



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

24-4184

Office of the Schools Division Superintendent

June 3, 2024

DIVISION MEMORANDUM

No. 0119, s. 2024

CALL FOR NATIONAL LEARNING CAMP VOLUNTEERS

To : Assistant Schools Division Superintendent
Chiefs of Curriculum Implementation Division (CID) and
School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
All Concerned

1. In support of the implementation of the National Learning Camp (NLC) pursuant to DepEd Order (DO) No. 014, s. 2023, Policy Guidelines on the Implementation of the National Learning Camp, the Department of Education (DepEd) shall engage the services of Learning Camp Volunteers (LCV) to facilitate the Intervention Camp in critical learning areas, particularly on Reading, English, and Mathematics.
2. LCVs shall render services in the Intervention Camp from July 1 to 19, 2024. While DepEd incumbent/in-service teachers may take part in the NLC program, the department recognizes the importance of affording public school teachers, a well-deserved break during the End-of-School Year (EOSY). As such, licensed teachers external to DepEd who are willing and can facilitate learning shall be engaged as LCVs.
3. The schools shall organize a special HRMPSB sub-committee for LCVs to evaluate the applications for LCVs. The sub-committee shall:
 - a. receive applications and check the completeness, authenticity, and veracity of documents submitted by the applicants;
 - b. conduct the initial evaluation of the applicant's qualifications vis-à-vis the minimum and preferred qualifications stipulated in Items 11 and 12 of the attached Joint Memorandum on the Guidelines on the Utilization of 2024 Program Support Funds (PSF) to DepEd Regional Offices (ROs) for the Implementation of the National Learning Camp (NLC) and Other 2024 End-Of-Schol-Year (EOSY) Break Activities in Support of the National Learning Recovery Program (NLRP) and submit to the Schools Division Superintendent a list of applicants along with the result of the initial evaluation using the prescribed form in Appendix B of Annex 2 as Assessment and Selection Report

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due for submission to the Office of the Schools Division Superintendent on **June 24, 2024**; and

- c. assess the qualified non-DepEd applicants based on the evaluation criteria as defined in the said Joint Memorandum.
4. Eligible applicants who are DepEd incumbent teachers who are willing to volunteer, remaining LET-eligible applicants in the recent and /or previous Registries of Qualified Applicants (RQAs) who are not given appointments, and Other LET-eligible teacher applicants in the above-mentioned RQAs who did not meet the cut-off score per existing DepEd hiring guidelines **shall no longer undergo assessment**.
5. **Only other LET-eligible in the locality such as but not limited to teachers from private schools, SUCs/LUCs, and other teaching practitioners in the community** shall undergo the assessment and selection process to be conducted by the designated LCV sub-committee.
6. The LCV sub-committee shall adopt the suggested evaluative assessment outlined in the Joint Memorandum.
7. The LCV sub-committee is responsible for finalizing the Assessment and Selection Report found in Appendix B of Annex 2.

Job Functions and Nature of Engagement:

1. The following job functions, duties, and responsibilities shall be performed by the Learning Camp Volunteer, depending on the needed support identified by the schools:
 - a. Facilitates the learning delivery in one (1) or more learning camp/s in a learning area aligned to his/her specialization with the supervision of the school head or other authorized representative/s;
 - b. Contextualizes lesson plans and other NLC resources to facilitate learning through relevant, appropriate, and responsive teaching strategies;
 - c. Tracks learners' progress, update learners' records, and provide feedback to the learner's parents/guardians;
 - d. Participates actively in collaborative expertise sessions to ensure readiness in content and pedagogy for effective lesson delivery;
 - e. Coordinates with the teacher-adviser before and after the NLC duration.
2. The following guidelines shall be observed:
 - a. They shall be engaged for a period of three weeks.
 - b. They shall render four hours and thirty minutes (4.5 hours) of actual teaching from Tuesdays to Thursdays, with collaborative expertise sessions for 4.5 hours on Mondays and Fridays.
 - c. They shall work in collaboration with the previous teacher-adviser or school head to get the assessment results of individual learners in class

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and turn over the records/documents showing progress after the NLC. They shall be under the overall supervision of the school head, regardless of the source of funds for their incentives. All administrative actions and decisions about the engagement relations shall be exercised by the SDS or the School Head as designated by the SDS.

d. They shall receive remuneration for services rendered, the amount of which shall not be below the minimum daily wage rates set by the National Wages Productivity Commission per region.

