



Department of Education  
Region X - Northern Mindanao  
**DIVISION OF CAGAYAN DE ORO**  
Fr. William F. Masterson, SJ Avenue, Upper Balulang, Cagayan de Oro City

# Learning Activity Sheets in Inquiries, Investigations and Immersion



## SHARED OPTIONS

Senior High Alternative Responsive Education Delivery

**Competence. Dedication. Optimism**

## **Preface**

It has been elaborated in research and literature that the highest performing education systems are those that combine quality with equity. Quality education in the Department of Education (DepEd) is ensured by the learning standards in content and performance laid in the curriculum guide. Equity in education means that personal or social circumstances such as gender, ethnic origin or family background, are not obstacles to achieving educational potential and that inclusively, all individuals reach at least a basic minimum level of skills.

In these education systems, the vast majority of learners have the opportunity to attain high-level skills, regardless of their own personal and socio-economic circumstances. This corresponds to the aim of DepEd Cagayan de Oro City that no learner is left in the progression of learning. Through DepEd's flexible learning options (FLO), learners who have sought to continue their learning can still pursue in the Open High School Program (OHSP) or in the Alternative Learning System (ALS).

One of the most efficient educational strategies carried out by DepEd Cagayan de Oro City at the present is the investment in FLO all the way up to senior high school. Hence, Senior High School Alternative Responsive Education Delivery (SHARED) Options is

operationalized as a brainchild of the Schools Division Superintendent, Jonathan S. Dela Peña, PhD.

Two secondary schools, Bulua National High School and Lapasan National High School, and two government facilities, Bureau of Jail Management and Penology-Cagayan de Oro City Jail and Department of Health-Treatment and Rehabilitation Center-Cagayan de Oro City, are implementing the SHARED Options.

To keep up with the student-centeredness of the K to 12 Basic Education Curriculum, SHARED Options facilitators are adopting the tenets of Dynamic Learning Program (DLP) that encourages responsible and accountable learning.

This compilation of DLP learning activity sheets is an instrument to achieve quality and equity in educating our learners in the second wind. This is a green light for SHARED Options and the DLP learning activity sheets will continually improve over the years.

Ray Butch D. Mahinay, PhD  
Jean S. Macasero, PhD

## Acknowledgment

The operation of the Senior High School Alternative Responsive Education Delivery (SHARED) Options took off with confidence that learners with limited opportunities to senior high school education can still pursue and complete it. With a pool of competent, dedicated, and optimistic Dynamic Learning Program (DLP) writers, validators, and consultants, the SHARED Options is in full swing. Gratitude is due to the following:

- ❖ Schools Division Superintendent, Jonathan S. Dela Peña, PhD, Assistant Schools Division Superintendent Alicia E. Anghay, PhD, for authoring and buoying up this initiative to the fullest;
- ❖ CID Chief Lorebina C. Carrasco, and SGOD Chief Rosalio R. Vitorillo, for the consistent support to all activities in the SHARED Options;
- ❖ School principals and senior high school teachers from Bulua NHS, Lapasan NHS, Puerto NHS and Lumbia NHS, for the legwork that SHARED Options is always in vigor;
- ❖ Stakeholders who partnered in the launching and operation of SHARED Options, specifically to the Bureau of Jail Management and Penology-Cagayan de Oro City Jail and the Department of Health-Treatment and Rehabilitation Center-Cagayan de Oro City;

- ❖ Writers and validators of the DLP learning activity sheets, to which this compilation is heavily attributable to, for their expertise and time spent in the workshops;
- ❖ Alternative Learning System implementers, for the technical assistance given to the sessions; and
- ❖ To all who in one way or another have contributed to the undertakings of SHARED Options.

Mabuhay ang mga mag-aaral! Ito ay para sa kanila, para sa bayan!

Ray Butch D. Mahinay, PhD  
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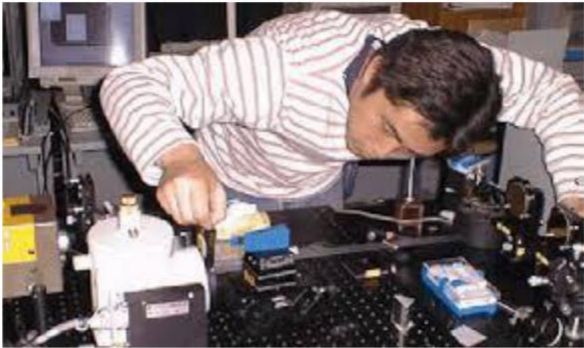
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#### WORK IMMERSION LEARNING ACTIVITIES

ACTIVITY NUMBER	LEARNING ACTIVITY TITLE	DATE	SCORE	ITEM
<b>PRE- IMMERSION</b>				
1	WORK IMMERSION: ITS NATURE AND EDUCATIONAL AND LEGAL BASIS			
2	WORK ETHICS			
3	SAFETY IN THE WORKPLACE			
4	WORKPLACE RIGHTS AND RESPONSIBILITIES			
5	CONFIDENTIALITY IN THE WORKPLACE AND NON DISCLOSURE POLICY			
6A	TEAM WORK SKILLS			
6B	CONFLICT RESOLUTION			
7	WORK IMMERSION RULES AND REGULATIONS			
8	TERMS AND CONDITIONS IN THE MEMORANDUM OF AGREEMENT,			
9	WRITING A RESUME			
10	APPLICATION FORM			
11	CREDENTIALS: BARANGAY CLEARANCE, POLICE CLEARANCE, MEDICAL CERTIFICATE			
12	JOB INTERVIEW SKILLS			
13	PORTFOLIO CONTENT A. PRE IMMERSION DOCUMENTS 1. APPLICATION LETTER 2. RESUME 3. MEDICAL CERTIFICATE 4. BARANGAY CLEARANCE / POLICE CLEARANCE 5. PARENTS CONSENT 6. NON DISCLOSURE POLICY B. IMMERSION PROPER DOCUMENTS 1. DAILY WORK ACCOMPLISHMENT REPORT 2. WEEKLY DIARY 3. DAILY TIME RECORD C. POST IMMERSION DOCUMENTS 1. PICTURES OF WORK ACTIVITIES 2. WORK IMMERSION PERFORMANCE EVALUATION 3. STUDENT CLEARANCE 4. CERTIFICATE OF COMPLETION D. PACKAGING OF WORK IMMERSION PORTFOLIO 1. COMPANY VISION / MISSION / CORE VALUES STATEMENT COMPANY HISTORY 2. MANAGEMENT PROCESS 3. BUSINESS PROCESS			
<b>IMMERSION PROPER</b>				
14	MANAGEMENT PROCESSES: A. NATURE OF BUSINESS B. DESCRIPTION OF PRODUCT C. TARGET CLIENTELE D. ORGANIZATIONAL STRUCTURE E. COMPANY RULES AND REGULATIONS			
15	BUSINESS PROCESSES: A. SAFETY B. PRODUCTION C. MAINTENANCE D. QUALITY CONTROL E. QUALITY ASSURANCE F. COSTUMER SATISFACTION G. HOUSEKEEPING AND HYGIENE			
<b>POST IMMERSION</b>				
16	A. PPRESENTATION OF WORK IMMERSION PORTFOLIO AND B. REFLECTION OF WORK IMMERSION EXPERIENCES 1. ENHANCED SKILLS 2. WORK ETHICS 3. VALUES LEARNED			

