

Subject: WORK IMMERSION

Topic: Post- Immersion: Portfolio

Prepared by: MEZCEVILLE J. GABRILLAS

Semester: SECOND

Grade: 12

Week: 12



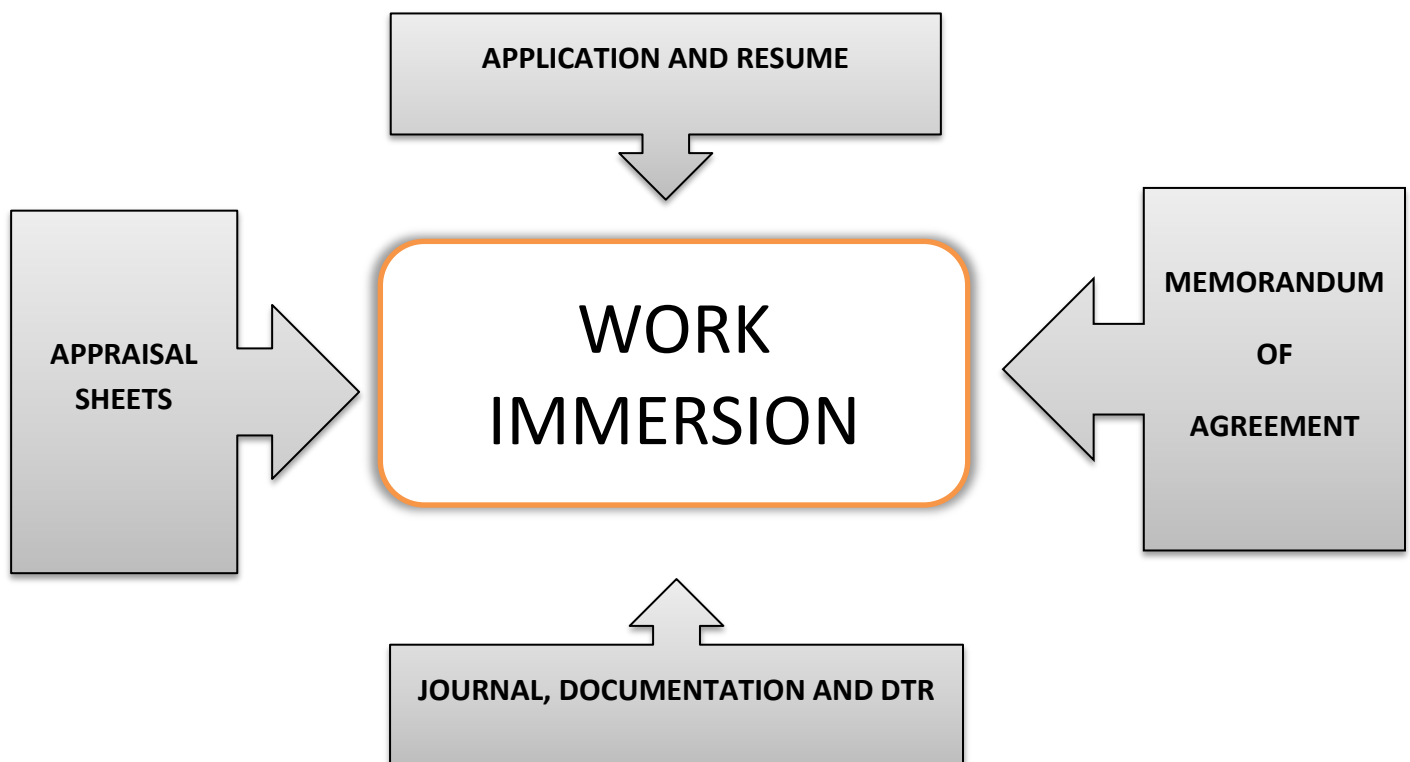
QUEST: Portfolio presentation at the end of work Immersion.



EQUIP: PORTFOLIO CONTENT

A **student portfolio** is a collection of documents that provides a description/overview of the work immersion experiences.