Vacant Position:

A. Elementary

Schools	Grade Levels		
	1	2	3
1 GL Dondoy CES	2	2	1
2 JP Laurel ES	4	4	3
3 Tagurot ES	4	1	2
4 Kiotoy ES	1	1	1
5 Sta. Cruz ES	2	1	1
6 NB Galapin ES	2	3	2
7 Lorenzo T. Conception IS	1	1	1
8 Buenavista ES	1	1	1
9 Mabunao ES	1	2	1
10 San Roque ES	1	1	1
11 Katualan ES	1	1	1
12 New Visayas CES	3	2	2
13 TG Gerona ES	1	1	1
14 Namuag ES	1	1	1
15 Licanan ES	2	1	2
16 Datu Abdul ES	2	2	1
17 Consolacion ES	2	3	2
18 Malativas ES	1	2	1
19 Waterfall ES	2	2	2
20 Little Panay ES	2	2	3
21 Kasilak ES	1	2	0
22 Katipunan ES	1	1	1
23 Southern Davao ES	4	5	6
24 RD Mabitad Sr. ES	3	3	3
25 Don Manuel A. Javellana ES	1	1	1

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26	Sindaton ES	2	1	1
27	Concordia Sison ES	1	1	1
28	Roxas ES	1	2	1
29	Nanyo CES	4	5	3
30	Valentin Daquio ES	1	1	1
31	Dalisay Village ES	1	1	1
32	A.O. Floirendo ES	1	1	1
33	Tibungol ES	1	1	1
34	P. Changco ES	1	1	1
35	A.O. Floirendo ES II	2	2	4
36	Cabili ES	1	1	2
37	Dona Nenita ES	2	2	1
38	Greda ES	4	2	3
39	Panabo Central ESSC	4	6	6
40	Rizal ES	3	3	2
41	Salvacion ES	2	1	3
42	San Francisco ES	2	1	1
43	San Pedro ES	2	2	2
44	San Vicente ES	4	3	3
45	Sto Nino ES	1	2	1

B. Secondary

Schools	Grade Levels					
	7	8	9	10	11	12
1 Panabo City NHS	3	2	0	0	0	0
2 Quezon NHS	2	3	2	1	1	0
3 San Vicente NHS	4	2	1	1	2	0
4 Southern Davao NHS	6	2	1	2	0	0
5 Don Manuel A. Javellana MNHS	3	2	1	0	0	0
6 Sindaton NHS	1	1	1	1	0	0
7 Nanyo NHS	3	0	1	0	0	0
8 A.O. Floirendo NHS	2	2	2	2	0	0
9 Desiderio Dalisay NHS	0	1	1	0	0	0
10 Manay NHS	2	2	0	0	0	0
11 Lorenzo T. Concepcion IS	2	2	1	1	0	0
12 Mabunao NHS	1	1	0	0	0	0
13 Cagangohan NHS	2	2	3	1	0	0

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14	Kauswagan NHS	1	2	1	1	0	0
15	Panabo City SHS	0	0	0	0	11	4
16	Malativas NHS	1	1	1	1	0	0
17	Little Panay NHS	2	2	2	1	0	0
18	Kasilak National High School	1	1	1	1	0	0

Corresponding Remunerations/Salary:

Voluntary with meal expense of Php 250.00/ day of actual service/DepEd LCV/; and/or remuneration for Non-DepEd LCV which shall be based on the minimum daily wage set by the National Wages Productivity Commission (NWPC) per region (*Guidelines on the Engagement of LCVs, paragraph 9.d*) in Annex 3.

