



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
CID-2025 290

TO : All Public Secondary School Heads
FROM : **DR. WILFREDA D. BONGALOS CESO V** *WB*
Schools Division Superintendent
SUBJECT : Conference on Job-Embedded Learning (JEL) Making
DATE : December 5, 2025

1. Pursuant to the continuing implementation of quality-assured professional development programs for Technology and Livelihood Education (TLE) – Technical-Vocational-Livelihood (TVL) teachers, and in recognition of the recently completed **5-Day Immersion Program**, all concerned teachers are hereby **DIRECTED** to attend and actively participate in the **Conference on Job-Embedded Learning (JEL) Making**, with the details as follows:

Date: January 6, 2026

Time: 1:00PM - 5:00 PM

Venue: Tagbilaran City Central Elementary School (TCCES) AV Hall

2. All TVL teachers who completed the 5-day immersion program are required to craft, refine, and finalize their **Job-Embedded Learning (JEL) outputs** based on their immersion experiences.

3. The conference is **mandated** to: 1. Officially process, consolidate, and validate learnings gained from the 5-day immersion program; 2. Ensure the development of standardized, compliant, and quality-assured **Job-Embedded Learning (JEL) outputs** aligned with the revised K -12 Curriculum, TESDA Training Regulations, and relevant industry standards; 3. Institutionalize the proper documentation and utilization of immersion experiences as job-embedded professional development; 4. Require the submission and validation of JEL outputs for division-level monitoring, evaluation, and possible adoption.



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4. Each participant is expected to submit the following: - Completed JEL narrative and documentation; - Lesson exemplars, performance tasks, or learning resources derived from immersion; - Reflection paper highlighting skills enhancement and classroom application.

Administrative Matters

- Attendance is compulsory and shall be considered **official time** for all identified participants.
- Non-attendance without valid justification shall be subject to existing rules and regulations.
- Participants are required to bring laptops, immersion journals, photos, certificates, and other relevant supporting documents necessary for JEL completion.
- School Heads are directed to make the necessary arrangements to ensure the full attendance and compliance of the teachers concerned.

5. Immediate dissemination of and **STRICT COMPLIANCE** with this Memorandum is hereby directed.