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The Effect of Work Opportunity Requirements Checklist (WORC) to Grade 12 Work Immersion Students

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A B S T R A C T

The purpose of this study was to examine the effect of the Work Opportunity Requirements Checklist (WORC) for Grade 12 students who will undergo work immersion program to reduce failure by compensating for potential limits of human memory and attention; to ensure consistency and completeness in carrying out a task; to analyze the needs and special requirements for work immersion program; to help students stay more organized; assuring them they will not skip any important step in the process; to help move quickly; be more efficient, and save time. In this research process, researchers used the method of quantitative method. Data for the study were collected through a survey form. During the one-month implementation of the work immersion program, students were exposed to securing and preparing work immersion documents. After the data gathering, tabulation, evaluation, and analysis, the researchers concluded that the Work Opportunity Requirements Checklist (WORC) has improved students' soft skills abilities such as self-management, self-motivation, decision making, time management, being responsible, goal setting, prioritizing, focus, attention to detail, and enhanced their retention skills. Furthermore, the students-participants had experienced success in organizing their work documents and minimizing mistakes in accomplishing the work immersion requirements, their organizational skills indeed are well in the progress.

1. INTRODUCTION

1.1. Research Background

The work immersion program is a required subject for secondary education. The Department of Education released the DepEd Order No. 30 s. 2017, which directs all senior high school providers to require all senior high school students to undergo work immersion as a prerequisite to graduation. The said order was effective since the school year 2017-2018. Based on the DepEd Order guidelines for the work immersion program, one of the goals of the K to 12 Basic Education Program is to develop in learners the competencies, work ethic, and values relevant to pursuing further education and/or joining the world of work. This subject will provide learners the opportunities: to become familiar with the workplace; for employment simulation; and to apply their competencies in areas of specialization/ applied subjects in the authentic work environment. Learners are immersed in the actual work environment such as workshops, offices, laboratories in which their prior training is relevant. Furthermore, it will help develop learners' life and career skills and will prepare them to make decisions on post-secondary education or employment. It makes the learners appreciate the importance and application of

the principles and theories learned in school; enhance their technical and knowledge skills; enrich their skills in communication and human relations; and develop good work habits, attitudes, appreciation, and respect for work. DepEd Under secretary Tonisito Umali, emphasized, "K to 12 curricula was designed in a way that graduates would have the competencies to be ready for work or business, or to proceed to college".

Before the work immersion program, there are a lot of problems arose, one of those is the process of securing the documents and requirements needed by the partner's industries and stipulated too in the curriculum guide of the work immersion program. Appreciating the importance of credentials by Writing a résumé; Filling out application forms; Visiting the concerned offices where the following could be secured (Barangay clearance, Police clearance, Mayor's clearance, Medical certificate); and Job Interview skills training [1].

Work immersion teachers undergo parent's and students' orientation regarding the process of the work immersion program, it includes qualifications and requirements needed, but because students are occupied by a lot of tasks in and outside school they forgot and repetitively ask about the process even in the middle of the night. They also committed a lot of mistakes in preparing the needed documents as they don't have retention skills on the

format of the resume, application letter, and other documents to accomplish with. The more mistakes they made the long delay of the deployment. Thus, the researchers formulated the Work Opportunity Requirements Checklist (WORC).

Work Opportunity Requirements Checklist (WORC) is a list of pre immersion requirements checklist that includes work immersion qualifications, and requirements needed by the partner's industries.

1.2. Literature Review

The checklist is simply a standardized list of the required steps developed for a repetitive task. Checklists are tools used to better organize your assignments and to verify, easily, your most important tasks. They have been designed to reduce errors and ensure consistency and completeness in carrying out a duty. As our knowledge about the world increases, so too does its complexity. And as complexity goes up, so do the opportunities for failure [2]..

According to Atul Gawande, MD, in his book entitled "The Checklist Manifesto", "humbling ourselves by using a checklist can improve our performance and help us achieve more consistent results. They remind us of the minimum necessary steps and make them explicit. They not only offer the possibility of verification but also instill a kind of discipline of higher performance."