Minimum Qualifications:

- Education: Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
- Training: None required
- Experience: None required
- Eligibility: Licensed Professional Teacher (LPT)
- Age: At least 21 years old but not more than 59 years old
- Preferably resident of the community/barangay where the school is located
- Other preferred qualifications as may be determined by the OUCT/SDO and/or school relative to the specific considerations of the specific school/s concerned such as but not limited to the **subject area specialization** most preferably **Reading, English, and Mathematics**.

Selection Criteria:

- Document Review: Applicants with the following qualifications/credentials shall be preferred based on the needs of the program:
 - LET/PBET eligibility
 - Tertiary units above the minimum Education requirement
 - Training in relevant to the learning area/specialization

Documentary Requirements and Deadline of Submission:

Interested applicants shall submit the following documentary requirements on or before **June 20, 2024**:

- Letter of intent addressed to the Schools Division Superintendent (prescribed template is attached in Appendix A of Annex 2);
- Duly accomplished PDS (CS Form No. 212, Revised 2017); and
- Other documents as may be required such as but not limited to the following:
 - Photocopy of Certificate of LET Eligibility/Rating/License/ID;

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8. Other details of the Call for Learning Camp Volunteers are contained in the Annex 2 of the attached Joint Memorandum
9. For widest and immediate dissemination.


JINKY B. FIRMAN PhD, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

RELEASED

JUN 05 2024

RECORDS SECTION, DO PANABO CITY
BY 

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Republika ng Pilipinas
Department of Education

MEMORANDUM

TO : **REGIONAL DIRECTORS
ALL OTHERS CONCERNED**

FROM : **GINA O. GONONG**
Undersecretary for Curriculum and Teaching


ANNALYN M. SEVILLA *AS*
Undersecretary for Finance


WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Undersecretary for Human Resource
and Organizational Development

SUBJECT : **GUIDELINES ON THE UTILIZATION OF 2024 PROGRAM SUPPORT FUNDS (PSF) TO DEPED REGIONAL OFFICES (ROs) FOR THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP (NLC) AND OTHER 2024 END-OF-SCHOOL-YEAR (EOSY) BREAK ACTIVITIES IN SUPPORT OF THE NATIONAL LEARNING RECOVERY PROGRAM (NLRP)**

DATE : April 15, 2024

1. The National Learning Camp (NLC) is integral to the overarching National Learning Recovery Program (NLRP), encompassing a three (3)- to five (5)-week voluntary program for the three camps. For EOSY break 2024, activities in the Consolidation and Intervention Camps shall be conducted **within three weeks**, instead of five weeks **from July 1 to 19, 2024** in accordance with DepEd Order No. 003, s. 2024, *Amendment to DO 22, s. 2023, Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*.
2. The 2024 NLC shall target learners currently enrolled in Grades 1 to 3 and Grades 7 to 10. For Grades 1 to 3, the focus is on improving Reading and Mathematics (RM) skills, while for Grades 7 to 10, the emphasis is on English, Science, and Mathematics (ESM).
3. While NLC is in its phased implementation, schools can conduct Remedial classes for learners in Grades 4, 5, 6, 11, and 12 who did not meet the expectations in

1

support the implementation of the 2024 NLC and other activities
subject to the limitation of funds:

- A. Printing/reproduction of teaching and learning resources including answer sheets and assessment tools for the learners;
- B. Payment of meal expenses for DepEd LCVs and/or remuneration of non-DepEd LCVs; and
- C. Expenses related to the conduct of orientation activities for the implementation of the 2024 NLC

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Specific Guidelines on the Eligible Expenditures

1. Printing/reproduction of teaching and learning resources including answer sheets and assessment tools for the learners

