asked me that they were trying to get to know me and see if I fit in with their company. They are watching me to see if I can help their business or if I will be their weakest link. As a result, the questions they posed were simple for me to respond to because they asked for more fundamental details about you and the business. These questions helped me realize that although having a job is challenging, it is the steps that you need to know which is the greatest strength and weaknesses that you need to lift until it becomes your power. We should work in an environment where we understand our roles and responsibilities because we shouldn't be their problem but rather their greatest strength. To be really honest, a job interview helps the firm secure and grow more since it is a challenge to go through as many employees begin their careers as interviewees. Finally, be aware of your strengths and how you can contribute to the company's improvement because it is your obligation. Also, be responsible and adaptable.

**MOCK JOB INTERVIEW**

Here are some questions that you may encounter during an interview. Try answering them.

**Interpersonal Skills**

1. What are your strengths? What are your weaknesses?
2. What do you do when you know you are right and your boss disagrees with you? Give me an example.
3. If your colleagues had an opportunity to tell us your primary strength what would that be? And, your primary weakness-what would that be?
4. As a component of this position, you may have to work on a team on certain projects. Describe when you have worked on a team before and what, in your opinion, constitutes an effective team? What do you expect from others on the team and what do you need from others on the team?
5. What do you do when others resist or reject your ideas or actions?

**Behavioural**

1. Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle it?
2. How do you know when you are stressed? What do you do to de-stress?
3. Tell me about a time when you were a part of a great team. What was your part in making the team effective?
4. Suppose your supervisor asked you to get information for them that you know is confidential and he/she should not have access to. What would you do?
5. Describe a time when you performed a task outside your perceived responsibilities. What was the task? Why did you perceive it to be outside your responsibilities? What was the outcome?

**Creative Thinking**

1. What is the best book you have read in the last year? Please take a minute and tell us what you liked about it.
2. What was the most creative thing you did in your last job?
3. What is your interpretation of "success?"
4. Describe an ideal work environment or "the perfect job."
5. In what way(s) do you express your personality in the workplace?

**Leadership**

1. How would you describe an ideal supervisor?
2. What strengths did you rely on in your last position to make you successful in your work?
3. As a supervisor, it is essential to motivate employees in your area. Sometimes this must be done using non-monetary means. Please describe some creative ways you have motivated and recognized employees in the past non-monetarily.

4. Explain, step by step, how you have coached an employee who had performance problems.
5. If you had to describe your own leadership style as directive, delegating, or coaching, which would you choose? Please explain why giving examples.

**Optional Situational Questions: Please explain how you would handle the following situations:**

1. You observe two of your employees arguing in a central location in the office.
2. One of your employees comes to you complaining about another employee and insisting they should no longer work together.
3. One of your employees comes to you to complain that he/she has a more demanding work load than another employee and wants the workload to be shifted.

**General**

1. Could you share with us a recent accomplishment of which you are most proud?
2. Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.
3. Why have you applied for this position?
4. What skill set do you think you would bring to this position?
5. Tell me about your present or last job. Why did you choose it? Why did you/do you want to leave?
6. What was your primary contribution/achievement? Biggest challenge?
7. What are your short-term and long-term goals?
8. In what areas would you like to develop further? What are your plans to do that?
9. What are some positive aspects of your last employment/employer? What are some negative aspects?
10. What do you know about our company?
11. Why should we hire YOU?
12. After learning about this opportunity, what made you take the next step and apply for the job?
13. If you are the successful applicant, how would you expect to be different after a year in this position?
14. Now that you have learned about our company and the position you are applying for, what hesitation or reluctance would you have in accepting this job if we offer it to you?

**ACTIVITY 10 | MOCK JOB INTERVIEW**

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

In the mock job interview, I believe I performed well and demonstrated my preparedness and skills effectively. I was able to answer the questions confidently and provide relevant examples and experiences to support my responses.

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

Areas I believe I am good at:

1. Communication: I was able to articulate my thoughts clearly and concisely, ensuring that the interviewer understood my qualifications and experiences.

2. Knowledge of the role: I showcased a strong understanding of the requirements of the job and how my skills aligned with them.

Areas that could be improved:

1. Confidence in handling unexpected questions: While I was able to answer the questions asked, I would like to further develop my ability to think on my feet and respond confidently to unexpected inquiries.

2. Providing more specific examples: Although I shared relevant experiences, I believe I can enhance my answers by providing more specific examples that highlight my achievements and contributions.

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Are you more confident now to answer during job interview?

As a result of the mock job interview experience, I am now more confident in my ability to answer questions during an actual job interview. The practice has allowed me to refine my responses, identify areas for improvement, and gain valuable feedback. I feel better prepared to showcase my skills, qualifications, and enthusiasm to potential employers in future job interviews.

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**ACTIVITY 10 | MOCK JOB INTERVIEW**

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

During the mock job interview, I felt that I performed well and effectively demonstrated my capabilities and qualifications. I approached each question with confidence and delivered thoughtful and relevant responses.

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

One area where I excelled was in my communication skills. I was able to articulate my thoughts clearly and concisely, ensuring that the interviewer understood my qualifications and experiences. Additionally, I showcased my adaptability by handling unexpected questions with ease, formulating insightful answers on the spot. Another strength I exhibited was my critical thinking ability. I shared examples of challenging situations I had faced in the past and explained how I used my problem-solving skills to overcome them. While I believe I performed well overall, I also recognized areas for improvement. I aim to provide more specific and impactful examples that highlight my accomplishments and contributions. Additionally, I plan to work on confidently promoting myself and showcasing my unique qualities that make me an ideal fit for the position.

Are you more confident now to answer during job interview?

Participating in this mock job interview has boosted my confidence and provided valuable practice. I now feel more prepared and self-assured to effectively answer questions and communicate my qualifications, experiences, and enthusiasm in future job interviews.

**ACTIVITY 10 | MOCK JOB INTERVIEW**

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

I believe I performed well as best as I can. I approached the interview with preparedness and professionalism, aiming to showcase my qualifications and enthusiasm for the position. Overall, I appreciate the opportunity to engage in the mock job interview as a student, as it has provided me with valuable experience, highlighted my strengths, and identified areas for growth.

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

Areas that I believe I am good at include effectively introducing myself, highlighting my educational background and passion for the field. I demonstrated my knowledge of the company and the position, expressing genuine interest in the organization's advancements. Additionally, I emphasized relevant skills and qualifications, showcasing my technical abilities and ability to work collaboratively. However, there are always areas that can be improved. In the context of a student interview, it would be beneficial to further enhance my understanding of specific industry trends and the practical application of skills in a professional setting. Additionally, I can work on refining my ability to provide more detailed examples or anecdotes from my personal experiences.

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Are you more confident now to answer during job interview?

Participating in the mock job interview has contributed to increasing my confidence in answering questions during an actual job interview. By practicing and receiving feedback, I have gained valuable insights into areas where I excel and areas that require improvement. This experience has helped me become more comfortable and prepared to handle job interviews in the future.

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**ACTIVITY 10 | MOCK JOB INTERVIEW**

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

Although I had certain difficulties, particularly when speaking in English, I overcame them with all of my heart and strength. I am confident enough to know that I performed well during the fake job interview. The only thing you need to know before getting a job is to know yourself first because it is the way on how you can grow as a person, so I am confident answering the questions because I know myself well, my characteristics, and what I can offer to the place where I will work. Given that I answered each question succinctly yet confidently, smiled throughout, and am confident in my performance, I can say that I performed well.

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

As a student, I believe I have a lot to offer in terms of file organization, paperwork management, computer work, as well as other tasks like verifying attendance, creating PowerPoint presentations, and many more. My communication abilities, particularly when speaking in English, are one of my limitations, but I am aware that I still have a lot to learn. Although I am a communicative person, I often restrict my capacity to interact with other people because I am shy when it comes to in-depth discussion. I am working on this so that it won't be an issue for me when I work in a larger office with many people. But because I learn quickly and am open to honest feedback, I am very good at a lot of things. I am also kind and helpful, so if there is anything, I can do to help someone, I will do it because I am the kind of person who is willing to do so.

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Are you more confident now to answer during job interview?

I can say that I am more confident now that I have had experience with my first job interview, which was at my junior high school, since I have worked to become a more independent person. Even though I went into the first interview lacking any experience, I felt confident and passed it because we must seize the chance. In the end, having confidence makes me proud of myself since it is the only way I can present myself to others. Because I have a lot of experience, my confidence is improving and growing every day.

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## IMMERSION PROPER

### ACTIVITY 11 | MEMORANDUM OF AGREEMENT

Dear student, you are now nearing your immersion proper. Before the immersion proper please ensure that you have Memorandum of Agreement signed by parents or legal guardians that grants permission for a student to undergo Work Immersion and kindly attach it here.

Memorandum of Agreement is a legally binding document, which spells out the specific terms and conditions between among parties entering into a partnership to implement program, project, or any other similar undertaking. It can be entered into at the central, regional, division, or school level. The scope and limitations of the Memorandum of Agreement shall not be contrary to laws, public customs, and moral compasses.

**Please attach your Memorandum of Agreement here.**

 <b>UNIVERSIDAD DE MANILA</b> Republic of the Philippines City of Manila
March 13, 2023
<b>MEMORANDUM OF AGREEMENT</b>
<p>This MEMORANDUM OF AGREEMENT made and entered into by and between, <b>SENIOR HIGH SCHOOL DEPARTMENT</b>, herein referred to as the "Adviser" and <b>Immersion Partner Institution Supervisor - Ms. KAMALIAH P. DALANGGIL</b> herein referred to as the "Immersion Partner" and <b>MRS. HERSEY ANN P. CHINAGLAN</b> from <b>CITY OF MARILAO</b>, Bulacan and duly represented by <b>Mrs. Ermelinda A. Silvestre</b> Work Immersion Advisor herein referred to as the "Adviser".</p> <p>AND,</p> <p>Universidad de Manila (UDM), a Local University created by virtue of City Ordinance No. 8120, with forwarding address at One Melan Garden, Manila, herein represented by <b>Ermelinda A. Silvestre/Supervising Teacher</b> is assigned to supervise the learners at the Work Immersion Venue in coordination with Mr. Robert F. Norberto, and hereinafter to be called as the "UNIVERSITY".</p> <p>WHEREAS:</p> <p>WHEREAS, Universidad De Manila is vested by law to provide academic requirement, training, and development of the students in the field of (Sciences, Technology, Engineering and Mathematics Strand)</p> <p>WHEREAS, the Adviser is vested by Law to employ, deploy, and accommodate student trainees in its facility;</p> <p>WHEREAS, the Adviser and Universidad De Manila recognize the complementary nature of their respective objectives and goals in industry;</p> <p>NOW, THEREFORE, for and in consideration of the foregoing premises, the Adviser and the Universidad De Manila hereby mutually agree and stipulate that:</p> <p>A. <b>UNIVERSIDAD DE MANILA</b> shall:</p> <ol style="list-style-type: none"> <li>1. Design, implement and evaluate the training plan jointly with the accredited establishment;</li> <li>2. Provide trainee basic skills with theoretical, general education values and human formation;</li> <li>3. Recommend and assist trainee who will undergo Work Immersion Training;</li> <li>4. Coordinate with the company/employer on the implementation of the existing training standard;</li> <li>5. Request trainee to keep updated report book ready for inspection at any given time;</li> <li>6. Provide continuous support for the monitoring of attendance and performance of the trainee during the Immersion Work Immersion training;</li> <li>7. Ensure that the policies and practices of this agreement is properly implemented and coordinated in the company for the purpose of ensuring high standard of training under the Senior High School, Science, Technology, Engineering and Mathematics.</li> </ol>