Things that being required in a work immersion



1. **Memorandum of Agreement (MOA)** is a written document describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective. An MOA serves as a legal document and describes the terms and details of the partnership agreement. An MOA is more formal than a verbal agreement, but less formal than a contract. Organizations can use an MOA to establish and outline collaborative agreements, including service partnerships or agreements to provide technical assistance and training. An MOA may be used regardless of whether or not money is to be exchanged as part of the agreement.

2. **Appraisal Sheets** also called an employee performance appraisal form, is a tool used by people managers and HR teams to measure and benchmark the performance of employees. It helps evaluate the contributions and achievements of employees during a specific timeline.
3. **Resume** is a brief summary of personal and professional experiences, skills, and education history. Its main purpose is to show off your best self to potential employers.
When applying for a job, you're (in most cases) going to be asked for a resume accompanied by a cover letter. If you manage to create a "good" resume, you're going to 2x your chances of getting hired.
4. **Application Letter** also known as a cover letter, is a document sent with your resume is to provide additional information about your skills and experience to an employer. The letter of application is intended to provide detailed information on why you are a qualified candidate for the job.
5. **Endorsement Letter** is to confirm all parties involved in the research known what their role is. The letter should include what the cooperating person's or department's role is in the research, resources used, and their willingness to aid in the research proposal.
6. **Daily Time Record or DTR** is the process of monitoring and organizing time information. Far from just being a way to monitor the attendance of an employee, having a DTR system allows a company to effectively manage its employees by providing adequate data.
7. **Journal** is a collection of articles (like a magazine) that is published regularly throughout the year. Journals present the most recent research, and journal articles are written by experts, for experts. They may be published in print or online formats, or both.
8. **Documentation** is any communicable material that is used to describe, explain or instruct regarding some attributes of an object, system or procedure, such as its parts, assembly, installation, maintenance and use paper or hard-copy documentation has become less common.
9. **Certificate of Employment or COE** also called an employment certificate, is used to verify employment history of a former or current employee...it is usually requested to complete the requirements for employment with a new employer.
10. **Police Clearance** is an official document issued as a result of a background check by the police or government agency of a country.
11. **Cedula or Community Tax Certificate (CTC)** is any various official documents or certificates in Spain, Latin America or the Philippines.
Such as:
 - A. permit or order issued by the government
 - B. a personal registration tax certificate in the Philippines
12. **Brgy. Clearance or certificate** of Residency is one the Philippines government issued identification documents needed for many important business, job, or personal transactions. You might need it for the following reasons; when you apply or open a bank account.

References:

- mine.com
- prezi.com



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

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

Assessment in Work Immersion (Week 12)

Direction: Read the statements carefully. Write **TRUE** if the statement is correct and **FALSE** if it is wrong. Write it on the blank provided.

- _____ 1. MOA is the agreement between School and the Company. **FALSE**
- _____ 2. MOA stands for MEMORANDUM OF ASSESTANCE. **FALSE**
- _____ 3. Appraisal sheets and MOA are the same. **FALSE**
- _____ 4. No DTR No Salary. **TRUE**
- _____ 5. Two process of DTR Biometric and Monitoring. **TRUE**
- _____ 6. DTR stands for Daily Time Record. **TRUE**
- _____ 7. Absences without permission it can be automatically expelled. **FALSE**
- _____ 8. Three executive late is equivalent to one absent. **TRUE**
- _____ 9. OJT stands for ON JOB TRAINING. **TRUE**
- _____ 10. DTR is the process of monitoring and organizing time information. **TRUE**
- _____ 11. Work Immersion refers to the subject of the Senior High School Curriculum. **TRUE**
- _____ 12. A letter of application, also known as a cover letter, is a document sent with your resume to provide additional information about your skills and experience to an employer. **TRUE**
- _____ 13. A resume is a formal document that serves to show a person's career background and skills. In most cases, it's created in order to help a candidate to land a new job. **TRUE**
- _____ 14. Appraisal Sheets also called an employee performance appraisal form, is a tool used by people managers and HR teams to measure and benchmark the performance of employees. **TRUE**
- _____ 15. COE also called an employment certificate, is used to verify employment history of a former or current employee. **TRUE**