Marchese [3] stated that the simple act of crossing off items on your to-do list is a blissful feeling. She uses the word SMART (Specific, Measurable, Attainable, Realistic, and Time-bound) goals as a guiding light to organizing lists and tasks. Checklists should be made up of small, actionable tasks that feel doable to the individuals and teams working to complete them. She added, that achieving small goals is such an effective way to stay motivated during long-term projects and processes. Accomplishing tasks and completing goals is more than a cause for celebration that could help you to organize the overwhelming task and manage your work. That tool is the humble checklist which is used to carry out routine checks and ensure that the operator or person in charge of these checks does not miss anything. Using checklists ensures that you won't forget anything.

Checklists save your time because you don't need to use time remembering the steps, therefore you can dedicate all your time to doing the task. Checklists also allow you to delegate tasks confidently and effectively. Using a checklist provides a logical structure so you may become organized; being able to observe progression motivates you to keep going; using a checklist is an excellent way to make our lives simpler; it means that we accomplished something real and meaningful. Each checklist item was a challenge (large or small) that we overcame [4,5].

The Work Opportunity Requirements Checklist (WORC) for Grade 12 work immersion students is an effective way to reduce failure in preparing work immersion requirements that needed by the partner's company; to ensure consistency and completeness in carrying out a task; to analyze the needs and special requirements for work immersion program; to help students stay more organized; to help move quickly, be more efficient, and save time; lastly, assuring them they will not skip any important step in the process. The next step involves analyzing and addressing the needs and problems encountered to come up with best practices. With the leadership and actions of the school administrators, teachers, and stakeholders, solutions and interventions will be utilized. The research study relied on the views of the work immersion students as they are the primary concern and priority of the work immersion program. It is reasonable that they are asked how effective the Work Opportunity Requirements Checklist (WORC) is in preparation for work immersion. The evaluation of students is a good indicator of how effective the Work Opportunity Requirements Checklist (WORC) is in accomplishing work immersions documents and requirements [6,7,8].

This action research aimed to reduce failure of accomplishing requirements for work immersion program of Grade 12 work immersion students by using the Work Opportunity Requirements Checklist (WORC), to ensure consistency and completeness, to stay organized, and assuring they will not skip an important step in the process of preparing work immersion documents. Specifically, it seeks to answer the following question: To attain the mandated work immersion program of the K to 12 Basic Education Curriculum, this study will examine the effect of the Work Opportunity Requirements Checklist (WORC) to work immersion students in accomplishing documents and requirements needed.

1. How do the students clearly understand about Work Opportunity Requirements Checklist (WORC)?

2. Determine the effects on students having Work Opportunity Requirements Checklist (WORC) as their guide in processing work immersion requirements.

3. Is there any improvement to students' behavior in terms of preparing work immersion requirements using the Work Opportunity Requirement Checklist (WORC)?

1.3. The Research Objective

The purpose of this study was to examine the effect of the Work Opportunity Requirements Checklist (WORC) for Grade 12 students who will undergo work immersion program to reduce failure by compensating for potential limits of human memory and attention; to ensure consistency and completeness in carrying out a task; to analyze the needs and special requirements for work immersion program; to help students stay more organized; assuring them they will not skip any important step in the process; to help move quickly; be more efficient, and save time

2. MATERIAL AND METHOD

The purpose of this study is to examine the effect of the Work Opportunity Requirements Checklist (WORC) on the Grade 12 work immersion students who will undergo a work immersion program, secure and accomplish work immersion documents and needed requirements. This chapter describes the research design, the selection of a sample of participants, the survey instruments, and the procedures used in the collection and analysis of data. The methodology consists of three major subsections: (a) sample/participants, (b) data collection, and, (c) data analysis.