 <b>UNIVERSIDAD DE MANILA</b> Republic of the Philippines City of Manila
The Adviser shall:
<ol style="list-style-type: none"> <li>1. Provide training program for the qualified students required to complete the 80 hours work Immersion exposure &amp; training;</li> <li>2. Award each and every student who has successfully completed the student training program a Certificate of Completion duly signed by the HR Manager/Officer;</li> <li>3. Hold an Officer/Supervisors and Employees to impart to the students' technical supervision and technical skill in practical in the industry;</li> </ol>
<b>B. The following terms and conditions are likewise included:</b>
<ol style="list-style-type: none"> <li>1. The COMPANY reserves the right to discontinue the Work Immersion Training of the trainee on reasonable grounds upon written notice to the first party. The discontinuation shall take effect at least one (1) week before the effective date of termination upon receipt of the said notice. The reasonable grounds that may terminate the training include the following:           <ul style="list-style-type: none"> <li>Habitual absenteeism from in-plant and related theoretical instruction;</li> <li>Willful disobedience of company rules or impropriety to law and order of operation;</li> <li>Poor physical condition, permanent disability or prolonged illness which impairs the trainee's ability to work;</li> <li>Their or relatives destruction of company property and/or equipment;</li> <li>Inefficiency of performance on the in-plant/school training for a prolonged period despite warnings duly given to the trainee;</li> <li>Engaging in violence or other form of gross misconduct inside the company's premises.</li> </ul> </li> <li>2. The COMPANY may likewise, put-out notices from the in-plant training for reasonable grounds after a written notice. The written notice that immediately take effect upon receipt of the notice by the COMPANY. The reasonable ground that may terminate the training program of the COMPANY are the following:           <ul style="list-style-type: none"> <li>Failure to comply with the requirements as stipulated in this contract;</li> <li>Substandard or defective working conditions within the company's premises;</li> <li>Repetent violations by the company on the terms of the training agreement;</li> <li>Caval or abusive treatment by the company to trainee.</li> </ul> </li> <li>3. Any decision of the COMPANY regarding behavior and performance of the trainee shall be forwarded to UDM through the Work Immersion Training Coordinator/Adviser for the due process or investigation.</li> <li>4. During the affective of this agreement, it is understood that the trainee shall follow all rules and regulations, policies and procedures particularly those affecting the training activities, duly promulgated by the company.</li> <li>5. To ease the trainee enrollment in plant training program, the COMPANY has the option to hire if so desires, to The Second Party reserves the right to discontinue the Work Immersion Training of any student trainee for whatever reasons after a written notice to the First Party of at least one (1) week before the effective date of termination.</li> </ol>
<b>C. EFFECTIVITY</b>
<p>This agreement shall take effect immediately upon signing hereof, and shall continue thereafter, either for 3 (three) years unless otherwise stated or terminated by serving written notice to the other party, giving thirty (30) days notice starting date of termination.</p>

 <b>UNIVERSIDAD DE MANILA</b> Republic of the Philippines City of Manila						
It is mutually agreed upon that this agreement will not be modified except by written amendment executed by the contracting parties.						
IN WITNESS WHEREOF, Universidad De Manila – and Company have here to affix their signatures and have caused this agreement to be duly executed this day of March 13, 2023 at United Nations Avenue, corner Ma. Orosa Street, Ermita, Manila 1000, Metro Manila						
UNIVERSIDAD DE MANILA						
<p>By:   <b>Mr. Robert F. Norberto, PhD</b></p> <p>By:   <b>Mrs. Ermelinda A. Silvestre</b>          Immersion Partner Institution Supervisor</p>						
<p>By:   <b>Mrs. Hersey Ann P. Chinaglan</b>          Parent/Guardian</p>						
SIGNED IN THE PRESENCE OF:  <b>Dr. Angelito V. Balangas</b>  <b>Mrs. Rosalie V. Balangas</b>						
<b>ACKNOWLEDGEMENT</b>						
<p>REPUBLIC OF THE PHILIPPINES          CITY OF</p> <p>BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared:</p> <table border="1"> <tr> <td>NAME</td> <td>GOVERNMENT-ISSUED ID</td> <td>ISSUANCE DATE/PLACE</td> </tr> <tr> <td>_____   </td> <td>_____   </td> <td>_____   </td> </tr> </table> <p>Known to me and to me known to be the same persons who executed this Memorandum of Agreement consisting of three (3) pages, including the page on which this acknowledgement is written has been signed on such and every page thereto by the concerned parties and their witnesses, and sealed with my notarial seal.</p> <p>WITNESS MY HAND AND SEAL, on the date and place first above written.</p> <p>Doc. No.           Page No.           Book No.           Series No. </p> <p>  <b>EVANGELIO C. DE CASTRO</b>          Notary Public          CITY OF MANILA          DATED: MARCH 13, 2023          EXPIRES: APRIL 12, 2023          REG. NO.: N.P. NO. 1002          P.D.C. NO.: 000123456789          R.O.C. NO.: 000123456789</p>	NAME	GOVERNMENT-ISSUED ID	ISSUANCE DATE/PLACE	_____   	_____   	_____   
NAME	GOVERNMENT-ISSUED ID	ISSUANCE DATE/PLACE				
_____   	_____   	_____   				

## IMMERSION PROPER

### ACTIVITY 11 | MEMORANDUM OF AGREEMENT

Dear student, you are now nearing your immersion proper. Before the immersion proper please ensure that you have Memorandum of Agreement signed by parents or legal guardians that grants permission for a student to undergo Work Immersion and kindly attach it here.

Memorandum of Agreement is a legally binding document, which spells out the specific terms and conditions between among parties entering into a partnership to implement program, project, or any other similar undertaking. It can be entered into at the central, regional, division, or school level. The scope and limitations of the Memorandum of Agreement shall not be contrary to laws, public customs, and moral compasses.

**Please attach your Memorandum of Agreement here.**

UNIVERSIDAD DE MANILA  
Republic of the Philippines  
City of Manila

March 13, 2023

**MEMORANDUM OF AGREEMENT**

This MEMORANDUM OF AGREEMENT made and entered into by and between ADMISIANG ALUMNI DE LA UNIVERSIDAD DE MANILA INC., hereininafter referred to as the "Adviser", Partner Institute Supervisor, TERESA C. SILVEIRO, Ed.D. from CPEM 12-D parent/guardian of JAMIE C. VASQUEZ from CPEM 12-D with residence address in 135 R. MTRA. CL. MERCADO, SAN JUAN, MNL and herein represented by Mrs. Emeralda A. Silveiro/Work Immersion Advisor herinafter referred to as the "Adviser".

WITNESSETH:

WHEREAS, Universidad De Manila is vested by Law to provide academic requirement, training, and development of the students in the field of (Science, Technology, Engineering and Mathematics Strand)

WHEREAS, the Adviser is vested by Law to employ, deploy, and accommodate student trainees in its facility;

WHEREAS, the Adviser and Universidad De Manila recognize the complementary nature of their respective objectives and goals in industry;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Adviser and the Universidad De Manila hereby mutually agree and stipulate that:

A. **UNIVERSIDAD DE MANILA shall:**

1. Design, implement and evaluate the training plan jointly with the accredited establishment;
2. Provide trainee basic skills with theoretical, general education values and human formation;
3. Recommend and assist trainee who will undergo Work Immersion Training;
4. Coordinate with the company/officer on the implementation of the existing training standard;
5. Require trainee to keep updated report book ready for inspection at any given time;
6. Provide administrative support for the evaluating of attendance and performance of the trainee undergoing Work Immersion training;
7. Ensure that the provisions of this agreement is properly implemented and coordinated in the Science, Technology, Engineering and Mathematics.

UNIVERSIDAD DE MANILA  
Republic of the Philippines  
City of Manila

The Adviser shall:

1. Provide training program for the qualified students required to complete the 80 hours work immersion, exposure & training;
2. Award each and every student who has successfully completed the student training program a Certificate of Completion duly signed by the HR Manager/Officer;
3. Hold an Official Supervision and Inspection to inspect the students' trainees in supervision and technical skill as perceived in the industry;

B. The following terms and conditions are likewise included:

1. The COMPANY reserves the right to discontinue the Work Immersion Training if the notice or reasonable ground upon written notice to the First party. The disqualification shall take effect at least one (1) week before the effective date of termination or the end of the said notice. The reasonable ground for discontinuation includes among the following:
  - Failure to demonstrate in plant and related theoretical instruction.
  - Willful distribution of company's value or irreverberation to lawful order of superior;
  - Poor physical condition, permanent disability or prolonged illness which incapacitates the trainee from performing his/her job;
  - Theft or malicious destruction of company property and/or equipment;
  - Infringement of performance on the in-plant/school training for a prolonged period despite warnings duly given to the trainee;
  - Fighting in violence or other forms of gross misconduct inside the company's premises.
2. The Company may likewise, pull-out trainees from the in-plant training for reasonable grounds after a written notice. The written notice shall immediately take effect upon receipt of the notice by the COMPANY. The reasonable ground that may terminate the training program of the COMPANY are the following:
  - Failure to comply with the requirements as stipulated in this contract;
  - Substandard or defective working conditions in the company's premises;
  - Repetitive violation of the rules on the terms of the training agreement;
  - Cost of training exceeded by the company to trainee;
3. Any decision of the COMPANY regarding behavior and performance of the trainee shall be forwarded to UDM through the Work Immersion Training Coordinator/Advisor for the due process or investigation;
4. During the effective of this agreement, it is understood that the two shall follow all rules and regulations, policies and procedures particularly those affecting the training activities, duly promulgated by the COMPANY;
5. In case the trainee completes in-plant training program, the COMPANY has the option to hire him if so desires, A Second Party reserves the right to discontinue the Work Immersion Training of any student-deefer for three weeks after a written notice to the First Party of at least one (1) week before the effective date of termination.

C. **FACTORY**

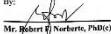
This agreement shall take effect immediately upon signing hereof, and shall continue thereafter, either party may renounce this agreement and anytime by serving written notice to the other party, giving thirty (30) load time before intended date of termination.

UNIVERSIDAD DE MANILA  
Republic of the Philippines  
City of Manila

It is mutually agreed upon that this agreement will not be modified except by written amendment executed by the contracting parties.

IN WITNESS WHEREOF, Universidad De Manila – and Company have here to affix their signatures and have caused this agreement to be duly executed this day of March 13, 2023 at United Nations Avenue, Corner Ma. Orosa Street, Tondo, Manila 1000, Metro Manila

UNIVERSIDAD DE MANILA

By:   
Mr. Robert F. Nericote, PhD  
Immunization Advisor

By:   
Mrs. Emeralda A. Silveiro  
Immunization Advisor/Institution Supervisor

By:   
Parent/Guardian

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES  
CITY OF CITY OF MANILA  
BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared:

NAME	GOVERNMENT-ISSUED ID	ISSUANCE DATE/PLACE
_____ _____ _____	_____ _____ _____	_____ _____ _____

Known to me and to my belief to be the same persons who executed this Memorandum of Agreement consisting of three (3) pages, including the page on which this acknowledgement is written has been signed on each and every page faced by the concerned parties and their witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written:  
  
 Doc. No.: 18/  
 Page: 1  
 Book No.: 1  
 Series of 20 Q

## IMMERSION PROPER

### ACTIVITY 11 | MEMORANDUM OF AGREEMENT

Dear student, you are now nearing your immersion proper. Before the immersion proper please ensure that you have Memorandum of Agreement signed by parents or legal guardians that grants permission for a student to undergo Work Immersion and kindly attach it here.

