



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 26 2026

MEMORANDUM

**DIVISION GUIDELINES ON THE DEPLOYMENT OF LEARNERS FOR WORK
IMMERSION/INTERSHIP/ON-THE JOB TRAINING
AT SDO WORKPLACE AND SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum and Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Pursuant to DepEd Order No. 30, s. 2017 titled, "Guidelines on Work Immersion", and CHED Memorandum No. 104, s. 2017, on the Revised Guidelines for Student Internship Program in the Philippines (SIPP) for All Programs, this Office reminds the field of the requirements for the learners who intend to apply for an internship placement at SDO Muntinlupa.

2. Relative to this, students/learners from interested partner schools shall submit to SDO Muntinlupa the following documents for the issuance of endorsement: (1) an endorsement letter addressed to the Schools Division Superintendent, (2) letter of intent, (3) student's bio-data, and (4) draft of the Memorandum of Agreement.

3. Likewise, partner colleges and universities are advised to strictly comply with the prescribed requirements and observe established protocols to facilitate the timely approval of their requests.

4. For other queries and concerns, you may contact Ms. Cecilia Teresa C. Claudel, Education Program Specialist II/Division Focal Person for Field Study/Work Immersion/Internship at office landline no. 842-375-60 loc. 123.

5. For information, guidance and strict compliance of all concerned.


VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: None

References: As stated

To be indicated in the Perpetual Index
under the following subjects:

POLICY SCHOOLS

CTCC /DM/ DIVISION GUIDELINES ON THE DEPLOYMENT OF LEARNERS FOR WORK IMMERSION AND INTERSHIP/ON-THE JOB TRAINING
AT SDO WORKPLACE AND SCHOOLS 107 / 2/23/2026

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