- (a) Quality-assured teaching-learning resources for Grades 1 to 3 and Grades 7 to 10 shall be downloaded by the Regional Office (RO) from the folder named "**Ready-to-Print Teaching and Learning NLC Materials**". Unauthorized printing, uploading, reproduction, distribution, and such other unlawful actions that involve or relate to the sharing of digital files other than the intended recipients and for the intended purpose are strictly prohibited and shall be grounds for the imposition of administrative sanctions, without prejudice to the filing of other appropriate administrative, civil, and criminal actions.
- (b) The technical specifications outlined in **Annex 1-A, 1-B, and 1-C** of this Memorandum shall be adopted for the reproduction and printing of the teaching and learning resources. The page counts provided in the attached annexes are approximate and subject to potential adjustments by the Bureau of Learning Resources (BLR) during the illustration, reformatting, and laying out of the resources. Thus, the page counts in the actual materials in the "Ready-to-Print Teaching and Learning NLC Materials" Folder shall be adhered to during the procurement. Any additional specifications issued by the Curriculum and Teaching (CT) Strand in the future shall be considered.
- (c) School heads shall ascertain the quantity of teaching and learning resources to be printed, subject to validation by the Regional/Division LRMS Supervisors in coordination with NLC Coordinators, and approval by the Schools Division Superintendents/Regional Directors. Prudent measures shall be observed to minimize the reproduction of these resources taking into account factors such as enrollment size, availability of qualified LCVs, and prioritization of learners who are yet to grasp the reading and mathematics foundational skills.
- (d) The teaching and learning resources to be printed for the 2024 NLC shall be **non-consumable** and shall be accorded with utmost safekeeping measures to ensure their continued usefulness in subsequent years of NLC implementation or as reference materials. Designated property custodians shall be responsible for including these resources in their inventory records to facilitate proper management and tracking.
- (e) ROs, SDOs, and schools shall prepare execution plans aligned with the procurement mode for printing/reproduction of teaching-learning resources tailored to their contexts. Field offices have the flexibility to explore procurement options, including but not limited to (1) small-value procurement in the SDOs/schools; (2) agency-to-agency procurement across governance levels; or (3) in-house reproduction by SDOs/schools to be done strictly by non-teaching personnel/job order/volunteers, while NLC is on its phased implementation stage.

(f) Under favorable circumstances determined by the field offices, those who may opt for in-house reproduction of resources may utilize the PSF to acquire printing equipment and materials within the MOOE threshold, including hiring of Job Order personnel for schools with no non-teaching personnel, compliant with the usual government accounting and auditing rules and regulations, subject to the approval of the Regional Directors or the Schools Division Superintendents.

2. Payment of meal expenses for DepEd LCVs and/or Remuneration of Non-DepEd LCVs

The set of **Guidelines on the Engagement of Learning Camp Volunteers** attached in **Annex 2** provides the mechanisms, procedures, and standards in the recruitment, selection, and engagement of LCVs.

(a) Meal expense is Php 250.00/day of actual service/DepEd LCV/; and/or Remuneration for Non-DepEd LCV which shall be based on the minimum daily wage set by the National Wages Productivity Commission (NWPC) per region (*Guidelines on the Engagement of LCVs, paragraph 9.d*) in **Annex 3**.

(b) Number of LCVs required is based on the number of learners per camp, per learning area, and per grade level, using the parameters below:

NLC:

- Intervention Camp: maximum of 10 learners per LCV
- Consolidation Camp: maximum of 35 learners per LCV
- Enhancement Camp: maximum of 35 learners per LCV

(c) Schools Districts through the Public Schools Supervisors (PSDS) shall **explore the possibility of merging enrollments from nearby schools to optimize the services of LCVs**. The table below illustrates the merging of enrollment of a cluster of schools to optimize the services of the LCVs.