Memorandum of Agreement is a legally binding document, which spells out the specific terms and conditions between among parties entering into a partnership to implement program, project, or any other similar undertaking. It can be entered into at the central, regional, division, or school level. The scope and limitations of the Memorandum of Agreement shall not be contrary to laws, public customs, and moral compasses.

**Please attach your Memorandum of Agreement here.**

 **UNIVERSIDAD DE MANILA**  
The University of the Philippines  
City of Manila

March 13, 2023

**MEMORANDUM OF AGREEMENT**

This MEMORANDUM OF AGREEMENT made and entered into by and between:  
 Universidad De Manila – and – Enoc Silvestre, herein referred to as the Immersion Partner Initiatives Supervisor, Robert F. Norberto, herein referred to as the Student, parent/guardian of John Carlo T. Cabilio, Don Strand Jr. and Don Strand III, herein referred to as the Students, and Enoc Silvestre, herein referred to as the Advisor, with residence address at 329-C P. Burgos Street, Santa Mesa, Manila, and Robert F. Norberto, herein referred to as the Advisor by Mrs. Esmeralda A. Silvestre Work Immersion Advisor Initiator/Referee refer to as the Adviser.

WHEREAS, Universidad De Manila is a Local University created by virtue of City Ordinance No. 8129, dated March 13, 1994, and is duly registered with the Securities and Exchange Commission, Republic of the Philippines, under the name of **UNIVERSIDAD DE MANILA**, and is a member of the University of the Philippines System;

WHEREAS, Universidad De Manila is vested by law to provide academic requirement, training, and development of the students in the field of Science, Technology, Engineering and Mathematics (STEM);

WHEREAS, the Advisor is vested by Law to employ, deploy, and accommodate student trainee in its facility;

WHEREAS, the Advisor and Universidad De Manila recognize the complementary nature of their respective objectives and goals in entirety;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Advisor and the NOW, THEREFORE, for and in consideration of the foregoing premises, the Advisor and the Universidad De Manila herby mutually agree and stipulate as follows:

A. **UNIVERSIDAD DE MANILA's Role:**

1. Design, implement and evaluate the training plan jointly with the concerned establishment;
2. Provide trainees basic skills with theoretical, general educational values and human formation;
3. Recruit and assign trainee who will undergo Work Immersion Training;
4. Coordinate with the company/advisor on the implementation of the training, including training schedule;
5. Require trainee to keep updated records book ready for inspection at any given time;
6. Provide advisor with periodic report on the terms of attendance and performance of the trainee during Work Immersion Training;
7. Ensure that the provision of this agreement is properly implemented and coordinated in the company for the purpose of ensuring high standard of training under the Senior High School, Sciences, Technology, Engineering and Mathematics.

The Advisor shall:

1. Provide training program for the qualified students required to complete the 80 hours work immersion, exposure & training.

**Public service through quality education.**

Address: Calle Alfonso M. Santos, Jr. 1000 San Marcelino, Ermita, Manila, Philippines, 1000  
 Tel. No.: (+63 2) 528-4842 / +632 528-4840 / +632 528-4849 Fax No.: (+63 2) 528-8521 [www.udm.edu.ph](http://www.udm.edu.ph)

 **UNIVERSIDAD DE MANILA**  
The University of the Philippines  
City of Manila

March 13, 2023

**MEMORANDUM OF AGREEMENT**

This MEMORANDUM OF AGREEMENT made and entered into by and between:  
 Universidad De Manila – and – Enoc Silvestre, herein referred to as the Immersion Partner Initiatives Supervisor, Robert F. Norberto, herein referred to as the Student, parent/guardian of John Carlo T. Cabilio, Don Strand Jr. and Don Strand III, herein referred to as the Students, and Enoc Silvestre, herein referred to as the Advisor, with residence address at 329-C P. Burgos Street, Santa Mesa, Manila, and Robert F. Norberto, herein referred to as the Advisor by Mrs. Esmeralda A. Silvestre Work Immersion Advisor Initiator/Referee refer to as the Adviser.

WHEREAS, Universidad De Manila is a Local University created by virtue of City Ordinance No. 8129, dated March 13, 1994, and is duly registered with the Securities and Exchange Commission, Republic of the Philippines, under the name of **UNIVERSIDAD DE MANILA**, and is a member of the University of the Philippines System;

WHEREAS, Universidad De Manila is vested by law to provide academic requirement, training, and development of the students in the field of Science, Technology, Engineering and Mathematics (STEM);

WHEREAS, the Advisor is vested by Law to employ, deploy, and accommodate student trainee in its facility;

WHEREAS, the Advisor and Universidad De Manila recognize the complementary nature of their respective objectives and goals in entirety;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Advisor and the NOW, THEREFORE, for and in consideration of the foregoing premises, the Advisor and the Universidad De Manila herby mutually agree and stipulate as follows:

B. The following terms and conditions are likewise included:

1. The COMPANY reserves the right to discontinue the Work Immersion Training of the trainee on reasonable grounds upon written notice to the First party. The disconnection shall take effect at least one (1) week before the effective date of termination. The receipt of the said notice, however, shall not be deemed as the effective date of termination unless the following:

  - Invalid documents from in-plant and related educational institution;
  - Violation of rules and regulations of company rules or nonadherence to lawful order of superior;
  - Poor physical condition, permanent disability or prolonged illness which incapacitates the trainee from working;
  - Theft or malicious destruction of company property and/or equipment;
  - Failure of performance on the part of the trainee during training for a prolonged period despite warnings duly given to the trainee;
  - Engaging in violence or other form of gross misconduct inside the company's premises.

2. The University may likewise, pull-out trainees from the in-plant training for reasonable grounds after a written notice. The written notice shall immediately take effect upon receipt of the notice by the concerned establishment. The reasonable ground that may terminate the training program of the COMPANY are as follows:
  - Failure to comply with the requirements as stipulated in this contract;
  - Substandard or defective working conditions within the company's premises;
  - Reported violations by the trainee on the terms of the training agreement;
  - Credit or adverse comments by the company to trainee;
3. Any decision of the COMPANY regarding behavior and performance of the trainee shall be communicated to UDM through the Work Immersion Training Coordinator/Advisor for due process investigation;
4. During the duration of this agreement, it is understood that the trainee shall follow all rules and regulations, policies and procedures particularly those affecting the training activities, duly promulgated by the COMPANY;
5. In case the trainee completes its plant training program, the COMPANY has the option to hire it if so desires. a. The Second Party reserves the right to discontinue the Work Immersion Training of any student-trainee for whatever reason after a written notice to the First Party of at least one (1) week before the effective date of termination.

C. **EFFECTIVENESS:**  
 This agreement shall take effect immediately upon signing hereof, and shall continue thereafter, either party may terminate this agreement and settles by serving written notice to the other party, giving thirty days (30) days at least before intended date of termination.

**Public service through quality education.**

Address: Calle Alfonso M. Santos, Jr. 1000 San Marcelino, Ermita, Manila, Philippines, 1000  
 Tel. No.: (+63 2) 528-4842 / +632 528-4840 / +632 528-4849 Fax No.: (+63 2) 528-8521 [www.udm.edu.ph](http://www.udm.edu.ph)

 **UNIVERSIDAD DE MANILA**  
The University of the Philippines  
City of Manila

March 13, 2023

**MEMORANDUM OF AGREEMENT**

It is mutually agreed upon that this agreement will not be modified except by written amendment executed by the contracting parties.

IN WITNESS WHEREOF, Universidad De Manila – and Company have here to affixed their signatures and have caused this agreement to be duly executed this day of March 13, 2023 at United Nations Avenue, Corner Ms. Gresia Street, Ermita, Manila 1000, Metro Manila.

**UNIVERSIDAD DE MANILA**

By: Enoc Silvestre  
**Immersion Advisor**

By: Robert F. Norberto  
**Immersion Partner Initiatives Supervisor**

By: Enoc Silvestre  
**Parent/Guardian**

SIGNED IN THE PRESENCE OF: Robert F. Norberto Enoc Silvestre

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES  
 CITY OF Manila )  
 )  
 BEFORE Ms. Esmeralda A. Silvestre Public Notary for and in the above jurisdiction, personally appeared:

NAME	GOVERNMENT-ISSUED ID	ISSUANCE DATE/PLACE
<u>Juliano T. Cabilio</u>	<u>SRP 10</u>	<u>SRP 10</u>
<u>Victor M. Cabilio</u>	<u>SRP 10</u>	<u>SRP 10</u>
<u>Janice Ann T. Cabilio</u>	<u>SRP 10</u>	<u>SRP 10</u>

Knows me to be and to my knowledge to be the same person who executed this Memorandum of Agreement consisting of three (3) pages, including the page on which this acknowledgement is written has been signed on each and every page thereof by the concerned parties and their witnesses, and sealed with my official seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

Date: March 13, 2023  
 Page No. 1/3  
 Book No. 10  
 Series of 20

## IMMERSION PROPER

### ACTIVITY 11 | MEMORANDUM OF AGREEMENT

Dear student, you are now nearing your immersion proper. Before the immersion proper please ensure that you have Memorandum of Agreement signed by parents or legal guardians that grants permission for a student to undergo Work Immersion and kindly attach it here.

Memorandum of Agreement is a legally binding document, which spells out the specific terms and conditions between among parties entering into a partnership to implement program, project, or any other similar undertaking. It can be entered into at the central, regional, division, or school level. The scope and limitations of the Memorandum of Agreement shall not be contrary to laws, public customs, and moral compasses.

**Please attach your Memorandum of Agreement here.**

 **UNIVERSIDAD DE MANILA**  
Republic of the Philippines  
City of Manila

March 13, 2023

**MEMORANDUM OF AGREEMENT**

This MEMORANDUM OF AGREEMENT made and entered into by and between **ROBERT F. NORBERTO, Jr., CECILIA A. SILVENTER**, hereinafter referred to as the "Adviser", Institution Supervisor, **RENILDA D. OCAMPO**, hereinafter referred to as the "Student", hereinafter referred to as the "Trainee", from **STERN 12-D**, residence address at **1451 - A BALINTAWAK STREET TONDO, MANILA**, and duly represented by Mrs. **Emersilda A. Silventer**/Work Immersion Advisor hereinbelow referred to as the Advisor.

**AND-**

Universidad de Manila (UDM), a Local University created by virtue of City Ordinance No. 8120, with founding address at One Mabini Garden, Manila, herein represented by **Mrs. Emersilda A. Silventer**, Supervising Teacher who is assigned to supervise the learners at the work immersion venue in coordination with Mr. Robert F. Norberto, and herein referred to as the UNIVERSITY.