Name:	Date:	Score:
Subject: Work Immersion - Module 1		
Lesson Title : Work Immersion: Its Nature and Legal Basis		
Lesson Competency : Understand what is work immersion through its relevance, course description and its legal basis.		
References : Work Immersion Curriculum Guide , DepEd Order no. 30 s 2017		

CONCEPT NOTES



Work Immersion:

Based on DepEd Order no .30 s. 2017, Work immersion refers to the subject in Senior High School curriculum which involves hands on experience or work simulation in which learners can apply their competencies and acquired knowledge relevant to their track.

This subject will provide learners with opportunities to:

- Become familiar with the workplace
- For employment simulation
- To apply their competencies in areas of specialization in authentic work environment.

The Latin background of immersion includes the root mergere, "to plunge." The idea of immersion as a physical submergence came first and the idea of something being absorbed in a situation came about later.

EXERCISES: True or False. Write T if the statement is correct and write F if it is not correct.

- \_\_\_\_\_ 1. Work Immersion is a required subject for Senior High School Students.
- \_\_\_\_\_ 2. Work immersion enable the students to apply and enhance their learned skills and competencies.
- \_\_\_\_\_ 3. Work immersion is needed to graduate in Senior High School.
- \_\_\_\_\_ 4. Work immersion is a simulation of actual work related to the students track.
- \_\_\_\_\_ 5. In Work immersion students can learn work ethics and proper work attitudes.

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Name:	Date:	Score:
Subject: Work Immersion - Module 2		
Lesson Title : Work ethic		
Lesson Competency : Understand work immersion by discussing the students expected behavior through work ethics.		
References : <a href="https://dictionary.cambridge.org/us/dictionary/english/work-ethic">https://dictionary.cambridge.org/us/dictionary/english/work-ethic</a> <a href="https://www.cleverism.com/7-things-demonstrate-strong-work-ethic/">https://www.cleverism.com/7-things-demonstrate-strong-work-ethic/</a>		

### CONCEPT NOTES



Work ethic is a belief that work is valuable as an activity and is morally good.

A good work ethic is an attitude that combines hard work, good performance & dependable results.

A key component of workplace ethics and behavior is integrity, or **being honest and doing the right thing at all times.**

A person / worker with a strong work ethic shows the following characteristics:

- Integrity:** It means doing the right things, at all times, even if no one is watching.
- Emphasis on quality of work:** It is showing dedication and commitment to coming up with very good results in your work.
- Professionalism:** It refers to how you conduct yourself appropriately and properly in the presence of other people.
- Discipline:** involves focus, dedication and determination on your part to do what you should.
- Sense of Teamwork:** Work ethic is continuously shaped by relationships which involves being able to work well with others, as well as on how you are able to handle them in achieving goals, whether shared or individual.
- Sense of Responsibility:** This means that you ensured that you are able to fulfill your duties and responsibilities
- Time Management:** Being punctual, good attendance record, observe deadlines.
- Respect:** Be calm, show fair treatment to others, avoid gossiping and harmful talks
- Follow Rules:** Observe company rules, follow the dress code.

### EXERCISES:

Assess your personal work ethics and determine if is strong or an area for improvement by putting a checkmark. Then explain how you will practice in your work immersion each of the characteristic by writing in the indicator.

Work ethics	Strong	Area for Improvement	Indicators
Integrity			
Emphasis on quality of work			
Professionalism			
Discipline			
Sense of Teamwork			
Sense of Responsibility			
Time Management			
Respect			
Follow Rules			

Name:	Date:	Score:
Subject: Work Immersion - Module 3		
Lesson Title : Safety in the Workplace		
Lesson Competency : Discuss the safety in the workplace.		
References : <a href="http://www.officialgazette.gov.ph/downloads/2018/08aug/20180817-RA-11058-RRD.pdf">http://www.officialgazette.gov.ph/downloads/2018/08aug/20180817-RA-11058-RRD.pdf</a> <a href="http://www.businessdictionary.com/definition/workplace-safety.html">www.businessdictionary.com/definition/workplace-safety.html</a>		

### CONCEPT NOTES



**Workplace** as defined in RA 110581 refers to any site or location where workers need to be or go to by reason of their work and which are under direct or indirect control of the employer.

**Safety of workers** refers to the provision of a safe environment, safe equipment and safe procedures in the workplace in order to ensure workers' health and safety.

**Safety in the workplace** describes policies and procedures in place to ensure the safety and health of employees within a workplace. Involves hazard identification and control according to government standards and ongoing safety training and education for employees.

### EXERCISES:

To ensure safety in your workplace list down 5 safety equipment's, 5 safety procedures and 5 safety policies you need to observe while performing your work duties and responsibilities according to your specialization and track.

Name\_\_\_\_\_ Specialization\_\_\_\_\_

Work Immersion Venue\_\_\_\_\_



Name:	Date:	Score:
Subject: Work Immersion - Module 3		
Lesson Title : Safety in the Workplace		
Lesson Competency : Discuss the safety in the workplace.		
References : <a href="http://www.officialgazette.gov.ph/downloads/2018/08aug/20180817-RA-11058-RRD.pdf">http://www.officialgazette.gov.ph/downloads/2018/08aug/20180817-RA-11058-RRD.pdf</a> <a href="http://www.businessdictionary.com/definition/workplace-safety.html">www.businessdictionary.com/definition/workplace-safety.html</a>		

1.	1.	1.
2.	2.	2.
3	3	3.
4.	4.	4.
5.	5.	5.

Safety Equipment	Safety Procedures	Safety Policies

Name:	Date:	Score:
Subject: Work Immersion - Module 4		
Lesson Title : Workplace Rights and Responsibilities		
Competency : Recognize the importance of workplace rights and responsibilities of an employee and employer.		
References :		

## CONCEPT NOTES

Knowing your workplace rights and responsibilities means understanding the conditions of your employment and knowing where to get more information when you need it.

It's important to understand your workplace rights and responsibilities in regards to pay and conditions, health and safety and workplace bullying.

By law, your employer is responsible for making sure:

- your work environment is safe and providing appropriate protective equipment if necessary

- workers are free from discrimination and bullying

- you receive all your entitlements in terms of pay and conditions.

