

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

January 21, 2025

DIVISION MEMORANDUM
No. 036 s. 2025


**SENIOR HIGH SCHOOL WORK IMMERSION MEMORANDUM OF AGREEMENT
(MOA)**

To: OIC Assistant Schools Division Superintendent
Chief Education Supervisors
Legal Officer III
Education Program Supervisor In-Charge of Senior High School
Public Schools District Supervisors
Secondary School Heads
All Others Concerned

1. This is to inform all concerned that the following documents must be attached to the copy of the MOA as annexes upon submission to the Legal Office, SDO Catanduanes for review and checking:
 - a. copy of the learners' insurance
 - b. photocopy of the business permit of the immersion partner (if applicable)
 - c. photocopy of DTI registration for sole proprietorship
 - d. photocopy of SEC registration for company/partnership
 - e. photocopy of CDA (Cooperative Development Authority) for cooperative
 - f. list of students who will undergo work immersion
2. The MOA must be written in black ink and shall be reproduced in five (5) copies: one (1) copy for the school, one (1) copy for immersion partner, one (1) copy for division, and two (2) notary copies.
3. The schools are expected to conduct preparatory activities ahead of the actual conduct of the work immersion. Also, schools are reminded to use the prescribed templates that were earlier forwarded to the school senior high school coordinators' official group chat. The templates can be accessed through this link:

<https://bit.ly/MOATemplatesSHSimmersion>
4. For information, guidance, and compliance of all concerned.

By Authority of the OIC Schools Division Superintendent


ATTY. NORLITO JR. P. AGUNDAY
Attorney III
Officer In-Charge
Office of the Schools Division Superintendent