**WITNESSETH:**

WHEREAS, Universidad De Manila is vested by law to provide academic requirement, training, and development of the students in the field of (Science, Technology, Engineering and Mathematics Strand)

WHEREAS, the Adviser is vested by Law to employ, deploy, and accommodate student trainees in its facility;

WHEREAS, the Adviser and Universidad De Manila recognize the complementary nature of their respective objectives and goals in industry;

NOW, THEREFORE, for and in consideration of the foregoing premises, the Adviser and the Universidad De Manila hereby mutually agree and stipulate that:

A. **UNIVERSIDAD DE MANILA shall:**

1. Design, implement and evaluate the training plan jointly with the accredited establishment;
2. Provide trainees basic skills with theoretical, general education values and human formation;
3. Recommend and assist trainee who will undergo Work Immersion Training;
4. Coordinate with the company/officer on the implementation of the existing training standard;
5. Require trainee to keep updated report book ready for inspection at any given time;
6. Provide administrative support for the monitoring of attendance and performance of the trainees undergoing Work Immersion training;
7. Ensure that the provision of this agreement is properly implemented and coordinated in the company for the purpose of ensuring high standard of training under the Senior High School, Science, Technology, Engineering and Mathematics.

The Adviser shall:

 **UNIVERSIDAD DE MANILA**  
Republic of the Philippines  
City of Manila

1. Provide training program for the qualified students required to complete the 80 hours work immersion, exposure & training.

2. Award each and every student who has successfully completed the student training program a Certificate of Completion duly signed by the HR Manager/Officer.

3. Hold its Officers/ Supervisors and Employees to inspect to the students' trainees the supervision and technical skill as practiced in the industry;

B. **The following terms and conditions are likewise included:**

1. The COMPANY reserves the right to discontinue the Work Immersion Training of the trainee on reasonable grounds upon written notice to the said party. The discontinuation shall take effect at least one (1) week after the effective date of termination upon receipt of the said notice. The reasonable ground that may terminate the trainees training are the following:
  - Habitual absence from plant and related theoretical instruction.
  - Willful disobedience of company rules or insubordination to lawful orders of superior;
  - Poor physical condition, permanent disability or prolonged illness which incapacitates the trainee from working;
  - Theft or malicious destruction of company property or equipment;
  - Inefficiency of performance on the in-plant/school training for a prolonged period despite warnings duly given to the trainee;
  - Negligence in the performance of gross misconduct inside the company's premises.
2. The UNIVERSITY may likewise terminate trainee from the in-plant training for reasonable grounds after a written notice. The written notice shall immediately take effect upon receipt of the notice by the COMPANY. The reasonable ground that may terminate the training program of the COMPANY are the following:
  - Failure to comply with the requirements as stipulated in this contract;
  - Substandard or deleterious working conditions within the company's premises;
  - Repeated violations by the company on the terms of the training agreement;
  - Crude or inhuman treatment by the company to trainee.
3. Any decision of the COMPANY regarding behavior and performance of the trainee shall be forwarded to UDM through the Work Immersion Training Coordinator/Advisor for the due process or investigation.
4. During the effective of this agreement, it is understood that the trainee shall follow all roles and regulations, policies and procedures particularly those affecting the training activities, duly promulgated by the company.
5. In case the trainee completes his/her training program, the COMPANY has the option to hire if it so desires. A. The Second Party reserves the right to discontinue the Work Immersion Training of any student-trainee for whatever reasons after a written notice to the First Party of at least one (1) week before the effective date of termination.

C. **EFFECTIVITY**

This agreement shall take effect immediately upon signing hereof, and shall continue thereafter, either party may terminate this agreement and anytime by serving written notice to the other party, giving thirty days (30) lead time before intended date of termination.

 **UNIVERSIDAD DE MANILA**  
Republic of the Philippines  
City of Manila

It is mutually agreed upon that this agreement will not be modified except by written amendment executed by the contracting parties.

**IN WITNESS WHEREOF**, Universidad De Manila – and Company have here to affix their signatures and have caused this agreement to be duly executed this day of March 13, 2023 at United Nations Avenue, Corner Ms. Orosa Street, Ermita, Manila 1000, Metro Manila

**UNIVERSIDAD DE MANILA**

By:  
  
Mr. Robert F. Norberto, PhD(C)  
By:  
  
Mrs. Emersilda A. Silventer  
Supervising Teacher  
Work Immersion Advisor

**RENILDA D. OCAMPO**  
Institution Faculty Institution Supervisor  
By:  
  
Renilda D. Ocampo  
Parochial Guard  
Guardian

SIGNED IN THE PRESENCE OF:  
  
Mrs. Emersilda A. Silventer  
  
Renilda D. Ocampo

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES  
CITY OF CITY OF MANILA

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appear:

NAME	GOVERNMENT-ISSUED ID	ISSUANCE DATE/PLACE
Ronald Cuyp Ocampo	Department of Public Services ID	Manila
Reiza Joy Cuyp Ocampo	Unified Multi-Purpose ID	Manila
Jaime Padigwan Cabah	Unified Multi-Purpose ID	Manila

Known to me and to me known to be the same persons who executed this Memorandum of Agreement consisting of three (3) pages, including the page on which this acknowledgement is written has been signed on each and every page thereof by the concerned parties and their witnesses, and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No.   
Page No.   
Book No.   
Series No. 

Notary Public for and in the above jurisdiction,  
Date: March 13, 2023  
Place: Manila, Philippines  
P.R.C. No. 04220241250, A. L. 2023  
B.P. Registration No. 24549496-20-242  
MCLE Expiration G.O.D. I, N. 2022

## 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

### ACTIVITY 12 | PROFILE OF THE COMPANY/ESTABLISHMENT

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

#### History and Background

On April 17, 1995, the City Ordinance 7885 was enacted establishing the City College of Manila (CCM) with the support of Hon. Mayor Alfredo S. Lim, Vice Mayor Jose L. Atienza Jr., and the City Council with Hon. Nestor C. Ponce Jr., Hon. Humberto Basco and Hon. Bernardito C. Ang as Principal Sponsors. On April 26, 2006, City Ordinance No. 7885 was passed into law and became operational with the main objective of providing quality education to the less privileged but intellectually deserving graduates from Public Schools of Manila.

On June 6, 2006, the Manila City Council enacted City Ordinance 8120 elevating the CCM into university and renaming it Universidad De Manila (UDM) to attune it with its present campus site at 24,000 square meter Mehan Gardens at Arroceros (now Cecilia Munoz-Palma) cor. Hospital Street (Antonio Villegas) Streets, Ermita, Manila. The new University was inaugurated on June 19, 2006. UDM was approved by Mayor Jose L. Atienza Jr. in 2006, recognized by CHED in 2015, institutionalized the Learning Management System in 2020, and adopted Moodle App as a learning platform to create a virtual learning environment.

The Senior High School at UDM aims to produce graduates who are future-focused, well-rounded, and morally upright. It provides global skills, competencies, and knowledge to prepare students for successful career paths in the future. The work immersion area provides quality to the student and the assistance of the faculty area.

#### Vision

A leading Higher Education Institution that prepares visionary and ethical leaders who shall create a positive impact on society.

#### Mission

Universidad de Manila is committed to provide equal opportunities by developing the learners' knowledge, skills, and values, through quality education and dynamic technology-driven systems, in a diverse yet inclusive environment for learning, research, and community engagement.

## Objectives

### Institutional Goals

S - Systems. Academic Support, Service Improvement

C - Center for Micro-credentialing and Industry Training promotion

A - Academic Excellence

L - Leveling Up Linkages and Community Extension

E - Engagement

### Strategic Direction

Universidad de Manila is committed to ensuring quality education and process that are sustainable, responsive and relevant.

Q - Quality Systems and Performances

S - Stakeholders Satisfaction

S - Sustainability and Accountability

### Quality Policy

Universidad De Manila (UDM) is committed to ensuring quality education and processes that are sustainable, responsive and relevant.

## Core Values

E - Ethics and Integrity

Q - Quality and Excellence

U - Unity and Collaboration

A - Achievement and passion

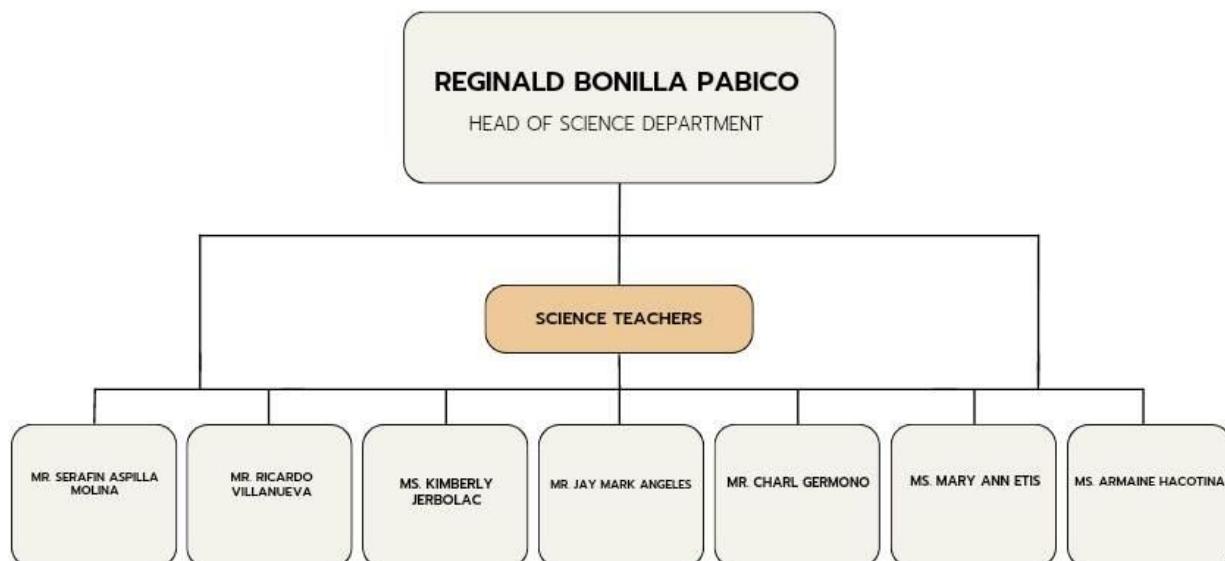
L - Leadership and Innovation



**ACTIVITY 13 | 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.*

**UDM SHS SCIENCE DEPARTMENT**

**ACTIVITY 14 | COMPANY RULES AND REGULATIONS**

Describe briefly and/or insert or paste here.

1. Unnecessary usage of phone during duty hours is strictly forbidden.
2. Roaming around during your duty hours is not allowed.
3. Be present sharply with the given time. Avoid being late.
4. Do not be a source of distraction and noise during your duty hours.
5. Comply with the given task of your focal person
6. Communicate with your focal person or work immersion institution supervisor when problem occurs.
7. Give notice to your focal person if you need to take an early leave or kindly let them know when emergency happens and you may not be able to attend your duty.
8. You and your focal person's time is valuable. Make sure not to waste time as a respect to each other's time.
9. Messaging or contacting your focal person and work Immersion institution supervisor late at night is considered impolite. Respect their privacy and personal time by preventing calls and messages late at night with your focal person or work immersion supervisor.
10. Confidential information must be strictly kept private between you and your focal person. Never let sensitive information be known publicly. Be careful with private information you hold.
11. Be presentable. Wear a complete neat uniform in your duty hours. Also keep in mind a clean cut for men and a nicely tied hair among women.
12. Follow our safety protocols. Wear your face mask properly, have an alcohol around you, and notify your focal person immediately if you're feeling sick.

