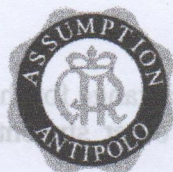


## VISION

A Christ-centered school community  
growing in the love and friendship  
of Jesus Christ in His Church  
and striving for peace  
in the social and ecological order



## MISSION

We, in Basic Education, commit ourselves –  
to Transformative Education  
as a Christ-centered school community  
dedicated to the integral formation of persons  
empowered to promote justice, peace,  
care for creation, and solidarity.

*Serve joyfully with boundless love.*  
School Thrust 2019-2020

January 27, 2020

Dear Grade 12 Parents and Guardians:

Good day! The Grade 12 students will have their **Work Immersion** week on **February 10-14, 2020**. Work Immersion is a key feature of the Senior High School Curriculum and a **requirement for graduation**. It enables students to be familiar with the workplace, hone their acquired skills in the different subjects, develop life and career skills, and foster positive work attitude and values. To achieve these objectives, the students will undergo Work Immersion in partner institutions that are aligned to their academic strands.

**Please fill out and sign two copies of the consent form.** These are due on **February 4, 2020**. Students will not be allowed to go on Work Immersion if they do not submit the consent forms on the said date.

**Here are some reminders:**

### A. Partner Institution Information

The address and phone number of the institution assigned to your daughter are in the list uploaded in the Microsoft Teams of her class. The students have been instructed to take note of this information.

### B. Work Hours

The partner institutions' work hours are in the list uploaded in the Microsoft Teams of the class. The students are expected to be in the office early or on time. Any changes in the schedule should be communicated to you by your daughter.

### C. Attire

The students are required to wear their **complete uniform** (red uniform, black shoes, socks, I.D.) for the entire Work Immersion week\*.

\*Some partner institutions might require specific attire. Remind your daughter to check announcements.

*Please see next page.*

## REPLY SLIP

Class Number

- ☐ We have read and understood the **reminders for Work Immersion**. We will make sure that our daughter has all the information she needs and will prepare all that she needs to bring.
- ☐ We have made **transportation arrangements** for our daughter.
- ☐ We have signed two (2) copies of the **consent form**.

Student's Name

Level & Section

Parent's / Guardian's  
Signature Over Printed Name



#### D. Transportation

The parents and guardians are expected to arrange for the transportation of the students. The students are advised to **consider carpooling with other students assigned to the same institution.** (Consider offering gas money if carpooling.)

#### E. Food

The students are required to **bring packed lunch and snacks in a lunch bag on the first day.** In the next days, they may buy from the office cafeteria. They are not allowed to buy food outside unless there is no food sold in the building.

#### F. Work Etiquette

The students should always observe basic office etiquette. (Please refer to section VII of the Work Immersion Primer for Students.)

#### G. Fieldwork

The partner institutions should **secure the written consent of parents or guardians** for fieldwork. The school should be informed of the nature of activity, date of activity, and chaperone(s) for students. No student will be allowed to participate in any activity outside the work immersion venue without parental permission.

#### H. Student Discipline

The Code of Discipline of the school is in effect in the partner institution venue. Students are subject to disciplinary measures of the school in the event that the Partner Institution Supervisor reports misbehavior.

#### I. Insurance

Since Work Immersion is an official school activity, the students are covered by the insurance provided by the school. The students are reminded to be careful and to strictly follow rules and regulations in order to avoid any untoward incident.

#### J. School Supervision

The students will be visited by members of the school's Work Immersion Team to check on their participation and to meet and to thank the Partner Institution Supervisor.

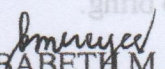
#### K. Student's Kit

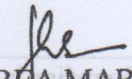
The students are required to bring a **brown envelope** that contains the following: (1) consent form (to be given to the Partner Institution), (2) resume, (3) cover letter, (4) daily activity log, (5) consent and waiver form for fieldwork, (6) student evaluation form, (7) notebook, and (8) pen. This will be checked on **February 4, 2020.**

Please help us prepare your daughter for Work Immersion by checking on her readiness and reminding her to get all the information she needs. This activity is going to be a very enriching experience for students. We look forward to listening to their sharing of their insights and learning.

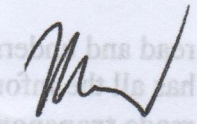
Thank you.

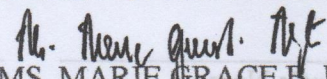
Sincerely,

  
MS. BABETH M. REYES

  
MS. REA MARIE M. HEBRON  
Senior High School Program Team Leaders

Noted by:

  
MRS. MARIA LOURDES G. ABARQUEZ  
Director for Academic Affairs

  
MS. MARIE GRACE B. MAGTAAS  
School Director



**WORK IMMERSION  
CONSENT FORM**

I, \_\_\_\_\_, as parent / guardian of \_\_\_\_\_, of  
Complete Name of Parent / Guardian Complete Name of Student  
Grade 12- \_\_\_\_\_, am giving permission for her to participate in the Work Immersion Week of Assumption  
Section  
Antipolo scheduled on February 10-14, 2020 wherein my daughter will be sent to \_\_\_\_\_  
Name of Partner Institution  
duly approved by the School Administration. I understand and appreciate the educational value of this  
program and recognize the efforts of the Work Immersion Team and the School Administration in ensuring the  
security and safety of its students for the entire duration of this immersion program.

Having said the foregoing, I, and on behalf of my daughter / ward, hereby hold Assumption Antipolo, its  
teachers, team leaders, administrators, partner institution, and any other persons officially associated with the  
Work Immersion Week (the "Organizers" for brevity) free and harmless from any and all liability including but  
not limited to all actions, claims, and demands for damages, loss, costs, expenses and all consequential damages  
that may arise from my daughter's participation in this activity provided the Organizers exercise due diligence in  
the orientation and supervision of its students and in the planning and the execution of such plans for the Work  
Immersion Week. Furthermore, I agree to hold the Organizers free and harmless from any and all liability  
arising from acts and omissions committed outside the scope of the programmed activities.

IN WITNESS hereof, I hereby set my hand this \_\_\_\_\_ day of February 2020 in \_\_\_\_\_  
Day of the Month (e.g. 4<sup>th</sup>) Municipality or City

\_\_\_\_\_  
Signature over Printed Name of Parent/Guardian

\_\_\_\_\_  
Contact Number(s) of Parent/Guardian

\_\_\_\_\_  
Signature over Printed Name of Student

\_\_\_\_\_  
Ms. Marie Grace B. Magtaas  
School Director

Name of Partner Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Contact Number(s): \_\_\_\_\_