



Republic of the Philippines  
**Department of Education**

23 NOV 2019

DepEd MEMORANDUM  
No. **174** s. 2019

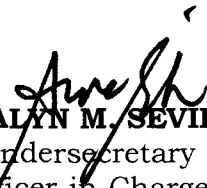
**ANNUAL CONSULTATIVE FORUM ON WORK IMMERSION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Curriculum Development (BCD), will conduct the **Annual Consultative Forum on Work Immersion** from December 2 to 6, 2019 at the DepEd EcoTech Center, Cebu City.
2. The activity aims to
  - a. discuss the current issues and concerns regarding the implementation of Work Immersion,
  - b. clarify Work Immersion practices of the regions, and
  - c. recommend ways on how to address issues and gaps in the Work Immersion implementation.
3. The regional supervisors and select division supervisors in charge of Work Immersion are requested to participate in this activity. The division supervisors shall be identified by the regional offices.
4. Enclosed are the following documents:
  - a. Enclosure No. 1 - Number of participants per Region, and
  - b. Enclosure No. 2 - Activity Matrix.
5. The confirmed list of delegates following the number of participants per region shall be submitted through email at [mark.bercando@deped.gov.ph](mailto:mark.bercando@deped.gov.ph) on or before **November 22, 2019** until 5:00 pm only.
6. The participants are advised to bring laptop, extension cord and pocket wifi.
7. Board and lodging, supplies, materials and travel expenses of the participants shall be charged to Human Resource Training and Development (HRD) Funds subject to the usual accounting and auditing rules and regulations. Should the transportation expenses of participants exceed the downloaded funds to their regions, the remaining expenses shall be charged to local funds.
8. The first meal to be served will be breakfast on **December 2**, and the last meal will be lunch on **December 6, 2019**.

9. For more information, please contact **Mr. Mark Anthony V. Bercando**, Supervising Education Program Specialist, Bureau of Curriculum Development-Curriculum Standards Development Division, 3rd Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City or through email at mark.bercando@deped.gov.ph or at telephone no. (02) 8632-7746.

10. Immediate dissemination of this Memorandum is desired.

  
**ANNALYN M. SEVILLA**  
Undersecretary  
Officer-in-Charge

Encls.:

As stated

Reference:

N o n e

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
CONFERENCE  
OFFICIALS  
SCHOOLS  
SENIOR HIGH SCHOOL  
WORKSHOP

**(Enclosure No. 1 to DepEd Memorandum No.\_\_\_\_\_, s. 2019)**

**Number of expected participants per region**

Region	No. of Participants Per Region
I	4
II	4
III	4
IV-CALABARZON	4
IV-MIMAROPA	4
V	4
VI	4
VII	4
VIII	4
IX	4
X	4
XI	4
XII	4
CARAGA	4
CAR	4
NCR	4
BARMM	3
Total	67

**CONSULTATIVE FORUM ON WORK IMMERSION  
ACTIVITY MATRIX**

<b>December 2 (Day 1)</b>	<b>December 3 (Day 2)</b>	<b>December 4 (Day 3)</b>	<b>December 5 (Day 4)</b>	<b>December 6 (Day 5)</b>
6:00AM-10:00AM Arrival and Registration of Organizing Team	7:30AM-8:00AM Management of Learning	7:30AM-8:00AM Management of Learning	7:30AM-8:00AM Management of Learning	7:30AM-8:00AM Management of Learning
10:00AM-12:00NN Arrival and Registration of Participants	8:00AM-10:00AM Talk on: Work Immersion Curriculum Implementation & Compliance	8:00AM-10:00AM Talk on: Work Immersion Implementation Supervision	8:00AM-10:00AM Presentation of FGD Results	8:00AM-12:00NN Clearing House Closing Program
12:00NN-1:00PM Lunch Break	10:00AM-10:30AM Break	10:00AM-10:30AM Break	10:00AM-10:30AM Break	
1:00PM-3:00PM Opening Program	10:30AM-12:00NN Talk on: Work Immersion Delivery Process	10:30AM-12:00NN Talk on: Forging Partnership & Linkages for Work Immersion	10:30AM-12:00NN Drafting of recommendations for Work Immersion Guidelines Revision	
3:00PM-3:30PM Break	12:00NN-1:00PM Lunch Break	12:00NN-1:00PM Lunch Break	12:00NN-1:00PM Lunch Break	
3:30PM-5:00PM Work Immersion Status Updates	1:00PM-3:00PM Talk on: Assessment on Work Immersion	1:00PM-3:00PM Open Forum	1:00PM-3:00PM Presentation of Recommendations	
	3:00PM-3:30PM Break	3:00PM-3:30PM Break	3:00PM-3:30PM Break	
	3:30PM-5:00PM Open Forum	3:30PM-5:00PM Focus Group Discussion on WI Implementation	3:30PM-5:00PM Open Forum	
Expected Output: Enriched WI status report	Expected Output: Minutes of Issues and concerns addressed in the discussions	Expected Output: Minutes of Issues and concerns addressed in the discussions	Expected Output: Recommendations for the revision of WI Guidelines	Expected Output: Minutes of WI ways forward