## ACTIVITY 15 | WORK IMMERSION TASK/S ACTIVITIES

Attach signed Annex C

### List of Tasks/Activities to be done during Work Immersion (*may change according to track/strand*)

Name of Student	Dalangin, Hershey Anne P.	Grade & Section	STEM 12 - D
School Name	Universidad De Manila	Immersion Site	School Faculty
Track	Academic Track	Strand/Specialization	STEM
Duration of Work Immersion	<b>72 Hours</b>		

School Partnerships Focal Person		Contact Number	
Work Immersion Teacher	Ms. Esmeralda Silvestre	Contact Number	09774143171

COMPETENCIES	TASKS/ACTIVITIES	TIME ALLOTMENT	ACTUAL SCHEDULE	REMARKS
<ul style="list-style-type: none"> <li>Efficient</li> <li>Responsibility</li> <li>Organizational Skills</li> </ul>	<ul style="list-style-type: none"> <li>Orientation for Work Immersion</li> <li>Guiding the Senior High School Chorale</li> <li>Printing the Attendance Sheets of STEM 12 – D and preparing the Daily Time Record</li> </ul>	6 Hours	12 : 00 PM - 6 : 00 PM	COMPLETE
<ul style="list-style-type: none"> <li>Leadership</li> <li>Teamwork</li> <li>Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>Helping the Senior High School Chorale in printing their Songs</li> <li>Checking the paper of grade 11 students of Stem strand</li> <li>Encoding the scores of tests</li> </ul>	6 Hours	12 : 00 PM - 6 : 00 PM	COMPLETE
<ul style="list-style-type: none"> <li>Multitasking</li> <li>Creativity</li> <li>Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Encoding the Attendance Sheets</li> <li>Arranging the songs of Senior High School Chorale in a folder</li> <li>Organizing the Document file and printing it in the faculty</li> </ul>	7 Hours	1 : 00 PM - 8 : 00 PM	COMPLETE

<ul style="list-style-type: none"> <li>• Strategic Skills</li> <li>• Monitoring Skills</li> <li>• Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Making and building a power point presentation</li> <li>• Being a protractor in our supervisor's class to avoid chatting throughout the test</li> <li>• Printing the test papers</li> </ul>	4 Hours	2 : 00 PM - 6 : 00 PM	COMPLETE
<ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Work Standard</li> <li>• Reliability</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting the Senior High School Chorale in their mass performance</li> <li>• Assisting the students in their Research Defense</li> <li>• Exchanged feedbacks in regards to other classes' research papers</li> <li>• Made an event summary about the Research Defense</li> </ul>	8 Hours	6 : 00 AM - 2 : 00 PM	COMPLETE

Students shall not be given other activities outside of those previously agreed upon, which are anchored on the stated competencies.

Certified True and Correct:

HERSHEY ANNE P. DALANGIN

Student's Signature Over Printed Name

MA. ANALYN P. DALANGIN

Parent's Signature Over Printed Name

ESMERALDA A. SILVESTRE

Work Immersion Teacher's Signature Over Printed Name

REGINALD B. PABICO

Partner Institution Supervisor's Signature Over Printed Name

### **ACTIVITY 15 | WORK IMMERSION TASK/S ACTIVITIES**

Attach signed Annex C

#### **List of Tasks/Activities to be done during Work Immersion (*may change according to track/strand*)**

Name of Student	Jarlego, Jamie C.	Grade & Section	STEM 12 - D
School Name	Universidad De Manila	Immersion Site	School Faculty
Track	Academic Track	Strand/Specialization	STEM
Duration of Work Immersion	<b>72 Hours</b>		

School Partnerships Focal Person		Contact Number	
Work Immersion Teacher	Ms. Esmeralda Silvestre	Contact Number	09774143171

COMPETENCIES	TASKS/ACTIVITIES	TIME ALLOTMENT	ACTUAL SCHEDULE	REMARKS
<ul style="list-style-type: none"> <li>Efficient</li> <li>Responsibility</li> <li>Organizational Skills</li> </ul>	<ul style="list-style-type: none"> <li>Orientation for Work Immersion</li> <li>Guiding the Senior High School Chorale</li> <li>Printing the Attendance Sheets of STEM 12 – D and preparing the Daily Time Record</li> </ul>	6 Hours	12 : 00 PM - 6 : 00 PM	COMPLETE
<ul style="list-style-type: none"> <li>Leadership</li> <li>Teamwork</li> <li>Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>Helping the Senior High School Chorale in printing their Songs</li> <li>Checking the paper of grade 11 students of Stem strand</li> <li>Encoding the scores of tests</li> </ul>	6 Hours	12 : 00 PM - 6 : 00 PM	COMPLETE
<ul style="list-style-type: none"> <li>Multitasking</li> <li>Creativity</li> <li>Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Encoding the Attendance Sheets</li> <li>Arranging the songs of Senior High School Chorale in a folder</li> <li>Organizing the Document file and printing it in the faculty</li> </ul>	7 Hours	1 : 00 PM - 8 : 00 PM	COMPLETE

<ul style="list-style-type: none"> <li>• Strategic Skills</li> <li>• Monitoring Skills</li> <li>• Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Making and building a power point presentation</li> <li>• Being a protractor in our supervisor's class to avoid chatting throughout the test</li> <li>• Printing the test papers</li> </ul>	4 Hours	2 : 00 PM - 6 : 00 PM	COMPLETE
<ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Work Standard</li> <li>• Reliability</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting the Senior High School Chorale in their mass performance</li> <li>• Assisting the students in their Research Defense</li> <li>• Exchanged feedbacks in regards to other classes' research papers</li> <li>• Made an event summary about the Research Defense</li> </ul>	8 Hours	6 : 00 AM - 2 : 00 PM	COMPLETE

Students shall not be given other activities outside of those previously agreed upon, which are anchored on the stated competencies.

Certified True and Correct:

JAMIE C. JARLEGO

Student's Signature Over Printed Name

TERESITA C. JARLEGO

Parent's Signature Over Printed Name

ESMERALDA A. SILVESTRE

Work Immersion Teacher's Signature Over Printed Name

REGINALD B. PABICO

Partner Institution Supervisor's Signature Over Printed Name

### **ACTIVITY 15 | WORK IMMERSION TASK/S ACTIVITIES**

Attach signed Annex C

#### **List of Tasks/Activities to be done during Work Immersion (*may change according to track/strand*)**

Name of Student	Cahilo, Ian Carlo T.	Grade & Section	STEM 12 - D
School Name	Universidad De Manila	Immersion Site	School Faculty
Track	Academic Track	Strand/Specialization	STEM
Duration of Work Immersion	<b>72 Hours</b>		

School Partnerships Focal Person		Contact Number	
Work Immersion Teacher	Ms. Esmeralda Silvestre	Contact Number	09774143171

COMPETENCIES	TASKS/ACTIVITIES	TIME ALLOTMENT	ACTUAL SCHEDULE	REMARKS
<ul style="list-style-type: none"> <li>Efficient</li> <li>Responsibility</li> <li>Organizational Skills</li> </ul>	<ul style="list-style-type: none"> <li>Orientation for Work Immersion</li> <li>Guiding the Senior High School Chorale</li> <li>Printing the Attendance Sheets of STEM 12 – D and preparing the Daily Time Record</li> </ul>	6 Hours	12 : 00 PM - 6 : 00 PM	COMPLETED
<ul style="list-style-type: none"> <li>Leadership</li> <li>Teamwork</li> <li>Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>Helping the Senior High School Chorale in printing their Songs</li> <li>Checking the paper of grade 11 students of Stem strand</li> <li>Encoding the scores of tests</li> </ul>	6 Hours	12 : 00 PM - 6 : 00 PM	COMPLETED
<ul style="list-style-type: none"> <li>Multitasking</li> <li>Creativity</li> <li>Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Encoding the Attendance Sheets</li> <li>Arranging the songs of Senior High School Chorale in a folder</li> <li>Organizing the Document file and printing it in the faculty</li> </ul>	7 Hours	1 : 00 PM - 8 : 00 PM	COMPLETED

<ul style="list-style-type: none"> <li>• Strategic Skills</li> <li>• Monitoring Skills</li> <li>• Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Making and building a power point presentation</li> <li>• Being a protractor in our supervisor's class to avoid chatting throughout the test</li> <li>• Printing the test papers</li> </ul>	4 Hours	2 : 00 PM - 6 : 00 PM	COMPLETED
<ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Work Standard</li> <li>• Reliability</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting the Senior High School Chorale in their mass performance</li> <li>• Assisting the students in their Research Defense</li> <li>• Exchanged feedbacks in regards to other classes' research papers</li> <li>• Made an event summary about the Research Defense</li> </ul>	8 Hours	6 : 00 AM - 2 : 00 PM	COMPLETED

Students shall not be given other activities outside of those previously agreed upon, which are anchored on the stated competencies.

Certified True and Correct:

IAN CARLO T. CAHILo

Student's Signature Over Printed Name

LILIBETH T. CAHILo

Parent's Signature Over Printed Name

ESMERALDA A. SILVESTRE

Work Immersion Teacher's Signature Over Printed Name

REGINALD B. PABICO

Partner Institution Supervisor's Signature Over Printed Name

### ACTIVITY 15 | WORK IMMERSION TASK/S ACTIVITIES

Attach signed Annex C

#### List of Tasks/Activities to be done during Work Immersion (*may change according to track/strand*)

Name of Student	Ocampo, Ryan Jay C.	Grade & Section	STEM 12 - D
School Name	Universidad De Manila	Immersion Site	School Faculty
Track	Academic Track	Strand/Specialization	STEM
Duration of Work Immersion	<b>72 Hours</b>		

School Partnerships Focal Person		Contact Number	
Work Immersion Teacher	Ms. Esmeralda Silvestre	Contact Number	09774143171

COMPETENCIES	TASKS/ACTIVITIES	TIME ALLOTMENT	ACTUAL SCHEDULE	REMARKS
<ul style="list-style-type: none"> <li>Efficient</li> <li>Responsibility</li> <li>Organizational Skills</li> </ul>	<ul style="list-style-type: none"> <li>Orientation for Work Immersion</li> <li>Guiding the Senior High School Chorale</li> <li>Printing the Attendance Sheets of STEM 12 – D and preparing the Daily Time Record</li> </ul>	6 Hours	12 : 00 PM - 6 : 00 PM	COMPLETED
<ul style="list-style-type: none"> <li>Leadership</li> <li>Teamwork</li> <li>Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>Helping the Senior High School Chorale in printing their Songs</li> <li>Checking the paper of grade 11 students of Stem strand</li> <li>Encoding the scores of tests</li> </ul>	6 Hours	12 : 00 PM - 6 : 00 PM	COMPLETED
<ul style="list-style-type: none"> <li>Multitasking</li> <li>Creativity</li> <li>Strategy</li> </ul>	<ul style="list-style-type: none"> <li>Encoding the Attendance Sheets</li> <li>Arranging the songs of Senior High School Chorale in a folder</li> <li>Organizing the Document file and printing it in the faculty</li> </ul>	7 Hours	1 : 00 PM - 8 : 00 PM	COMPLETED

<ul style="list-style-type: none"> <li>• Strategic Skills</li> <li>• Monitoring Skills</li> <li>• Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Making and building a power point presentation</li> <li>• Being a protractor in our supervisor's class to avoid chatting throughout the test</li> <li>• Printing the test papers</li> </ul>	4 Hours	2 : 00 PM - 6 : 00 PM	COMPLETED
<ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Work Standard</li> <li>• Reliability</li> </ul>	<ul style="list-style-type: none"> <li>• Assisting the Senior High School Chorale in their mass performance</li> <li>• Assisting the students in their Research Defense</li> <li>• Exchanged feedbacks in regards to other classes' research papers</li> <li>• Made an event summary about the Research Defense</li> </ul>	8 Hours	6 : 00 AM - 2 : 00 PM	COMPLETED

Students shall not be given other activities outside of those previously agreed upon, which are anchored on the stated competencies.