As a worker, you are responsible for:

- understanding the conditions of your employment, including knowing your rate of pay, working hours and entitlements to breaks and leave

- working in a way that is not harmful to your own health and safety and the health and safety of others

- knowing what to do if you think your employer is not meeting their responsibilities.

Make sure you:

- understand the conditions of your employment, including your rate of pay, working hours and your entitlements for breaks, leave and public holidays

- know your rights in regards to discrimination and bullying and know what to do if you experience or witness this in your workplace

- know the health and safety requirements of your workplace and how to maintain a safe environment for yourself and others

Name:	Date:	Score:
Subject: Work Immersion - Module 4		
Lesson Title : Workplace Rights and Responsibilities		
Competency : Recognize the importance of workplace rights and responsibilities of an employee and employer.		
References :		

have access to all of the appropriate safety gear and equipment and  
 know what to do in the event of an accident  
 know where to get help or information on workplace health and safety issues

### EXERCISES

Explore on the rights of employees and employers on each of the following policy

Policy	Rights of Employee	Responsibility of Employee
Maternity and paternity Leave		
Sick Leave		
Minimum Wage		
Training		
Work Hours		
Employment Contract		
Termination of Employment		
Company Health and Occupational Safety		
Holiday Pay		
Retirement		

Name:	Date:	Score:
Subject: Work Immersion - Module 5		
Lesson Title : Confidentiality in the Workplace		
Lesson Competency : Describe what is confidentiality in the workplace.		
References : <a href="https://work.chron.com/meaning-confidentiality-workplace-21886.html">https://work.chron.com/meaning-confidentiality-workplace-21886.html</a>		

**CONCEPT NOTES**

**How will confidentiality in the workplace be ensured?**

Confidentiality in the Workplace		
Not sharing trade secrets and other company information with competitors, the press or anyone outside of your company.	Not discussing internal goings-on with co-workers.	Non Disclosure Agreement /Policy (NDA)

**What is a non - disclosure agreement?**

It is a contract through which the parties agree not to **disclose** information covered by the agreement.  
An NDA creates a confidential relationship between the parties to protect any type of confidential and proprietary information or trade secrets.

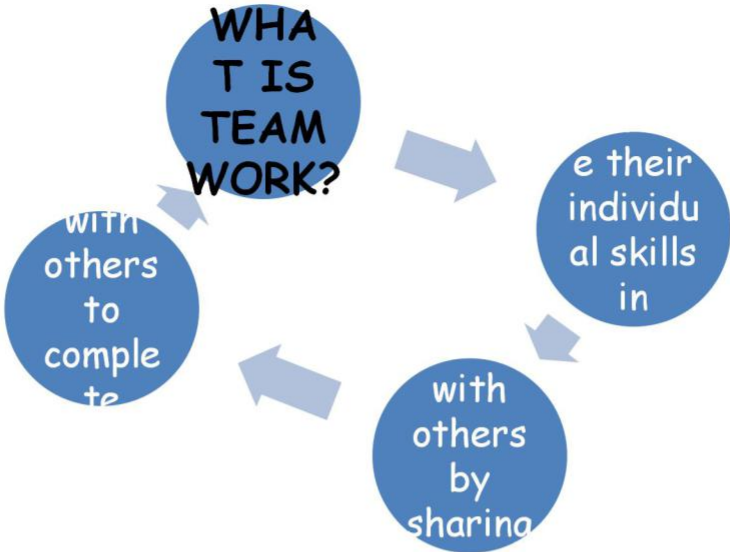
**EXERCISES: Complete the following table.**

As a Work Immersion student, how will you observe the non disclosure policy in your immersion venue?List 3 ways	1.
	2.
	3.



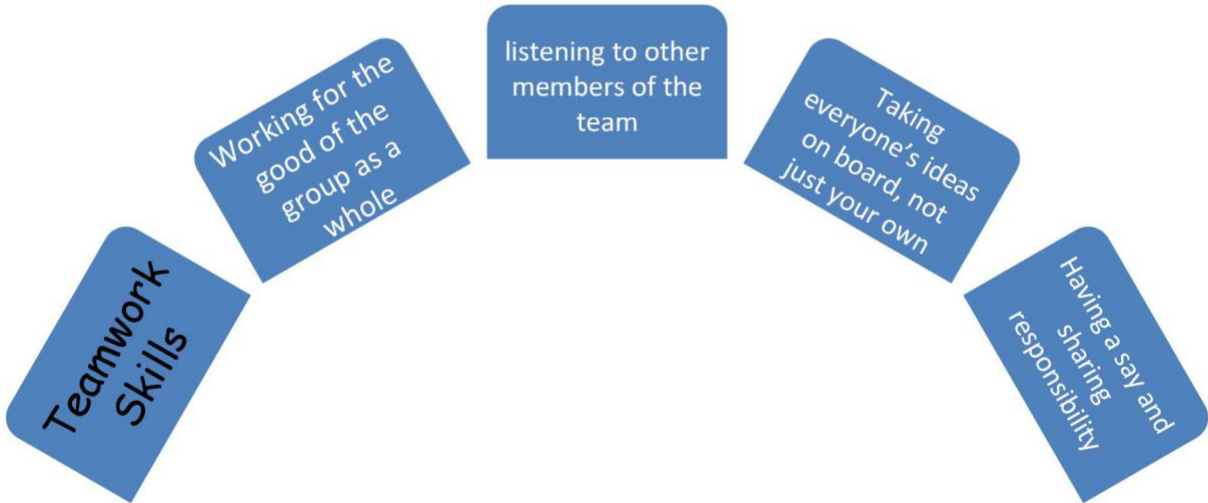
Name:	Date:	Score:
Subject: Work Immersion - Module 6		
Lesson Title : Teamwork Skills and Conflict Resolution		
Lesson Competency : Identify teamwork skills.		
References : <a href="https://study.com/academy/lesson/teamwork-skills-in-the-workplace-">https://study.com/academy/lesson/teamwork-skills-in-the-workplace-</a> <a href="https://www.youthemployment.org.uk/young-professional-training/teamwork-skills-young-professional/">https://www.youthemployment.org.uk/young-professional-training/teamwork-skills-young-professional/</a>		

### CONCEPT NOTES



```

graph TD
    A((WHAT IS TEAMWORK?)) --> B((Working with others to complete tasks))
    A --> C((Using their individual skills in combination with others by sharing))
    
```



```

graph TD
    A[Teamwork Skills] --> B[Working for the good of the group as a whole]
    A --> C[listening to other members of the team]
    A --> D[Taking everyone's ideas on board, not just your own]
    A --> E[Having a say and sharing responsibility]
    
```

