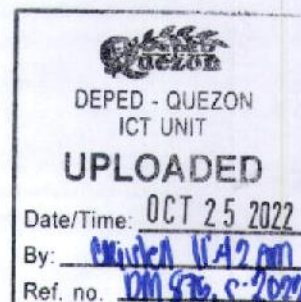




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 October 2022

DIVISION MEMORANDUM

DM No. 835, s. 2022

**SUBMISSION OF SCHOOL WORK IMMERSION PROGRAM (SWIP)
FOR SCHOOL YEAR 2022 - 2023**

To: Assistant Schools Division Superintendents,
Division Chiefs,
Education Program Supervisors,
Education Program Specialists,
Public Schools District Supervisors,
School Heads of Public Senior High Schools,
All Others Concerned

1. Since 2017, the School Work Immersion Program (SWIP) for Senior High School (SHS) students has been implemented by the Department of Education (DepEd). DepEd has made it a requirement for SHS learners to attain hands-on experience through work simulation of their chosen track to give them greater opportunities to apply their knowledge and capabilities.
2. Through the implementation of the School Work Immersion Program (SWIP), participating students are trained, having close mentorship in their work environment with industry supervisors for a period of 80 hours without exceeding eight working hours per day.
3. As planned by the Agency, the School Work Immersion Program aims to better equip SHS students for college, work or business; develop life and career skills; and have attitudes, appreciation and respect for work. It also allows SHS learners to have a smooth transition from school to work after they gain valuable experience.
4. To better prepare our public Senior High Schools for the implementation of School Work Immersion Program for Second Semester of the SY 2022 – 2023, this Office, through the CID-IMS-SHS, deems it necessary to collect the school head - approved SWIP of every public SHS in the Division to serve as reference of the concerned Division

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officials for the provision of technical assistance and/or for monitoring and evaluation of the School Work Immersion Program implementation.

5. School Work Immersion Program that requires partnership with non-DepEd schools is expected to have an attached Memorandum of Agreement between the partner institution and DepEd Quezon.
6. To ensure the conformity of the School Work Immersion Program with the Agency's standards, all public SHSs are enjoined to use the attached template and to take DO No. 39, s. 2018 and DM-CI-2020- 00085 as references in the preparation of SWIP.
7. Submission of School Work Immersion Program, together with the attached MOA (which was reviewed by the Division Legal Officer), should be done not later than November 16, 2022.
8. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer in-Charge
Office of the Schools Division Superintendent

cid-ims/jam/10/17/2022

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SCHOOL WORK IMMERSION PROGRAM (SWIP)
NAME OF SCHOOL / SCHOOL DISTRICT
NAME OF MUNICIPALITY
SCHOOL YEAR 2022 - 2023

I. Introduction

II. General Objectives

III. Production

Areas of Concern	PPA's	Specific Objectives	Strategies	Time Frame	Budget and Its Source	Human Resources	Material Resources	Success Indicators	Risk
Preparation of School Work Immersion Program									
Preparation of Program Requirements									

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such as MOA, Letter of Intent, etc.									
Orientation Program for Parents and SWIP Program Participants									
Implementatio n of SWIP									
Monitoring of SWIP Learner – Participants									
Issuance of Certificate of Appreciation to DepEd Quezon SWIP Partner/s									

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Evaluation of the School Work Immersion Program									
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IV. Evaluation (Note: Describe here how your school will evaluate the SWIP. Include also the evaluation tool to be used by the school in conducting an evaluation of the SWIP.)

Prepared by:

SIGNATURE OVER PRINTED NAME OF THE SCHOOL SHS COORDINATOR

Approved by:

SIGNATURE OVER PRINTED NAME OF THE SCHOOL HEAD

Noted by:

JUANITO A. MERLE, EdD

Division In-Charge of the Senior High School Program

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