2.1. Participants and/or Other Sources of Data and Information

This study involved Thirty-two (32) Grade 12 work immersion students at Las Pinas City National Senior High School- Dona Josefa Campus, Las Pinas City. The students' participants were purposively selected as they were scheduled to be deployed in the work immersion.

2.2. Data Gathering Methods

The study is designed quantitative information. The quantitative information will be from the use of the Work Opportunity Requirements Checklist (WORC) and thoroughly evaluated by the survey questionnaire forms [9].

The survey form was carefully made by the researchers and assured on the level of understanding of the student's participants. The survey questionnaire is divided into three parts namely: Content of Work Opportunity Requirements Checklist (WORC); Effects of Work Opportunity Requirements Checklist (WORC) toward students; and Improvement to student's behavior. The respondents evaluated five (5) indicators in each part. Indicators are applicable to be answered as its related to respondent's experience in using the Work Opportunity Requirements Checklist (WORC) [10-11].

A five-point Likert scale (5= Strongly Agree; 4= Agree; 3= Neutral; 2= Disagree, and 1= Strongly Disagree) was used to assess the responses of Grade 12 work immersion students to the different indicators of the survey questionnaire (Appendix 1 and 2).

2.3. Data Analysis

This action research relied chiefly on the results of the survey questionnaire forms conducted during the period of the pre-work immersion program. The data gathered were tabulated, evaluated, and analyzed using percentages to identify the effectiveness of the Work Opportunity Requirements Checklist (WORC) to Grade 12 work immersion students.

Statistical mean and standard deviation were computed using Microsoft Excel to descriptively analyze the results of the survey questionnaire. The assessment of the work immersion students on each indicator was presented using mean ratings that have corresponding descriptive values and equivalents based on the modified categorical description. Table 1 presents the categorical description of the mean ratings in the five-point Likert scale survey.

Table1. Categorical description of the mean ratings

Description	Mean Rating
Strongly Disagree	1.00-1.50
Disagree	1.51-2.50
Neutral	2.51-3.50
Agree	3.51-4.50
Strongly Agree	4.51-5.00

3. RESULTS AND DISCUSSIONS

3.1. Results and Discussion

The following were the findings revealed in the Effectiveness of Work Opportunity Requirements Checklist (WORC) of the action research. Thirty-two (32) work immersion students were covered by the study.

Table 2. Content of Work Opportunity Requirements Checklist (WORC)

Item	Mean	SD	Description
1. I was fully informed about the Work Opportunity Requirements Checklist (WORC).	4.594	0.499	Strongly Agree
2. The content of the Work Opportunity Requirements Checklist (WORC) is relevant to the work immersion program.	4.531	0.507	Strongly Agree
3. I can easily understand the lists in Work Opportunity Requirements Checklist (WORC).	4.438	0.801	Agree
4. Work Opportunity Requirements Checklist (WORC) has provided me with all the information I need to get ready for work immersion.	4.625	0.554	Strongly Agree
5. Through Work Opportunity Requirements Checklist (WORC), I know where to start and go for any help.	4.469	0.761	Agree
OVERALL MEAN	4.531	0.145	Strongly Agree

Legend: 4.51-5.00 = Strongly Agree, 3.51-4.50 =Agree, 2.51-3.50 = Neutral, 1.51-2.50 = Disagree, 1.00-1.50 = Strongly Disagree

Table 2 shows the understanding of respondents of the content of the Work Opportunity Requirements Checklist (WORC). The respondents **strongly agreed** with the content information of WORC as shown in Items 1,2, and 4. Item 1 states that students **strongly agree** (4.594±0.499) that they are fully informed about WORC. In item number 2 respondents **strongly agree** (4.531±0.507) that the content of WORC is relevant to the work immersion program. Furthermore, respondents **strongly agree** (4.625±0.554) with item 4 which states that WORC provides all the information needed to get ready for work immersion.