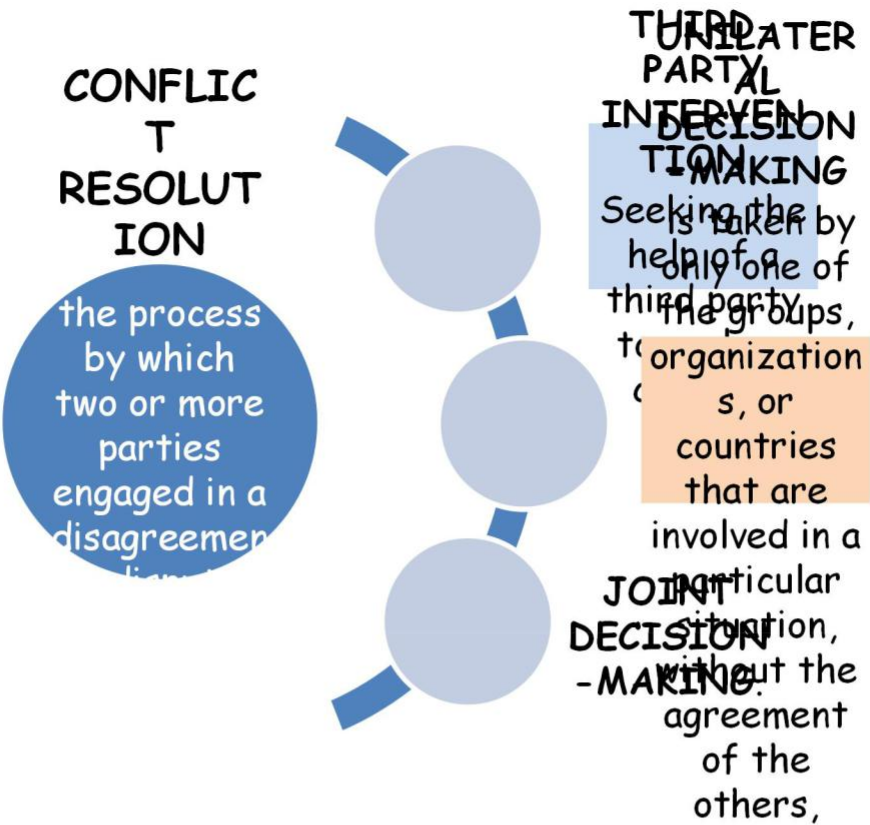
### EXERCISES

Write your answer to the following question.

- As a work immersion student, how will you practice teamwork in your work immersion venue? Cite 5 ways.

Name:	Date:	Score:
Subject: Work Immersion		
Lesson Title : Conflict Resolution - Module 6		
Lesson Competency : Identify ways on how to resolve conflict in the workplace		
References : <a href="https://study.com/academy/lesson/what-is-conflict-resolution-in-the-workplace-skills-techniques-methods.html">https://study.com/academy/lesson/what-is-conflict-resolution-in-the-workplace-skills-techniques-methods.html</a> <a href="https://www.mbaskool.com/business-concepts/human-resources-hr-terms/16630-third-party-intervention.html">https://www.mbaskool.com/business-concepts/human-resources-hr-terms/16630-third-party-intervention.html</a>		

CONCEPT  
NOTES



EXERCISES

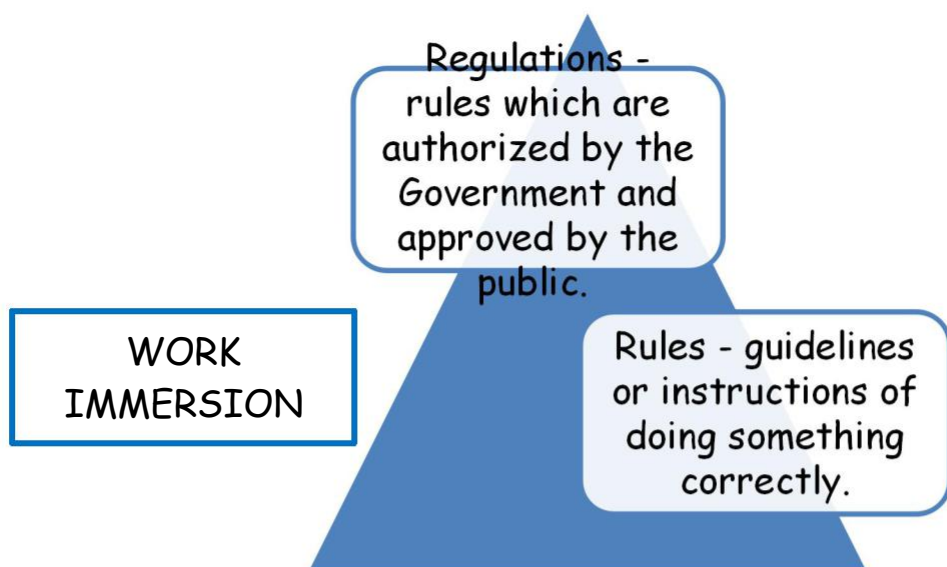
Conflict Resolution Technique	What is it?
Third-Party Intervention	
Unilateral Decision-Making	
Joint Decision-Making.	

Describe each of the following technique in conflict resolution by giving making a simplified definition.



Name:	Date:	Score:
Subject: Work Immersion - Module 7		
Lesson Title : Work Immersion Rules and Regulations		
Lesson Competency : Apply and observe work immersion rules and regulations in their actual work venue		
References : DepEd Order no. 30 s 2017 - Guidelines on Senior High School Work Immersion		

## CONCEPT NOTES



**EXERCISES:** Identify the following provisions either as a rule or regulation of work immersion.

- \_\_\_\_\_ 1. Per DepEd order no 30 s 2017 work immersion is one of the course requirement for graduation.
- \_\_\_\_\_ 2. Senior high school student must wear uniform during work immersion.
- \_\_\_\_\_ 3. Work Immersion requires parental consent.
- \_\_\_\_\_ 4. The learner must attend pre and post immersion activities.
- \_\_\_\_\_ 5. The learner must report to the work immersion partner institution supervisor during actual immersion.
- \_\_\_\_\_ 6. It is understood by DepEd and students to uphold confidentiality and uphold the non-disclosure policy of the partner institution.
- \_\_\_\_\_ 7. Creation of a Joint Technical Working Group in the implementation of Work Immersion.
- \_\_\_\_\_ 8. Students must complete the prescribed total number of hours during the work immersion period.
- \_\_\_\_\_ 9. Punctuality and good attendance is necessary during work immersion.
- \_\_\_\_\_ 10. Grades will be issued to the student after the work immersion period.