Certified True and Correct:

RYAN JAY C. OCAMPO

Student's Signature Over Printed Name

RENILDA C. OCAMPO

Parent's Signature Over Printed Name

ESMERALDA A. SILVESTRE

Work Immersion Teacher's Signature Over Printed Name

REGINALD B. PABICO

Partner Institution Supervisor's Signature Over Printed Name

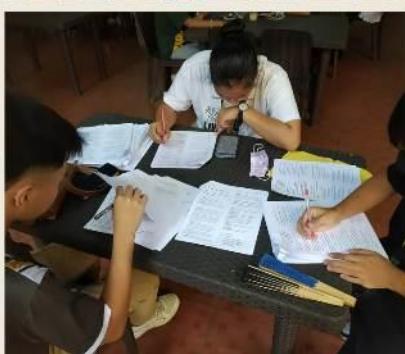
### **ACTIVITY 16 | REPORT ON ACTIVITIES PERFORMED**

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

DATE	ACTIVITIES DONE	REMARKS
March 20, 2023	<ul style="list-style-type: none"> <li>• Orientation for Work Immersion</li> </ul>	COMPLETE
March 21, 2023	<ul style="list-style-type: none"> <li>• Guiding the Senior High School Chorale</li> </ul>	COMPLETE
March 22, 2023	<ul style="list-style-type: none"> <li>• Printing the Attendance Sheets of STEM 12 – D and preparing the Daily Time Record</li> </ul>	COMPLETE
March 23, 2023	<ul style="list-style-type: none"> <li>• Helping the Senior High School Chorale in printing their Songs</li> </ul>	COMPLETE
March 25, 2023	<ul style="list-style-type: none"> <li>• Encoding the Attendance Sheets and arranging the songs of Senior High School Chorale in a folder</li> </ul>	COMPLETE
March 27, 2023	<ul style="list-style-type: none"> <li>• Organizing the Document file and printing it</li> </ul>	COMPLETE
March 29, 2023	<ul style="list-style-type: none"> <li>• Checking and encoding the scores of test papers</li> </ul>	COMPLETE
March 30, 2023	<ul style="list-style-type: none"> <li>• Making and building a power point presentation</li> </ul>	COMPLETE
April 1, 2023	<ul style="list-style-type: none"> <li>• Being a protractor in our supervisor's class to avoid chatting throughout the test</li> </ul>	COMPLETE
April 11, 2023	<ul style="list-style-type: none"> <li>• Encoding the Attendance sheets of Stem 12 - D</li> </ul>	COMPLETE
April 18, 2023	<ul style="list-style-type: none"> <li>• Exchanged feedbacks in regards to other classes' research papers</li> </ul>	COMPLETE
April 19, 2023	<ul style="list-style-type: none"> <li>• Made an event summary about the Research Defense</li> </ul>	COMPLETE
April 20, 2023	<ul style="list-style-type: none"> <li>• Assisting the SHS Chorale in their mass performance</li> </ul>	COMPLETE
April 25, 2023	<ul style="list-style-type: none"> <li>• Encoding the Evaluation Form in Defense</li> </ul>	COMPLETE

**Attach documents or pictures**

## **WORK IMMERSION PICTURES**



**ACTIVITY 17 | BUSINESS FLOW CHART**

A business flow chart shows the steps that make up a business process, along with who is responsible for each step. They are useful for analyzing current processes, planning improvements, and crystallizing communication between process participants.

Task: Draw a diagram of the company or institution's business flow chart where you are assigned. Do ask permission from head of office before doing so.



**ACTIVITY 18 | CIVIL SERVICE FORM NO. 48**

**DAILY TIME RECORD**

**Attached signed DTR.**

<p><b>UNIVERSIDAD DE MANILA</b> DAILY TIME RECORD FOR WORK IMMERSION STUDENTS College/Department SENIOR HIGH SCHOOL</p> <p>Name: DALANGIN, HERSHY ANNE POLINTAN Address: 27A LAKANDULA MADRE ST. TANDO, MANILA Tel. 09952640052</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th colspan="2">MONTH/DATE</th> <th>IN</th> <th>OUT</th> <th>IN</th> <th>OUT</th> <th>IN</th> <th>OUT</th> <th>TOTAL</th> </tr> <tr> <th>Month</th> <th>FROM TO</th> <th>HRS MINS</th> </tr> </thead> <tbody> <tr><td>1</td><td>W</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td>Th</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td>F</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td>S</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td>M</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td>T</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td>W</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td>Th</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td>F</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td>S</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td>M</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td>T</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13</td><td>W</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14</td><td>Th</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>15</td><td>F</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="2"><b>TOTAL FOR WEEK</b></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Total number of hours rendered _____ I hereby certify that the foregoing is a true record of my actual immersion hours for the month of _____, 2023 <i>[Signature]</i> STUDENT SIGNATURE REGISTRATION NUMBER: _____ License No. _____</p> <p>IMMERSION PARTNER SUPERVISOR</p>	MONTH/DATE		IN	OUT	IN	OUT	IN	OUT	TOTAL	Month	FROM TO	HRS MINS	1	W								2	Th								3	F								4	S								5	M								6	T								7	W								8	Th								9	F								10	S								11	M								12	T								13	W								14	Th								15	F								<b>TOTAL FOR WEEK</b>									<p><b>UNIVERSIDAD DE MANILA</b> DAILY TIME RECORD FOR WORK IMMERSION STUDENTS College/Department SENIOR HIGH SCHOOL</p> <p>Name: DALANGIN, HERSHY ANNE POLINTAN Address: 27A LAKANDULA MADRE ST. 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**ACTIVITY 18 | CIVIL SERVICE FORM NO. 48**

**DAILY TIME RECORD**

**Attached signed DTR.**

UNIVERSIDAD DE MANILA DAILY TIME RECORD FOR WORK IMMERSION STUDENTS College/Department SENIOR HIGH SCHOOL									
Name: JARLEGO, JAMIE CUNANAN Address: 13A-MATA ST. BRGY. 111 TONDO, MANILA Tel.: 09325491377									
MONTH/DATE IN OUT IN OUT TOTAL									
Month	FROM	TO	FROM	TO	FROM	TO	FROM	TO	HRS MINS
1 W									
2 Th									
3 F									
4 S									
5 E									
6 M									
7 T									
8 W									
9 Th									
10 F									
11 S									
12 E									
13 M									
14 T									
15 W									
16 Th									
17 F									
18 S									
19 E									
20 M	12:00	18:00							6 0
21 T	14:00	17:00							3 0
22 W	14:00	18:00							4 0
23 Th									
24 F									
25 S									
26 E									
27 M	13:00	20:00							7 0
28 T									
29 W	12:00	18:00							7 0
30 Th									
31 F									
TOTAL FOR WEEK									27 hours
<i>Total number of hours rendered</i>									
<i>I hereby certify that the foregoing is a true record of my actual immersion hours for the month of _____ 2023</i>									
<i>_____ Student Signature _____ IMMERSION PARTNER SUPERVISOR</i>									

UNIVERSIDAD DE MANILA DAILY TIME RECORD FOR WORK IMMERSION STUDENTS College/Department SENIOR HIGH SCHOOL									
Name: JARLEGO, JAMIE CUNANAN Address: 13A-MATA ST. BRGY. 111 TONDO, MANILA Tel.: 09325491377									
MONTH/DATE IN OUT IN OUT TOTAL									
Month	FROM	TO	FROM	TO	FROM	TO	FROM	TO	HRS MINS
April	13:00	19:00							6 0
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
TOTAL FOR WEEK									6 hours
<i>Total number of hours rendered</i>									
<i>I hereby certify that the foregoing is a true record of my actual immersion hours for the month of _____ 2023</i>									
<i>_____ Student Signature _____ IMMERSION PARTNER SUPERVISOR</i>									

UNIVERSIDAD DE MANILA DAILY TIME RECORD FOR WORK IMMERSION STUDENTS College/Department SENIOR HIGH SCHOOL									
Name: JARLEGO, JAMIE CUNANAN Address: 13A-MATA ST. BRGY. 111 TONDO, MANILA Tel.: 09325491377									
MONTH/DATE IN OUT IN OUT TOTAL									
Month	FROM	TO	FROM	TO	FROM	TO	FROM	TO	HRS MINS
May	12:00	18:00							7 0
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
TOTAL FOR WEEK									25 hours
<i>Total number of hours rendered</i>									
<i>I hereby certify that the foregoing is a true record of my actual immersion hours for the month of _____ 2023</i>									
<i>_____ Student Signature _____ IMMERSION PARTNER SUPERVISOR</i>									



**ACTIVITY 18 | CIVIL SERVICE FORM NO. 48**

**DAILY TIME RECORD**

**Attached signed DTR.**

**UNIVERSIDAD DE MANILA**  
DAILY TIME RECORD FOR WORK IMMERSION STUDENTS

College/Department SENIOR HIGH SCHOOL

Name CAHILLO, IAN CARLO TANG  
Address 424 - C.P. Ortega St., Tondo, Manila Tel. 09950984831

MONTH/DATE	IN	OUT	IN	OUT	TOTAL
March	FROM	TO	FROM	TO	
1 W					
2 Th					
3 F					
4 S					
5 S					
6 M					
7 T					
8 W					
9 Th					
10 F					
11 S					
12 S					
13 M					
14 T					
15 W					
<b>TOTAL FOR WEEK</b>					

Total number of hours rendered \_\_\_\_\_

I hereby certify that the foregoing is a true record of my actual immersion hours for the month of \_\_\_\_\_, 2023

*[Signature]*

STUDENT SIGNATURE

IMMERSION PARTNER SUPERVISOR

**UNIVERSIDAD DE MANILA**  
DAILY TIME RECORD FOR WORK IMMERSION STUDENTS

College/Department SENIOR HIGH SCHOOL

Name CAHILLO, IAN CARLO TANG  
Address 424 - C.P. Ortega St., Tondo, Manila Tel. 09950984831

MONTH/DATE	IN	OUT	IN	OUT	TOTAL
March	FROM	TO	FROM	TO	
16 Th					
17 F					
18 S					
19 S					
20 M	12:00	18:00			6 0
21 T	14:00	17:00			3 0
22 W	14:00	18:00			4 0
23 Th	14:00	17:00			3 0
24 F					
25 S	12:00	18:00			6 0
26 S					
27 M	13:00	20:00			7 0
28 T	12:00	19:00			7 0
29 W	12:00	19:00			7 0
30 Th					
31 F					
<b>TOTAL FOR WEEK</b>					43 hours

Total number of hours rendered \_\_\_\_\_

I hereby certify that the foregoing is a true record of my actual immersion hours for the month of \_\_\_\_\_, 2023