While, respondents have **agreed** under the content information of WORC as shown in Items 3, and 5. Students **agree** (4.438±0.801) that they can easily understand the lists in Work Opportunity Requirements Checklist as observed in Item 3. In item number 5 students **agree** (4.531±0.145) that through Work Opportunity Requirements Checklist (WORC), they know where to start and go for any help.

The overall mean of 4.531 (SD=0.145) described that generally the Grade 12 Work Immersion Students Strongly Agree that they Understand the Content of Work Opportunity Requirements Checklist (WORC).

Table 3. Effects of Work Opportunity Requirements Checklist (WORC)

Item	Mean	SD	Description
6. Using the Work Opportunity Requirements Checklist (WORC) save me time in preparing my requirements.	4.500	0.672	Agree
7. Using the Work Opportunity Requirements Checklist (WORC) helps me to avoid mistakes and simply outsource specific tasks in the preparation of my requirements.	4.406	0.756	Agree
8. Using the Work Opportunity Requirements Checklist (WORC) as my guide helps me to keep track of documents on deadline, and ensures I'm systematic and organized throughout.	4.406	0.615	Agree
9. Using the Work Opportunity Requirements Checklist (WORC) helps me not to worry and keep me to stay focused on more important task about what requirements to prepare.	4.469	0.567	Agree
10. Using the Work Opportunity Requirements Checklist (WORC) helps me to ensure consistency and completeness in carrying out all the requirements needed.	4.531	0.621	Strongly Agree
OVERALL MEAN	**4.463**	**0.072**	**Agree**

Legend: 4.51-5.00 = Strongly Agree, 3.51-4.50 =Agree, 2.51-3.50 = Neutral, 1.51-2.50 = Disagree, 1.00-1.50 = Strongly Disagree

Table 3 shows the effect of the Work Opportunity Requirements Checklist (WORC). Item 10 shows the respondents **strongly agree** (4.463±0.072) that using WORC helps them to ensure consistency and completeness in carrying out all the requirements needed. While item 6 reveals the respondents **agree** (4.500±0.672) that using the Work Opportunity Requirements Checklist (WORC) saves their time in preparing the needed requirements. Item 7 indicates students **agree** (4.406±0.756) that it helps them to avoid mistakes and simply outsource specific tasks in the preparation of their requirements. While respondents **agree** (4.406±0.615) in Item 8 that using WORC as a student

guide helps them to keep track of documents on deadline, and ensures they are systematic and organized throughout. Also, item 9 shows respondents **agree** (4.531±0.621) that using WORC help them not to worry and keep them to stay focused on more important task about what requirements to prepare.

The overall mean of 4.463 (SD=0.072) described that generally, the Grade 12 Work Immersion Students Agree that using the Work Opportunity Requirements Checklist (WORC) has a Positive Effect on them while Preparing their Documents and Requirements for the Work Immersion Program.

Table 4. Improvement of student behavior

Item	Mean	SD	Description
Through Work Opportunity Requirements Checklist (WORC), it improves my management skills as I easily managed to complete the needed requirements for work immersion.	4.531	0.567	Strongly Agree
Work Opportunity Requirements Checklist (WORC) is user's friendly, it improves my retention skills as I easily remembered all the processes in preparing my requirements for work immersion.	4.469	0.718	Agree
Through Work Opportunity Requirements Checklist (WORC) it improves my self-motivation as It inspires me to accomplish all the requirements needed before the targeted deadline.	4.656	0.602	Strongly Agree
Through Work Opportunity Requirements Checklist (WORC) I become committed to doing better in my requirements as they will be submitted to the company.	4.594	0.499	Strongly Agree
Through Work Opportunity Requirements Checklist (WORC), I become optimistic as I believe it will help me in applying for a job shortly.	4.719	0.581	Strongly Agree
OVERALL MEAN	**4.594**	**0.079**	**Strongly Agree**

Legend: 4.51-5.00 = Strongly Agree, 3.51-4.50 =Agree, 2.51-3.50 = Neutral, 1.51-2.50 = Disagree, 1.00-1.50 = Strongly Disagree

