

Subject: WORK IMMERSION

Topic: Post- Immersion: Portfolio

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Grade: 12

Semester: SECOND

Week: 11



QUEST: Discussion of Portfolio and evaluating the work immersion experience by:

- a. Portfolio content
 - I. Weekly diary/Journal
 - II. Illustrations of activities performed
- III. Presenting a daily time record



EQUIP: PORTFOLIO CONTENT

What is a journal?

- a record of what you have done, or of descriptions or thoughts, written each day or frequently over a long period; a diary:
- A journal is a written record of your thoughts, experiences, and observations. You can write in your journal daily, or only when you feel the urge.

What is an Illustration/Documentation?

- a picture:
- An illustration is also an example that makes something easier to understand, or the giving of such examples
- an example that shows something:
- the activity of recording facts relating to a particular subject.

What is DTR?

Daily Time Record (DTR)

Is the process of monitoring and organizing time information

What is the reason why do we need to have a daily time record in our work?

Time records let managers and business owners figure out important trends. As for regular employees, they may track time to see where it goes and then boost process efficiency.

DTR systems are divided into two process; Identity Registration and Monitoring.

1. **Identity Registration** – focuses on authenticating identities using devices such as fingerprint scanners and information sheets before consolidating these into a database.
2. **Monitoring** – aims to provide management insight through clear data on employee behaviour.

TYPES OF DTR SYSTEM

From logbooks to computerized daily time records, choosing the right DTR systems can boost employee productivity as well as company security.

1. **MANUAL DTR** – Traditional or Manual DTR usually employs the use of timecards and logbooks to manually jot down time information. These are commonly used by small companies that only have a handful of employees.
2. **COMPUTERIZED DTR** – Similar to manual DTR, employees use PINs or Passwords to manually enter time information into management software utilizing computers or tablets.
3. **ACCESS CARD DTR** – Access Card DTR is common place to medium to large-scale companies. It usually employs magnetic stripes or RFID to store data on cards or badge. These cards correspond to a particular identity and used to automatically record time information.
4. **BIOMETRICS-ENABLED DTR** – Biometric-enabled DTR is commonly used in large-scale companies that have 500 or more employees. Usually uses technology such as facial recognition for information gathering and access control.



MISSION:

Direction: Answer the following questions and explain it briefly.

1. What does journaling do for you?
2. Draw or illustrate your ideal work place that you wanted to work someday.
3. What is the importance of having a DTR during and after a certain activity?



STACK:

- Journaling helps control your symptoms and improve your mood.
- Illustration/Documentation serves as an evidence or proof of the things that you have done.
- DTR is a form that contains detailed information about an employee's work hours, such as the time they arrived and departed

References:

- <https://dictionary.cambridge.org>
- <https://www.filmetrics.com.ph>
- <https://www.filmetrics.com.ph>
- <https://www.adultist.org>



Name: _____ Quarter: **2ND SEM – 4th QUARTER**

Yr. and Sec.: _____ Week: **ELEVEN**

Assessment in Work Immersion (Week 11)

Direction: Follow the instruction below.

- Write your daily work immersion duty activities in your journal notebook, in English.
- Start writing at the 2nd page of the Journal.
- Make sure that the time and day in your journal notebook is reflecting the time and day in your DTR
- Paste 3 pictures of your work immersion duty activities for each work immersion duty day.
- Staple your DTR card in the first page of your Journal.

Date:

Time-In:

Day:

Time-Out:

Journal Entry No. ____

(Write here the things you have done during your Work Immersion Duty)

Sincerely,

(Signature Over Printed Name)

Follow the format below for the journal notebook:

(ANSWER MAY VARY PLEASE CHECK THEIR OUTPUT)