Name:	Date:	Score:
Subject: Work Immersion - Module 8		
Lesson Title : Terms and Conditions in the Memorandum of Agreement		
Lesson Competency: Identify the terms and conditions in the memorandum of agreement and abide by it during the work immersion period.		
References : DepEd Order no.30 s 2017		

**CONCEPT NOTES:**  
**Excerpt from the MOA**

**II. RESPONSIBILITIES OF THE PARTIES**  
**A. Joint Responsibilities**  
 Both the SCHOOL and the NGO shall:

- Create a joint working group that will prepare the action plan to operationalize the partnership.
- Form a joint steering committee to monitor the progress of the partnership and to make sure that the provisions of this Memorandum of Agreement (MOA) are met.
- Adhere to all laws, memorandums, and circulars, especially those pertaining to child protection as provided for in the Guidelines for Work Immersion (Guidelines).
- Develop the students' Work Immersion module specifying goals and objectives, desired outcomes of the program and how these outcomes will be achieved, also noting the specific knowledge, skills, attitudes, and competencies that the student should acquire after completing the program. (See Annex A and Annex C of the Guidelines.)
- Develop a Work Immersion Daily Schedule of Activities that will be followed by the students during the whole duration of the Work Immersion in the NGO. (See Annex C of the Guidelines.)
- Formulate local school Work Immersion policies and guidelines on selection, placement, monitoring, and assessment of students (Immersion participants), to ensure that each student is assigned to an Immersion partner matched to his/her desired track, qualifications, and aptitude.

**B. Responsibilities of the SCHOOL**  
 The SCHOOL shall:

- Identify and indicate the SHS track/s, strand/s, and/or specialization/s, which will be the subject of the partnership.
- Make the necessary adjustments to contextualize the SHS subjects based on inputs coming from the NGO.
- Designate a person in charge of coordinating with the NGO and supervising the activities of the students for the duration of the Work Immersion Program.
- Provide insurance coverage for learners during the Work Immersion program.
- Continue to exercise its Special Parental Authority under the Family Code over the Senior High School student under Immersion in the premises of the partner.
- Monitor each student's progress throughout the duration of the entire work immersion program to make sure that the tasks assigned to each student are meaningful, challenging, and applicable to his/her particular programs and are able to maximize the quality of the learning experience.
- Provide the NGO an evaluation tool for the students' Immersion performance.
- Issue a final grade to the student upon completion of the requirements within a prescribed period.
- Ensure that the student will adhere to the nondisclosure policies of the NGO as agreed to by the School.
- Provide signed Consent forms from the students' parents as applicable.
- Provide the NGO a Certificate of Participation in the SHS program for whatever purpose it may serve.
- Execute a deed of acceptance as a way of recognizing and acknowledging the donation/s received from the NGO.

**C. The NGO shall:**

- Assign a competent Immersion Coordinator from the NGO to liaise with the School and supervise the students without prejudice to the special parental authority of the school, its administrators, and teachers for the duration of the Work Immersion program so as to ensure efficient implementation of all stages of the program.
- Provide inputs into the curriculum through the discussions or workshops that DepEd will organize.

- Lend its expertise by making available its resident resource persons to provide training to the students.
- Allow the students to be deployed to the different sections/departments/project sites of the NGO based on the Work Immersion Daily Schedule of Activities.
- Agree to the required number of hours of the immersion program set under the DepEd SHS curriculum. (See Annex A of the Guidelines.)
- Provide immersion opportunities for <number of students>students for <School Year>.
- Provide students with an orientation about the NGO, its line of business, and the work its employees do, and expose them to the various stakeholders of the community in which the NGO operates for the students to get a holistic understanding of its business.
- Similarly ensure that students undergo training related to their course, and provide the students with work or activities based on the activities listed in the prescribed template for the Immersion Program of Activities (Annex C of the Guidelines).
- Make its workplace and facilities available to students and teachers, and shall similarly take all necessary action to ensure the safety of students within their areas of operation at all times, which shall include, but shall not be limited to, the provision for Personal Protective Equipment (PPE), if applicable. Ensure that the students will not be exposed to hazardous materials and working environment throughout the duration of Immersion.
- Evaluate students' performance in the immersion venue by accomplishing provided evaluation tool.
- Issue a Certificate of Completion to the student trainees upon satisfactory compliance of all requirements of the program.
- Execute a deed of donation in favor of DepEd for the completed Work Immersion Partnership.

**EXERCISES:** List 5 joint Responsibilities of the school and partner institution and describe the importance of each responsibility.

Name:	Date:	Score:
Subject: Work Immersion - Module 9		
Lesson Title : Writing a Resume		
Lesson Competency : Prepare a resume for Work Immersion		
References <a href="https://www.google.com.ph/search?biw=1242&amp;bih=597&amp;tbm=isch&amp;sa=1&amp;ei=UszGW6nnCYqR8wWLza6AAw&amp;q=sample+basic+resume&amp;oq=sample+basic+resume">https://www.google.com.ph/search?biw=1242&amp;bih=597&amp;tbm=isch&amp;sa=1&amp;ei=UszGW6nnCYqR8wWLza6AAw&amp;q=sample+basic+resume&amp;oq=sample+basic+resume</a>		

### CONCEPT NOTES

#### What is a resume?

- A résumé is a document used by a person to present their backgrounds and skills.

#### What is the purpose of writing a resume?

- Resume is used to secure new employment.

Sample Template for Entry Level Resume: How a resume should look like.

Your Name

Street Address

City, State, Zip Code

Phone Number

Email address

Work Experience

Company Name, Dates of Employment

Job Title, description, responsibilities

Company Name, Dates of Employment

Job Title, description, responsibilities

Company Name, Dates of Employment

Job Title, description, responsibilities

Education

School Name - School City, State

Dates of attendance

Achievements/Awards

List employment, academic or other achievements

List employment, academic or other achievements

List employment, academic or other achievements

Skills

List computer, language or other personal skills here

List computer, language or other personal skills here

EXERCISES:

Prepare your resume for work immersion following the above template.

Name:	Date:	Score:
Subject: Work Immersion - Module 10		
Lesson Title : Application Letter / Application Forms		
Lesson Competency : 1. Fill up application forms correctly.		
References : <a href="https://www.smartdraw.com/application-form/">https://www.smartdraw.com/application-form/</a>		

CONCEPT NOTES

What is an Application Form?

An application form is used to collect relevant and required information from an applicant.

There differnt types of application forms, one type is the employment application form.

Employment Application Form

A form used to collect information from job applicants. Information collected may include: availability for work, proof of legal employment status, salary requirements, and past job history.

Sample Employment Application Form

Sample Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT  
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4. DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Suffix

Present address \_\_\_\_\_  
Number Street City State Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_ Days/hours available to work  
and salary desired (2) \_\_\_\_\_  
(Be specific) No Pref \_\_\_\_\_ Thur \_\_\_\_\_  
Mon \_\_\_\_\_ Fri \_\_\_\_\_  
Tue \_\_\_\_\_ Sat \_\_\_\_\_  
Wed \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired \_\_\_\_\_ FULL-TIME ONLY \_\_\_\_\_ PART-TIME ONLY \_\_\_\_\_ FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

Exercises: Practice filling up the sample employment application form.