*[Signature]*

STUDENT SIGNATURE  
REGINALD B. PABICO, LPT  
License No: 1071228

IMMERSION PARTNER SUPERVISOR

**UNIVERSIDAD DE MANILA**  
DAILY TIME RECORD FOR WORK IMMERSION STUDENTS

College/Department SENIOR HIGH SCHOOL

Name CAHILLO, IAN CARLO TANG  
Address 424 - C.P. Ortega St., Tondo, Manila Tel. 09950984831

MONTH/DATE	IN	OUT	IN	OUT	TOTAL
April	FROM	TO	FROM	TO	
1 S	13:00	19:00			6 0
2 S					
3 M					
4 T					
5 W					
6 Th					
7 F					
8 S	12:00	18:00			6 0
9 S					
10 M					
11 T					
12 W					
13 Th					
14 F					
15 S	12:00	16:00			4 0
<b>TOTAL FOR WEEK</b>					16 hours

Total number of hours rendered \_\_\_\_\_

I hereby certify that the foregoing is a true record of my actual immersion hours for the month of \_\_\_\_\_, 2023

*[Signature]*

STUDENT SIGNATURE  
REGINALD B. PABICO, LPT  
License No: 1071228

IMMERSION PARTNER SUPERVISOR

**UNIVERSIDAD DE MANILA**  
DAILY TIME RECORD FOR WORK IMMERSION STUDENTS

College/Department SENIOR HIGH SCHOOL

Name CAHILLO, IAN CARLO TANG  
Address 424 - C.P. Ortega St., Tondo, Manila Tel. 09950984831

MONTH/DATE	IN	OUT	IN	OUT	TOTAL
April	FROM	TO	FROM	TO	
16 S					
17 M					
18 T					
19 W					
20 Th	6:00	14:00			8 0
21 F					
22 S					
23 S					
24 M					
25 T	14:00	19:00			5 0
26 W					
27 Th					
28 F					
29 S					
30 S					
<b>TOTAL FOR WEEK</b>					13 hours

Total number of hours rendered \_\_\_\_\_

I hereby certify that the foregoing is a true record of my actual immersion hours for the month of \_\_\_\_\_, 2023

*[Signature]*

STUDENT SIGNATURE  
REGINALD B. PABICO, LPT  
License No: 1071228

IMMERSION PARTNER SUPERVISOR

**ACTIVITY 18 | CIVIL SERVICE FORM NO. 48**

**DAILY TIME RECORD**

**Attached signed DTR.**

<p><b>UNIVERSIDAD DE MANILA</b> DAILY TIME RECORD FOR WORK IMMERSION STUDENTS College/Department <u>SENIOR HIGH SCHOOL</u></p> <p>Name <u>OCAMPO, RYAN JAY COPPER</u> Address <u>1451 - A BALINTAWAK ST TONDO, MANILA</u> Tel. <u>09604679509</u></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>MONTH/DATE</th> <th>IN</th> <th>OUT</th> <th>IN</th> <th>OUT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr><td>March</td><td>FROM</td><td>TO</td><td>FROM</td><td>TO</td><td>FROM</td><td>TO</td><td>FROM</td><td>TO</td><td>HRS</td><td>mins</td></tr> <tr><td>1 W</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2 Th</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3 F</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4 S</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5 M</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6 T</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7 W</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8 Th</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9 F</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10 S</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11 M</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12 T</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13 W</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14 Th</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>15 F</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td><b>TOTAL FOR WEEK</b></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Total number of hours rendered _____ I hereby certify that the foregoing is a true record of my actual immersion hours for the month of _____, 20_____   <u>STUDENT SIGNATURE</u> REGNARDO PABICO, LPT License No. 1911228</p> <p><b>IMMERSION PARTNER SUPERVISOR</b></p>	MONTH/DATE	IN	OUT	IN	OUT	TOTAL	March	FROM	TO	FROM	TO	FROM	TO	FROM	TO	HRS	mins	1 W											2 Th											3 F											4 S											5 M											6 T											7 W											8 Th											9 F											10 S											11 M											12 T											13 W											14 Th											15 F											<b>TOTAL FOR WEEK</b>											<p><b>UNIVERSIDAD DE MANILA</b> DAILY TIME RECORD FOR WORK IMMERSION STUDENTS College/Department <u>SENIOR HIGH SCHOOL</u></p> <p>Name <u>OCAMPO, RYAN JAY COPPER</u> Address <u>1451 - A BALINTAWAK ST TONDO, MANILA</u> Tel. <u>09604679509</u></p> <table border="1" style="width: 100%; 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### **ACTIVITY 19 | DAILY TASK RECORD / DAILY JOURNAL**

A daily task record is a work log that summarizes how an employee spent his time on the job. Through a daily work log, an employee can create a mental picture of what comprises his day and how he uses his time. It is also helpful in understanding how productive an employee is during a particular period of the workday.

Accomplish your daily task record.

Department: Science Department

Area: Senior High School Faculty

Date of Tracking Started: March 20, 2023

Date of Tracking Ended: April 25, 2023

DAILY TASK	START	END	COMMENTS
• Printing the Attendance Sheets of STEM 12 – D and preparing the Daily Time Record	2:00 PM	7:00 PM	
• Helping the Senior High School Chorale in printing their Songs	2:00 PM	6:30 PM	
• Encoding the Attendance Sheets and arranging the songs of Senior High School Chorale in a folder	12:00 PM	6:00 PM	
• Organizing the Document file and printing it	1:00 PM	8:00 PM	
• Checking and encoding the scores of test papers	12:00 PM	7:00 PM	
• Making and building a power point presentation	12:00 PM	6:00 PM	
• Being a protractor in our supervisor's class to avoid chatting throughout the test	1:00 PM	7:00 PM	
• Encoding the Attendance sheets of Stem 12 - D	12:00 PM	6:00 PM	
• Exchanged feedbacks in regards to other classes' research papers	12:00 PM	6:00 PM	
• Made an event summary about the Research Defense	12:00 PM	6:00 PM	
• Assisting the SHS Chorale in their mass performance	6:00 AM	2:00 PM	
• Encoding the Evaluation Form in Defense	2:00 PM	5:30 PM	

Signed:

Hershey Anne P. Dalangin

Name and Signature of Student-Trainee

Noted:

Reginald B. Pabico

Name and Signature of Supervisor

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Signed:

Jamie C. Jarlego

Name and Signature of Student-Trainee

Noted:

Reginald B. Pabico

Name and Signature of Supervisor

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Signed:

Ian Carlo T. Cahilo

Name and Signature of Student-Trainee

Noted:

Reginald B. Pabico

Name and Signature of Supervisor

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Signed:

Ryan Jay C. Ocampo

Name and Signature of Student-Trainee

Noted:

Reginald B. Pabico

Name and Signature of Supervisor

**ACTIVITY 20 | WORK PERFORMANCE ARTEFACTS**

Attach photos, illustrations, and other evidences (e.g., certificates of awards received) of performed hands-on skills that include knowledge of work and quality of work done.

# WORK PERFORMANCE



**ACTIVITY 21 | PERSONAL TRAITS 1**

Attach photo, illustrations, and other evidences (e.g., certificates of awards received) of good personality traits demonstrated during the work immersion which is based on pleasing appearance, courtesy, conduct, industriousness, and reliability.

5

**ACTIVITY 24 | PERSONAL TRAITS 2**

Attach photo, illustrations, and other evidences (e.g., certificates of awards received) of good personality traits demonstrated during the work immersion which is based on sociability, drive and leadership, mental maturity, and stress tolerance.

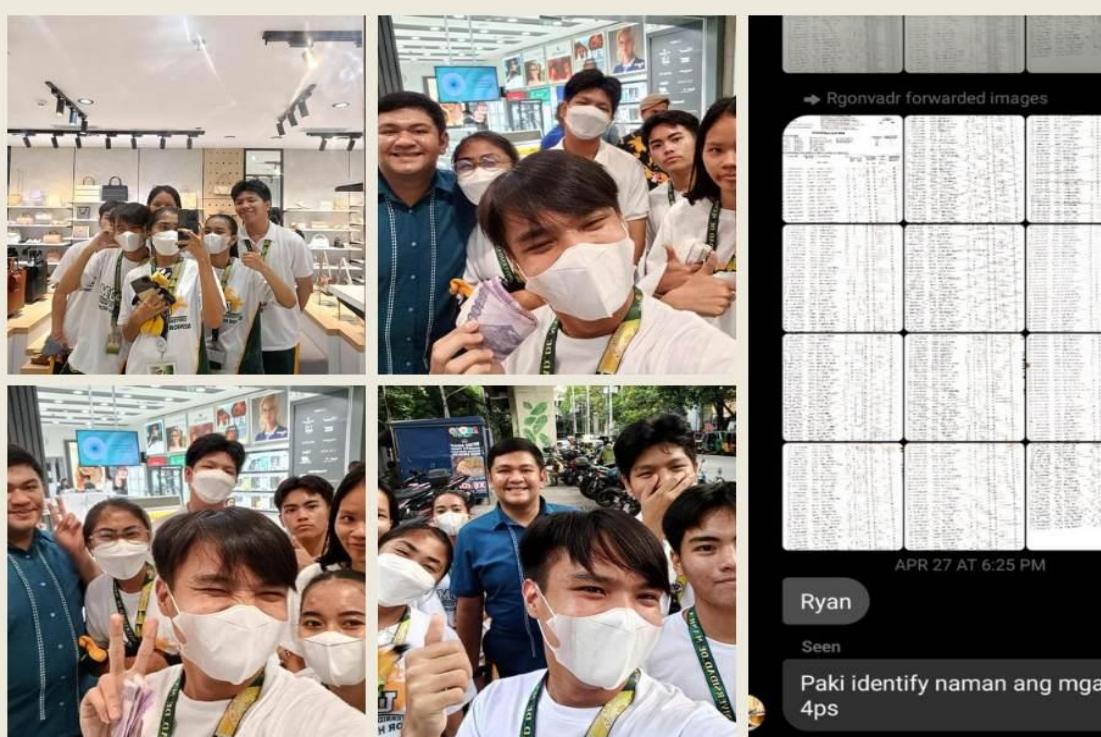


**ACTIVITY 22 | OTHER RELATED TASKS**

Other related tasks mean taking on tasks outside your role but is based on the company given competencies to the students.

Attach or write an account of other related tasks.

One of the related tasks that our supervisor have given us was when the time he asked us to give a brief information about a certain research for me this is one is outside my role because it tested my critical thinking and how I organize my thoughts as a student. Although this task may seem difficult at first hand but it also showcase my skill to accomplish a specific task that is given to me. In addition, one of the other connected activities that we completed is purchasing items from the SM or supermarket, such as supplies that Mr. Pabico needs. This is not one of our obligations, but we voluntarily assist our supervisor in visiting and purchasing items from the SM. We also love our unconnected tasks, such as going shopping, and we're thrilled on the day our supervisor bought food for us instead of him, which was a surprise to us. Having a good supervisor makes us more sustainable when it comes to the work, and I want to express my feeling that we are happy with the related and other related tasks given by our supervisor. The one thing that is other related tasks is differentiate the 4p's of STEM 12 - D. It is not part of our duties, but I am willing to help Mr. Pabico in this task.



**ACTIVITY 23 | POST - IMMERSION**

Dear students you are now on the final stretch of your work immersion course. At this juncture you need to revisit the things that have been done in the past few days. What are the events that are memorable to you, what are the key learning's that you have achieved and lastly you need to evaluate if the experienced gave you more confidence to face what lies ahead.