Table 4 shows that respondents **strongly agree** with the improvement of learners' behavior using WORC as shown in Items 11, 13,14, and 15. Item 11 states that students **strongly agree** (4.531±0.567) that through Work Opportunity Requirements Checklist (WORC), improves their management

skills as they can easily be managed to complete the needed requirements for work immersion. While item 12 reveals that learners **agree** (4.469 ±0.718) that WORC is the user's friendly and improves their retention skills as they can easily remember all the processes in preparing their requirements for work

immersion. Item 13 shows that respondents **strongly agree** (4.656±0.602) that using WORC improves their self-motivation as it inspires them to accomplish all the requirements needed before the targeted deadline.

Also, Item 14 results **strongly agree** (4.594 ±0.499) from students that using WORC they become committed to doing better in the requirements as it will be submitted to the company. Furthermore, respondents **strongly agree** (4.719±0.581) that they become optimistic as they believe using WORC will help them in applying for a job shortly.

The overall mean of 4.594 (SD=0.079) described that generally the Grade 12 Work Immersion Students Strongly Agree that using the Work Opportunity Requirements Checklist (WORC) Improves their Behaviour towards the Preparation for Work Immersion.

4. CONCLUSION

From this study it can be concluded several things as follow: (1) Work Opportunity Requirements Checklist (WORC) is essential in preparing documents and requirements for the work immersion program. This serves as a guide to Grade 12 students who will undergo work immersion. This study shows that using the Work Opportunity Requirements Checklist (WORC) has positive effects on students and improves students' behavior as it reduced failure in preparing work immersion requirements that are needed by the partner's company; ensured consistency and completeness in carrying out a task; analyzed the needs and special requirements for work immersion program; helped them stay more organized; helped them move quickly, more efficient, and save time; lastly, assured them not skipping any important step in the process. The researchers realized that using the Work Opportunity Requirements Checklist (WORC) is not only important but also practically useful to work immersion students who will undergo a work immersion program. Indeed preparing documents and requirements are very stressful on the part of the students as they have a lot of things to do in school. Having Work Opportunity Requirements Checklist (WORC) as a guide on accomplishing documents and requirements gives the students a direction on how and what to prepare before work immersion and deployment. The researchers believe that this Work Opportunity Requirements Checklist (WORC) must be shared with all senior high schools. It will help parents to plan, prepare, and be ready for the upcoming expenses; it will guide the work immersion students on what and how to start preparing the documents and requirements for the work immersion program; lastly, it will help the work immersion teachers to save time and effort in explaining the process and procedure of the work immersion program.

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Appendix 1

WORK OPPORTUNITY REQUIREMENTS CHECKLIST (WORC)

LAS PIÑAS CITY NATIONAL SENIOR HIGH SCHOOL DOÑA JOSEFA CAMPUS 📞 (02) 8-541-1801; ✉ shsdonajosefa@gmail.com	PRE-IMMERSION REQUIREMENTS CHECKLIST

PERSONAL DATA

Last Name:	First Name:	Middle Name:
Section:		**Strand:**
Company:		**Starting Date:**

QUALIFICATIONS

Please read and understand. Check the items below if applicable.	Remarks
☐	Grade 12 Regular Student ➢ *Please give details in the remarks if you are irregular student.*	
☐	With No Final Failing Grades from Grade 11 and Grade 12 ➢ *Please write in the remarks the specific failed subjects, if you have.* ➢ *Please have a recommendation letter from the back subject teacher if you undergone back subject class.*	
☐	With No Behavioural Records from the Guidance Office ➢ *Please proceed to Guidance office for advise and recommendation if you have behavioural record.*	
☐	Physically Fit to Work ➢ *Please seek a medical doctor for advise and recommendation if you are not physically fit to work.*	
☐	Has the ability to work as a team	
☐	Has the ability to follow company's rules and regulations	

Note: If you are qualified above please proceed to the Requirements, if not please see your work immersion teacher.