Name:	Date:	Score:
Subject: Work Immersion - Module 11		
Lesson Title : Barangay Clearance, Police Clearance, Medical Certificate.		
Lesson Competency : Describe the process of obtaining Barangay clearance, Police clearance and Medical Certificate.		
References : <a href="https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/">https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/</a> <a href="https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/">https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/</a>		

### CONCEPT NOTES

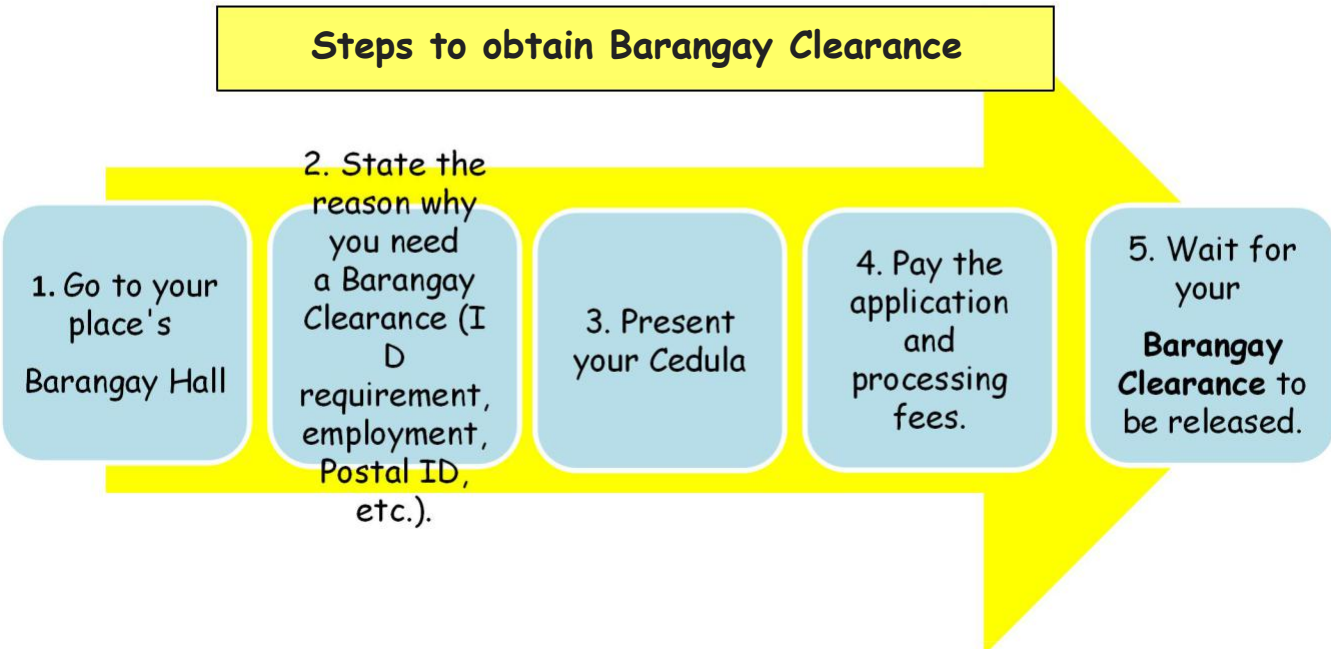
**What is a Barangay Clearance?**

Barangay clearance is one of the documents that is in demand in transacting with government offices. Moreover, this is commonly requested for ID application, employment requirements, Affidavits, and other legal transactions.

**What are the requirements to get a Barangay Clearance?**

Application form  
Application fee (this varies per Barangay)  
Recent Community Tax Certificate or Cedula

**Steps to obtain Barangay Clearance**



```

graph LR
    A[1. Go to your place's Barangay Hall] --> B[2. State the reason why you need a Barangay Clearance (ID requirement, employment, Postal ID, etc.).]
    B --> C[3. Present your Cedula]
    C --> D[4. Pay the application and processing fees.]
    D --> E[5. Wait for your Barangay Clearance to be released.]
            
```

Name:	Date:	Score:
Subject: Work Immersion - Module 12		
Lesson Title : Barangay Clearance, Police Clearance, Medical Certificate.		
Lesson Competency : Describe the process of obtaining Barangay clearance, Police clearance and Medical Certificate.		
References : <a href="https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/">https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/</a> <a href="https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/">https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/</a>		

### Steps to obtain Police Clearance



#### What is a police Clearance?

A police clearance is one of the essential documents requested by a government agency or an employer to ensure that the applicant has no criminal record.

#### Police clearance requirements

- Personal appearance.
- Police clearance application form
- Community tax certificate (cedula) and/or Barangay clearance.
- Police clearance fee

Republic of the Philippines  
National Police Commission  
Quezon Police Provincial Office  
Lucban Police Station  
Lucban, Quezon

09/08/2009  
DATE

**POLICE CLEARANCE CERTIFICATE**

TO WHOM IT MAY CONCERN:  
This is to certify that the person whose name, picture, signature and right thumb print appear hereon, has passed the records verification which was conducted by this Station. The result(s) of which is/are listed below:

NAME	:	1
ADDRESS	:	
DATE OF BIRTH	:	
PLACE OF BIRTH	:	
FINDINGS	:	NO DEROGATORY RECORD/INFORMATION
PURPOSE	:	INTERNATIONAL PASSPORT
VALID FOR	:	Six Months (6) from the Date of Issuance
Res. Cert. No.	:	21742036
Date issued	:	01/19/2009

Verified By:

Carried By:

**SIGNATURE**

**RIGHT THUMB MARK**

Name:	Date:	Score:
Subject: Work Immersion - Module 13		
Lesson Title : Barangay Clearance, Police Clearance, Medical Certificate.		
Lesson Competency : Describe the process of obtaining Barangay clearance, Police clearance and Medical Certificate.		
References : <a href="https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/">https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/</a> <a href="https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/">https://faq.ph/how-to-get-a-barangay-clearance-in-the-philippines/</a>		

Medical certificate

- is a document signed by a doctor that proves that someone is in goodhealth or healthy enough do a particular type of work:

CS Form No. 211

Revised 2017

MEDICAL CERTIFICATE

(For Employment)

INSTRUCTIONS

a. This medical certificate should be accomplished by a licensed government physician.  
 b. Attach this certificate to original appointment, transfer and reemployment.  
 c. The results of the following pre-employment medical/physical/mental examinations must be attached to this form:
 

☐ Blood Test  
☐ Urinalysis  
☐ Chest X-Ray  
☐ Drug Test  
☐ Psychological Test  
☐ Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGENCY / ADDRESS	
ADDRESS				
AGE	SEX	CIVIL STATUS	PROPOSED POSITION	

FOR THE LICENSED GOVERNMENT PHYSICIAN

I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically ☐FIT / ☐UNFIT for employment.

SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN:

OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE:

AGENCY/Affiliation of Licensed Government Physician:

LICENSE NO.

HEIGHT (in)

WEIGHT (kg)

BLOOD TYPE

OFFICIAL DESIGNATION

DATE EXAMINED

EXERCISES

- Describe the relevance and the process of obtaining the following documents for employment.
 

A. Barangay clearance

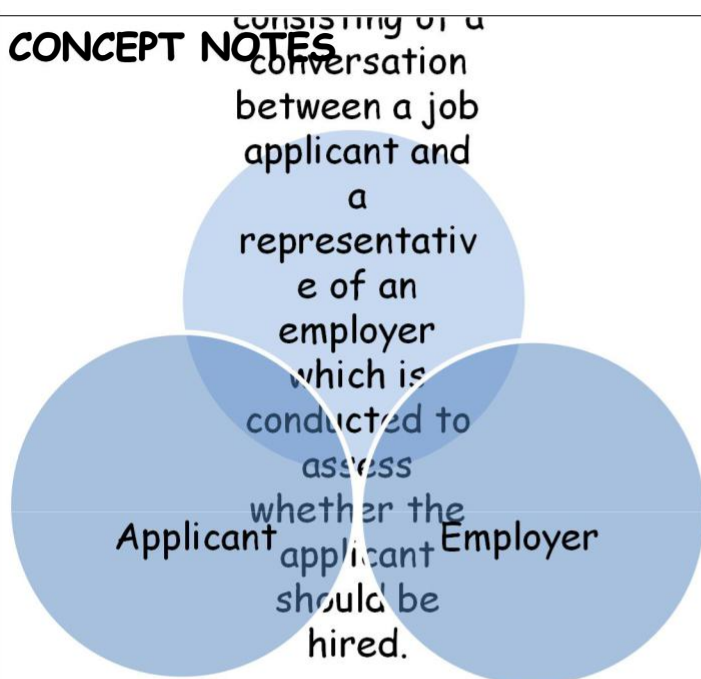
B. Police Clearance

C. Medical Certificate



Name:	Date:	Score:
Subject: Work Immersion - Module 14		
Lesson Title : Job Interview Skills Training		
Lesson Competency : Acquire necessary job interview skills through a mock interview sheets.		
<b>References:</b> <a href="https://www.naturalindustrialjobs.com/5skillsinterview.asp">https://www.naturalindustrialjobs.com/5skillsinterview.asp</a> <a href="http://www.google.com.ph/search?q=what+is+a+job+interview%3F&amp;oq=what+is+a+job+interview%">www.google.com.ph/search?q=what+is+a+job+interview%3F&amp;oq=what+is+a+job+interview%</a>		

# CONCEPT NOTES



## JOB INTERVIEW SKILLS

## ORGANIZATIONAL SKILLS

## CRITICAL THINKING SKILLS

## COMMUNICATION SKILLS

## INTERPERSONAL SKILLS

## MULTI-TASKING SKILLS

## EXERCISES:

Using the following questions perform a mock interview with a classmate. With you as the applicant and your classmate as the employer.

1. Tell me about yourself.
2. What is your strongest skill/ability and give me an example of a time you used it productively?
3. Based on feedback from others, what do you consider to be your most important area for development?
4. What learning from a class project have you gained? How would you have done differently to improve it?
5. When have you had competing demands on your time and how did you handle them?



Name:	Date:	Score:
Subject: Work Immersion - Module 15		
Lesson Title : Portfolio Content		
Lesson Competency : Identify the various documents to be complied in the work immersion portfolio.		
References : DepEd Order no.30 s 2017		

## CONCEPT NOTES

The following are the documents to be compiled in the Work Immersion Portfolio.

### PORTFOLIO CONTENT

#### A. Pre Immersion Documents

1. Application Letter
2. Resume
3. Medical Certificate
4. Barangay Clearance / Police Clearance
5. Parents' Consent
6. Non - Disclosure Policy

#### B. Immersion Proper Documents

1. Daily Work Accomplishment Report
2. Weekly Diary
3. Daily Time Record

#### C. Post Immersion Documents

1. Pictures Of Work Activities
2. Work Immersion Performance Evaluation
3. Student Clearance
4. Certificate Of Completion

