

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.*

Reclaim our JOY as God's beloved!
School Thrust 2018-2019

January 30, 2019

Dear Grade 12 Parents and Guardians:

Good day! The Grade 12 students will have their **Work Immersion** week on **February 11-15, 2019**. 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 based on their elective clusters.

Please fill out and sign two copies of the consent form. These are due on **February 4, 2019**. 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 posted in your daughter's classroom. The students have been instructed to take note of this information.

B. Work Hours

The partner institutions' work hours are in the list posted in your daughter's classroom. 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.

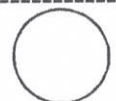
C. Attire

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/Guardian's
Signature Over Printed Name

D. Work Etiquette

The students should observe basic work etiquette. (Please refer to Work Immersion Primer for Students.)

E. 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.)

F. 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.

G. Mobile Phone

The students are allowed to bring their phones, but they are prohibited from using them during work hours. They may use their phones during break times only. If they need their phone to take pictures and videos as part of their academic requirements, then they should ask permission from the Partner Institution Supervisor.

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. Student's Kit

The students are required to bring a **plastic envelope** that contains the following: (1) evaluation forms, (2) daily activity log, (3) resume, (4) cover letter, (5) consent form (to be given to the Partner Institution), (6) notebook, and (7) pen. This will be checked on February 8, 2019.

J. 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.

K. 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.

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,



MRS. MARIA LOURDES G. ABARQUEZ
Director for Academic Affairs

Noted by:



MS. MARIE GRACE B. MAGTAAS
School Director

Assumption Antipolo
School Year 2018-2019

**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 11-15, 2019 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 2019 in _____.
Day of the Month (e.g 14th) Municipality or City

Signature over Printed Name of Parent/Guardian

Contact Number 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): _____