Make a collage of your work experience

## **POST - IMMERSION**



**ACTIVITY 24 | ACCOMPLISHMENT REPORT**

During our Work Immersion, we, as students, consistently prioritize the efficiency and satisfaction of our work. Our objective is to develop the skills necessary for our future roles as workers and deliver remarkable outcomes. In line with this, one of our most unforgettable accomplishments was when our supervisor, Mr. Pabico, assigned us individual tasks. Some of us were responsible for checking test papers from different sections, while others were tasked with creating a PowerPoint presentation for his upcoming class.

This particular experience left a lasting impression on us because despite having distinct tasks that required immediate attention, we successfully completed them with excellence. The diversity of our responsibilities did not hinder our ability to deliver outstanding results. Instead, we rose to the challenge, demonstrating our adaptability and strong work ethic.

What made this achievement truly exceptional was our ability to work collaboratively even though we were focused on individual tasks. We supported one another, sharing knowledge and resources to ensure the timely completion of our assignments. This experience showcased our effective communication and teamwork skills, highlighting our commitment to achieving collective success.

**ACTIVITY 25 | WORK IMMERSION HIGHLIGHTS**

Work immersion highlights provide a concise and impactful overview of our experiences, accomplishments, and growth during the work immersion. These highlights, capture the essence of our work immersion journey, showcasing the skills we have developed throughout, the events we contributed to, and the relationships we built.

During the work immersion, we were given a lot of tasks which our supervisor intends, not just to give us something to work on, but learn from it. There was one time in which one of our colleagues wasn't able to attend to her duties due to personal reasons but she asked our supervisor to give her a workload. This just shows how passionate we've come when it comes to our work. On that same day, we were assigned to check test papers which surely is not an easy task to do. It indicates that we were able to do what is expected, apply work skills such as time-management, and adhere to instructions.

In addition, we have established valuable connections during the work immersion. Especially to our supervisor, Mr. Pabico, which taught us numerous lessons about his line of work and life as well. He once told us that it's good to fail as it is the pillars of success. This struck to us— or me personally, because we are prone to failures in which we take into heart most of the time that eventually leads us to giving up.

Lastly, the work immersion experience contributed to our personal growth and development. We have seen each other's improvement ever since. Some of us were able to build up our self-confidence, become more productive, value time and acquire work as well as life skills.

**ACTIVITY 26 | COLLAGE OF MY SENIOR HIGH EXPERIENCES****SENIOR HIGH EXPERIENCES**

**ACTIVITY 27 | MY REFLECTIONS**

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

## MY REFLECTIONS

During our Work Immersion, as students, our focus was on efficiency and ensuring the satisfaction of our work. Our main objective was to develop the necessary skills for our future roles as workers and deliver outstanding outcomes. One particular accomplishment that stands out in our minds is when our supervisor, Mr. Pabico, assigned us individual tasks that showcased our abilities and potential.

Each of us had different responsibilities, such as checking test papers from various sections or creating a PowerPoint presentation for Mr. Pabico's upcoming class. Despite the diverse nature of our tasks, we excelled in completing them with excellence. This accomplishment demonstrated our adaptability and strong work ethic, as we embraced the challenge and delivered outstanding results.

What made this achievement even more remarkable was our ability to work collaboratively, even though we were primarily focused on individual tasks. We recognized the importance of supporting one another, sharing knowledge and resources to ensure the timely completion of our assignments. This experience highlighted our effective communication and teamwork skills, and it showcased our commitment to achieving collective success.

Overall, this particular accomplishment during our Work Immersion left a lasting impression on us. It reinforced our belief in our capabilities and demonstrated our capacity to deliver exceptional work. We learned the value of collaboration, adaptability, and taking ownership of our tasks. Moving forward, we will carry this experience with us, knowing that it has equipped us with the skills and mindset needed to thrive in our future careers.

**ACTIVITY 27 | MY REFLECTIONS**

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

## MY REFLECTIONS

Reflecting on my work immersion experience, I can't help but feel a sense of accomplishment and growth. Throughout this journey, I was faced with various tasks and responsibilities that pushed me out of my comfort zone. It was evident that our supervisor, Mr. Pabico, intended for us not only to have something to work on but also to learn from each task.

There was one particular day when a colleague was unable to fulfill her duties due to personal reasons. Despite her absence, she reached out to our supervisor to request a workload. Witnessing her dedication and passion for our work left a lasting impression on me. It made me realize that we had all become truly invested in our roles, eager to make the most of this immersive experience.

On that same day, I was assigned to check test papers—an undoubtedly challenging task. However, I approached it with determination, applying the work skills I had acquired during the immersion. Time management became crucial as I balanced the responsibility of reviewing the papers thoroughly while adhering to strict deadlines. It was a true test of my abilities, but I successfully met the expectations, which boosted my confidence and reinforced the importance of following instructions.

Beyond the tasks themselves, the connections I established during this work immersion have been invaluable. Mr. Pabico, our supervisor, played a pivotal role in our growth and development. His wisdom and insights into his line of work and life in general left a profound impact on me. One particular lesson he shared resonated deeply: the notion that failure is the stepping stone to success. This struck a chord with me, as I often find myself discouraged by setbacks. Mr. Pabico's words reminded me that failure is an opportunity to learn, grow, and ultimately achieve success.

Looking back, I can confidently say that this work immersion experience has contributed immensely to my personal growth. Witnessing the improvements in myself and my peers has been inspiring. Some of us have become more self-assured, taking on challenges with newfound confidence. Others have become more productive, mastering the art of time management and prioritization. We have all gained invaluable work and life skills that will undoubtedly serve us well in the future.

In conclusion, this work immersion journey has been a transformative experience. It has taught me the value of dedication, the importance of embracing failure, and the significance of personal growth. I am grateful for the opportunities provided and the relationships built. As I move forward, I carry with me the lessons learned and the skills acquired, knowing that this immersive experience has shaped me into a more capable and resilient individual.

**ACTIVITY 27 | MY REFLECTIONS**

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

## MY REFLECTIONS

Participating in the senior high school work immersion program has been a transformative experience that has shaped me as a person and equipped me with valuable skills for the future. This opportunity to engage in a simulated work has provided me with insights and growth that extend beyond the confines of the classroom.

Firstly, this experience has helped me develop a greater sense of self-awareness and self-confidence. Going through the process working towards a common goal, even in a practice setting, pushed me to reflect on my strengths, weaknesses, and areas for improvement. It allowed me to become more aware of my abilities and potential, building my confidence in presenting myself professionally and articulating my skills and qualifications.

Furthermore, this work experience has enhanced my communication skills. Through the preparation and delivery of my responses, I learned to express myself clearly, concisely, and with confidence. I became more adept at organizing my thoughts and effectively conveying my ideas, which are crucial skills in any work environment. This will undoubtedly benefit me in the future, as effective communication is a fundamental skill sought after by employers in various fields.

Additionally, this experience has taught me the importance of preparation and research. Prior to the job assigned by our supervisor Mrs. Silvestre, I took the time to familiarize myself with the company and the job I was assigned for. This practice not only helped me tailor my responses but also demonstrated my genuine interest in the organization. This lesson in thorough preparation will serve me well in future endeavors, as it emphasizes the significance of being well-informed and proactive in my pursuits.

Moreover, the work experience has provided me with a glimpse into the dynamics of a professional setting. By simulating the job process, I gained exposure to the expectations and standards of the working world. This experience has given me valuable insights into the skills and qualities that employers seek in potential employees. It has heightened my awareness of the importance of teamwork, adaptability, and problem-solving skills, which will guide my personal and professional development as I transition into the workforce.

Overall, the work immersion experience during my senior high school program has had a profound impact on me. It has instilled in me a greater sense of self-confidence, improved my communication skills, emphasized the importance of preparation, and provided me with valuable insights into the professional world. These lessons and skills will undoubtedly contribute to my future success, as they serve as a solid foundation upon which I can build as I embark on my career journey.

As I move forward, I will carry the lessons I have learned from this experience, applying them to future job interviews and professional settings. The growth I have experienced as a result of this transformative lessons and knowledge I have acquired will shape my approach to work immersion and beyond, ensuring that I am better equipped to face the challenges and opportunities that lie ahead.

**ACTIVITY 27 | MY REFLECTIONS**

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

## MY REFLECTIONS

Information is not knowledge. The only source of knowledge is experience. You need experience to gain wisdom” stated by Albert Einstein. Experience is the greatest knowledge that we have in our world because everything you do in your life is part of how you grow in life but every experience has a lot of effects either good or bad. Although, life you need to experience first before you truly achieve it. In this situation every experience that I experience in working in a short period of time is one of my greatest strength because I see myself on how I grow too much.

Furthermore, it alters who I am since every day I pick up knowledge and experience that will enable me to advance. You can improve personally and enjoy beneficial effects by participating in job interviews and work experiences. Each person has a different perspective on how interactions at work feel. Consider your personal path and the precise effects it has had on you. Since they can aid in your future personal and professional development, take advantage of these situations as chances for development, learning, and self-improvement. Additionally, take advantage of every opportunity as a chance to grow and learn so that you may use these lessons to succeed in your future undertakings.

I also learned from my mistakes because I occasionally have trouble with my work, particularly when it comes to encoding, and I get nervous that I'll make a mistake because it could affect the students' grades. However, this has turned out to be my strength because I encode everything with passion and check it twice until I feel confident. This circumstance can benefit me in the future by teaching me to be cautious and adaptive in every situation that may arise since every issue that we are now facing has a variety of solutions; all you need to do is work to find them and learn from them.

In conclusion, working quickly frequently calls for effective time management. Your capacity to set priorities, establish deadlines, and make the most of your time may have been enhanced by this encounter. Your flexibility and resilience may have grown as a result of this event, making it easier for you to deal with unforeseen difficulties in the future. Your own circumstances and the lessons you've learned will determine the precise ways in which this experience has affected you and the ways in which it will be useful to you in the future. You may make the most of your brief job experience by thinking about the abilities you've acquired and using them in future undertakings.

**COMPLETION CERTIFICATE**

**REFERENCES:**

DO 30, S. 2017 – GUIDELINES FOR WORK IMMERSION

[https://www.deped.gov.ph/wp-content/uploads/2017/06/DO\\_s2017\\_030.pdf](https://www.deped.gov.ph/wp-content/uploads/2017/06/DO_s2017_030.pdf)

Work Immersion CG

<https://www.deped.gov.ph/work-immersion-cg/>

RM NO. 723, S. 2022 – Reiteration of the Guidelines for Work Immersion Implementation during Crisis Situation

<http://region6.deped.gov.ph/memorandum/rm-no-723-s-2022-reiteration-of-the-guidelines-for-work-immersion-implementation-during-crisis-situation/>

SHS Work Immersion Portfolio (Final)

<https://pdfcoffee.com/shs-work-immersion-portfolio-final-pdf-free.html>

**SENIOR HIGH SCHOOL PORTFOLIO DEVELOPMENT TEAM****Developers:****Leader**

: Christopher L. Baleza

**Members:**

: John Joseph R. Battung

: Princess Dessa A. Macaspac

: Esmeralda Silvestre

: Resty F. Tambo-ong

**Team Leaders:****Area Coordinator**

: Genaro E. Getigan

**School Head/Principal**

: Dr. Robert F. Norberte