REQUIREMENTS

MUST Accomplished ALL the Requirements	Remarks
☐	Endorsement Letter *(given and signed by immersion teacher and the Principal)*	
☐	Updated Resume with 2x2 picture	
☐	Application Letter *(Addressed to the Company)*	
☐	Photocopy of Barangay Clearance	
☐	Photocopy of Police Clearance	
☐	Photocopy of NBI Clearance *(One-year validity)*	
☐	Photocopy of Medical Certificates ➢ *Pre-employment Physical Exam Result (PPE) – CBC, Urine ,X-ray ,Drug Test, & Pregnancy Test for Women* ➢ *Medical Results Must Read by City Health Officer to accomplished medical certificates*	
☐	Parental Consent *(please see Work Immersion Booklet)*	
☐	Copy of Work Immersion Booklet	

IMPORTANT: Please be reminded that the deadline for submission of Requirements is one week ahead of the deployment.

Received and Validated by:

_____   Date: _____
(Signature over Printed Name of Work Immersion Teacher)

Appendix 2

WORK OPPORTUNITY REQUIREMENTS CHECKLIST (WORC)

Name: _____   Year & Section: _____

Strand: _____   Gender: _____

Thank you for using the WORK OPPORTUNITY REQUIREMENT CHECKLIST (WORC). The purpose of this survey is to allow you to share your experience as a work immersion student preparing your requirements for work immersion program. Your responses are confidential - the results will not be reported in any form that would identify an individual. The survey takes approximately ten minutes to complete. All information collected will be used by school to evaluate and improve our work immersion program.

Please choose and circle your level of agreement with each of the following statements, as they relate to your experience in Work Opportunity Requirement Checklist (WORC).

#	Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1.	I was fully informed about the Work Opportunity Requirements Checklist (WORC).	1	2	3	4	5
2.	The content of Work Opportunity Requirements Checklist (WORC) is relevant to work immersion program.	1	2	3	4	4
3.	I can easily understand about the lists in Work Opportunity Requirements Checklist (WORC).	1	2	3	4	5
4	Work Opportunity Requirements Checklist (WORC) has provided me all the information I need in order to get ready for work immersion.	1	2	3	4	5
5.	Through Work Opportunity Requirements Checklist (WORC), I know where to start and go for any help.	1	2	3	4	5

#	Statement					
6.	Using Work Opportunity Requirements Checklist (WORC) save my time in preparing my requirements.	1	2	3	4	5
7.	Using Work Opportunity Requirements Checklist (WORC) it helps me to avoid mistakes and simply outsourcing specific tasks in the preparation of my requirements.	1	2	3	4	4
8.	Using Work Opportunity Requirements Checklist (WORC) as my guide helps me to keep track of documents on deadline, and ensures I'm systematic and organized throughout.	1	2	3	4	5
9.	Using Work Opportunity Requirements Checklist (WORC) helps me not to worry and keep me to stay focused on more important task about what requirements to prepare.	1	2	3	4	5
10.	Using Work Opportunity Requirements Checklist (WORC) it helps me to ensure consistency and completeness in carrying out all the requirements needed.	1	2	3	4	5

#	Statement					
11.	Through Work Opportunity Requirements Checklist (WORC), I easily managed to complete the needed requirements for work immersion.	1	2	3	4	5
12.	Work Opportunity Requirements Checklist (WORC) is user's friendly as I easily remembered all the process in preparing my requirements for work immersion.	1	2	3	4	4
13.	Through Work Opportunity Requirements Checklist (WORC) it motivates me to accomplish all the requirements needed before the target deadline.	1	2	3	4	5
14	Through Work Opportunity Requirements Checklist (WORC) it encouraged me to do better in my requirements as it will be submitted to the company.	1	2	3	4	5
15.	Through Work Opportunity Requirements Checklist (WORC), I believe it will help me in applying a job in the near future.	1	2	3	4	5

Thank You for Your Honest Response!