



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 869, s. 2026

AUG 17 2026

**FINAL MEETING FOR THE CONDUCT OF THE 2026 NATIONWIDE
WORK IMMERSION FAIR**

To: Schools Division Superintendent of SDO Negros Occidental
All Others Concerned

1. Attached is a Memorandum issued by the Bureau of Curriculum Development (BCD) regarding the Final Meeting for the Conduct of the 2026 National Work Immersion Fair.
2. The participants in this meeting are the following:
 - Regional Work Immersion Focal person
 - Division WI Focal Person
 - Negros Occidental High School Work Immersion Focal Person/Host School
3. Prior to the meeting, the host school is instructed to accomplish the attached Work Immersion Fair Event Checklist to ensure full readiness across venue logistics, finances, programs, refreshments, and technical working groups.
4. The meeting details are as follows:
Date: August 18, 2026
Time: 2:00 PM – 4:00 PM
Platform/Link: <https://meet.google.com/kad-pywm-fgi>
5. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Incl.: As Stated

Reference: BCD Memorandum dated August 12, 2026

To be indicated in the Perpetual Index

Under the following subjects:

CURRICULUM

MEETINGS

PROGRAMS

WORK IMMERSION

MGDLR/CLMD-RMWLC- FINAL MEETING FOR THE CONDUCT OF THE 2026 NATIONWIDE WORK IMMERSION FAIR
August 17, 2026



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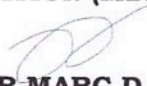
Republic of the Philippines
Department of Education
BUREAU OF CURRICULUM DEVELOPMENT

Office of the Director

MEMORANDUM

TO : ALL REGIONAL DIRECTORS

MINISTER OF BASIC, HIGHER AND TECHNICAL
EDUCATION (MBHTE)

FROM : 
PETER MARC D. MAGSALIN
Director IV

SUBJECT : FINAL MEETING FOR THE CONDUCT OF THE
2026 NATIONWIDE WORK IMMERSION FAIR

DATE : August 12, 2026

In connection with the forthcoming 2026 National Immersion Fair scheduled on September 11, 2026, this office will conduct the final meeting to provide updates, check readiness for the event and provide additional instructions. Work Immersion Focals in the region and division offices are requested to communicate this information to the host schools. Prior to the meeting, host schools are instructed to conduct an Event Readiness Assessment of the fair. Please see the attached checklist in this memorandum.

Meeting Details:

Date : August 18, 2026
Time : 2:00 PM – 4:00 PM
Link : <https://meet.google.com/kad-pywm-fgj>

For immediate dissemination.



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Work Immersion Fair Event Checklist

School Name: _____
School Address: _____
Venue Address: _____

General Instruction: Review the checklist and answer the specific column that corresponds to the readiness of the host school.

A. Venue and Logistics

Item	Yes	No	Remarks
Venue is reserved and confirmed			
Venue capacity matches expected attendees			
Layout/floor plan is prepared.			
Registration area is designated.			
Partner Booth/exhibit spaces are assigned.			
Tables and chairs available and sufficient			
Directional and informational signages are available			
Parking area is available.			
Security personnel coordinated			
First aid station & Emergency exit are identified.			
Audio and Video materials are available.			

B. Financial

Item	Yes	No	Remarks
Receive the Approved budget.			
Procurement requirements completed			
Payments for venue and suppliers approved			
Receipts and supporting documents secured			
Financial monitoring mechanism established			



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C. Programs & Invitations

Item	Yes	No	Remarks
Event program are printed.			
Assigned Emcee, secretariat and ushers.			
Keynote speaker has been confirmed.			
Invitation letters are disseminated			
RSVP monitoring is planned.			
Certificates has been prepared (Appearance, Participation)			
AVP/presentation materials collected			
Registration forms prepared			
Event kits are prepared. (Matching Session QR Codes)			

D. Refreshments

Item	Yes	No	Remarks
Catering service confirmed			
Menu approved			
Number of meals aligned with attendance estimate			

E. Technical Working Group

Item	Yes	No	Remarks
TWG members is created.			
Terms of reference/tasks are assigned			
Partnership and stakeholder coordination team organized			
ICT/technical support team organized			
Event briefing/orientation conducted			
Contingency plan prepared			
Post-event evaluation team assigned			
Attendance monitoring system prepared			
Photo and video documentation arrangements are assigned.			