#### D. Packaging Of Work Immersion Portfolio

1. Company Vision / Mission / Core Values Statement  
Company History
2. Management Process
3. Business Process

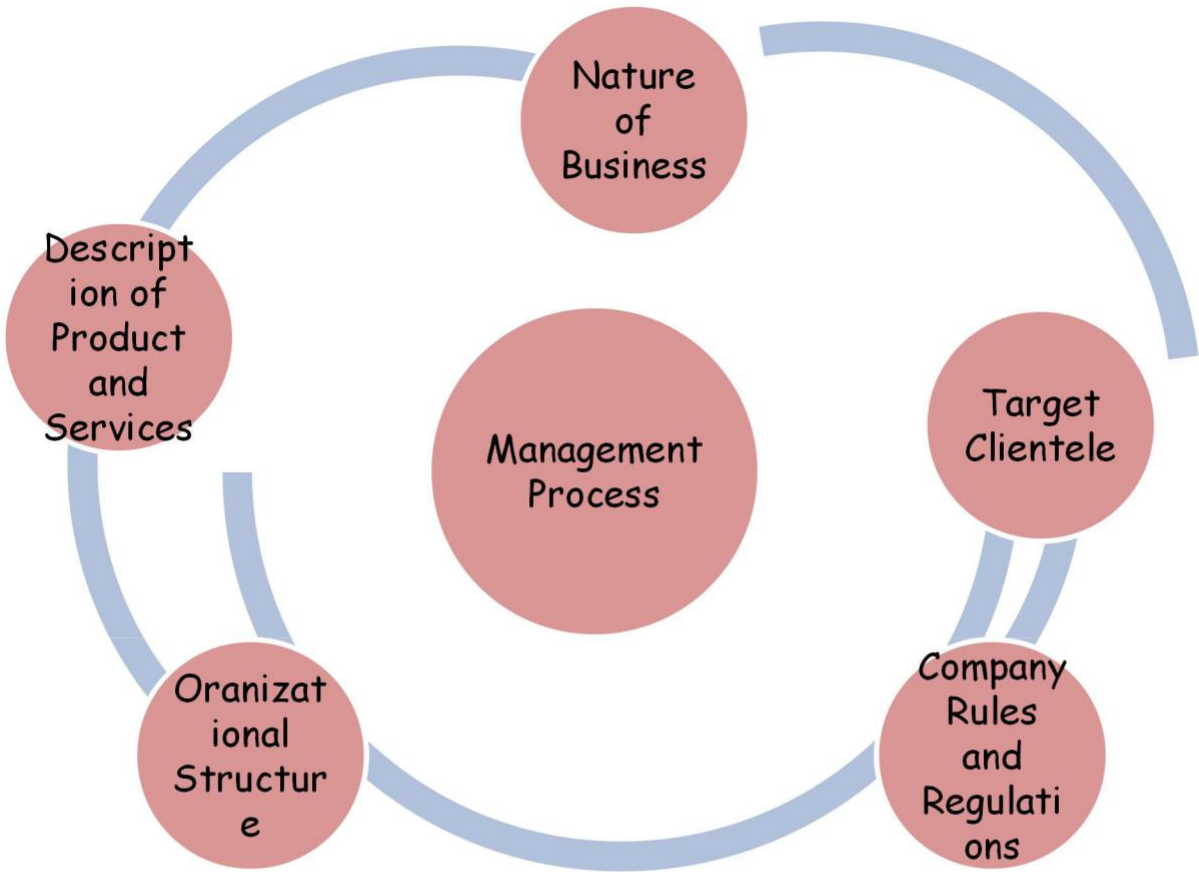
## EXERCISES

Compile a sample of the Pre immersion documents in the work immersion portfolio.

Name:	Date:	Score:
Subject: Work Immersion - Module 16		
Lesson Title : Management Processes		
Lesson Competency : Appreciate management processes by describing the partner institution's Nature of business, Description of product or services, Target Clientele, organizational structure and company rules and regulations.		

References : Work Immersion Curriculum Guide

CONCEPT NOTES



EXERCISES

While you are on your work immersion proper conduct an interview with your work immersion supervisor to make a company profile based on the above components of the management process. Use the following table.

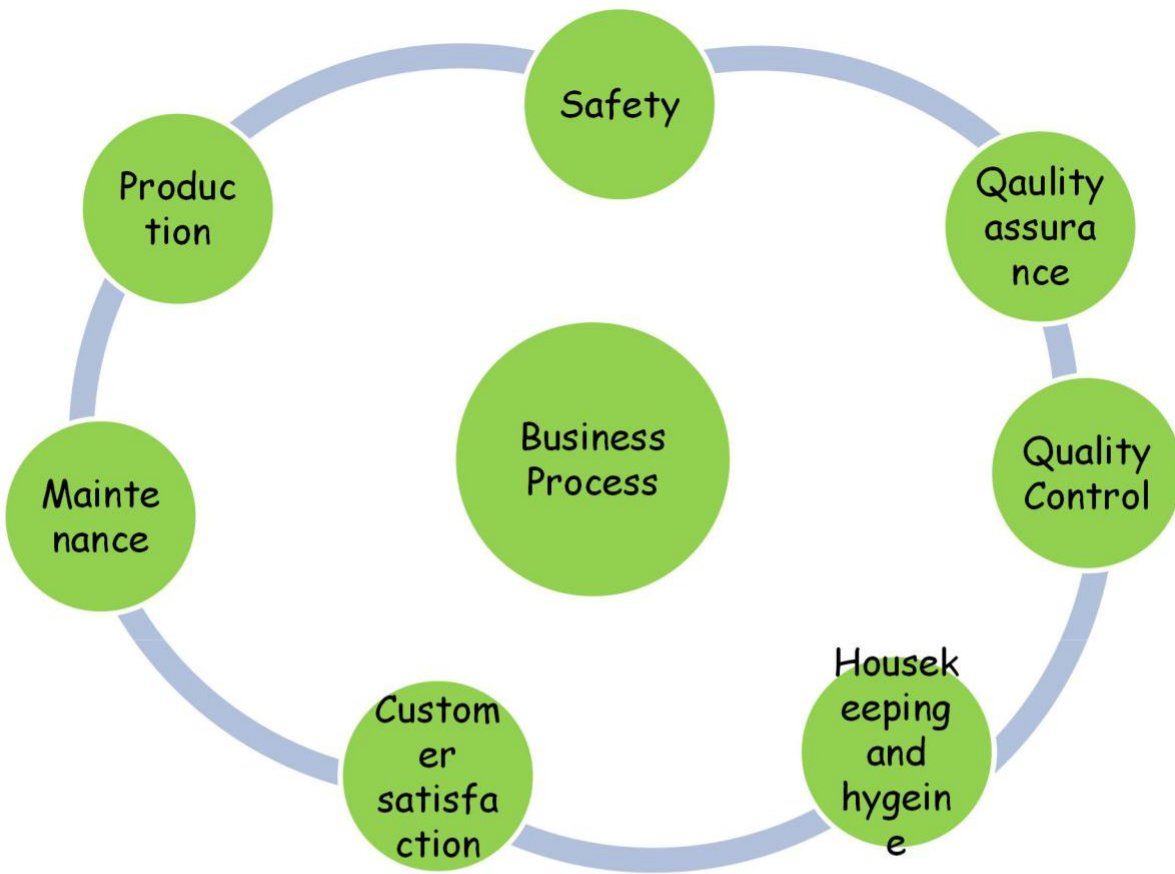
Name of Company	Nature of Business	Target Clientele	Organizational Structure	Product and Services	Company Rules and Regulations

Name:	Date:	Score:
Subject: Work Immersion - Module 17		
Lesson Title : Management Processes		
Lesson Competency : Appreciate management processes by describing the partner institution's Nature of business, Description of product or services, Target Clientele, organizational structure and company rules and regulations.		

References : Work Immersion Curriculum Guide

Name:	Date:	Score:
Subject: Work Immersion - Module 18		
Lesson Title : Business Processes		
Lesson Competency : Appreciate Business processes by describing the partner institution's Safety, Production, Maintenance, quality control,quality assurance, customer satisfaction, and housekeeping and hygiene.		
References : Work Immersion Curriculum Guide		

CONCEPT NOTES



EXERCISES

While you are on your work immersion proper conduct an interview with your work immersion supervisor to make a company profile based on the above components of the business process. Use the following table.

Name of Company	Safety	Production	Maintenance	Quality Control	Quality Assurance	Housekeeping and Hygeine	Customer Satisfaction

Name:	Date:	Score:
Subject: Work Immersion - Module 19		
Lesson Title : Work Immersion Reflection		
Lesson Competency : Reflect on their work immersion experiences by presenting their work immersion portfolio and the values and skills they acquired.		
References : Work Immersion Curriculum Guide		

### CONCEPT NOTES

One of the goal of work immersion is to develop good work habits, attitudes, appreciation and respect for work as well as to enhance the skills learned in school.

### EXERCISES

Present your portfolio and share your experiences and the values you earned while having your work immersion by writing a reflection paper or a journal.

**MY WORK IMMERSION REFLECTION AND EXPERIENCES**