District: 5		Grade Level: 7		Learning Area: Mathematics		
School	Intervention Camp Learners	LCVs Required	Consolidation Camp Learners	LCVs Required	Enhancement Camp Learners	LCVs Required
A	3	1	15	1	12	1
B	5		9		12	
C	2		10		11	
D	10	1	15	1	34	1
E	5	1	12		33	
F	5		8		24	
G	2	1	10	1	11	1
H	6		10		32	
I	2		15		23	
J	9	1	33	1	12	1
Total		5		4		6

(d) In case of a shortage of LCVs meeting the eligible requirements, the following **tiered prioritization approach** of deployment/assignment of LCVs shall be implemented by the SDSs.

- i. Tier 1 – Intervention Camp
- ii. Tier 2 – Consolidation Camp
- iii. Tier 3 – Enhancement Camp

Example: SDO Ormoc City has the following data in Grade 7 to 10 Mathematics:

Grade Level	Camp	Required LCVs
7 to 10	Intervention	45
	Consolidation	94
	Enhancement	78
Total		217

Total No. of Qualified LCVs = 210

Decision: Tiered Prioritization Approach shall apply

45 LCVs shall be assigned to Intervention Camps

94 LCVs shall be assigned to Consolidation Camps

The remaining 71 LCVs will be assigned to Enhancement Camps

(e) For ROs and SDOs to compute the total amount needed to pay the meal expense of DepEd LCVs and/or Remuneration of Non-DepEd LCVs for NLC, the data gathering templates in Annex 4-A to Annex 4-I shall be accomplished by the responsible official/personnel, guided by their respective responsibilities in the table below:

Responsible Official/ Personnel	Responsibility	Template/Annex
Teacher	<ol style="list-style-type: none"> Identifies the learners in the learning area she/he teaches, per camp. Recommends them to the school head, by writing the names of the learners in the template in Annex 4-B or Annex 4-B. Submits the accomplished template to the school head. 	Annex 4-A (Grades 1, 2, 3) Annex 4-B (Grades 7, 8, 9, 10)
School Head	<ol style="list-style-type: none"> Validates the data submitted by the teachers. Consolidates the data by grade level, by learning area, and by camp, using the template in Annex 4-C. Submits the accomplished template to PSDS. 	Annex 4-C (Grades 1, 2, 3 and 7, 8, 9, 10)
PSDS	<ol style="list-style-type: none"> Validates the data submitted by the school heads. Consolidates the data by school, grade level, learning area, and camp using the template in Annex 4-D. Explores the possibility of merging learners from nearby schools of the same camp, learning area, and grade level to optimize the services of LCVs. Submits the accomplished template to SDO through the Learning Area EPS 	Annex 4-D ((Grades 1, 2, 3 and 7, 8, 9, 10))
	1. Consolidates the data of learners in the learning area he/she manages,	Annex 4-E

SDO Learning Area EPS	<p>by district, by grade level, and by camp, using the template in Annex 4-E.</p> <p>2. Submits the accomplished template to the CID Chief.</p>	(Grades 1, 2, 3 and 7, 8, 9, 10)
CID Chief	<p>1. Consolidates the data of learners for the 5 learning areas, by district, by grade level, by camp, using the template in Annex 4-F.</p> <p>2. Submits the accomplished template to the ASDS.</p>	Annex 4-F (Grades 1, 2, 3 and 7, 8, 9, 10)
ASDS	<p>1. Checks and validates the data submitted by the CID Chief, considering the report of the HRMPSB Sub-Committees.</p> <p>2. Submits the checked and validated data to the SDS.</p>	Same template, Annex 4-F (Grades 1, 2, 3 and 7, 8, 9, 10)
SDS	<p>1. Analyzes the report of the ASDS based on the results submitted by HRMPSB Sub-Committees.</p> <p>2. Determine the optimum number of candidates deemed most qualified for hiring following the order of priorities.</p> <p>4. Finalizes the LCVs potential to be hired for the 3 camps, in Reading, English, Science, and Mathematics for Grades 1 to 3 and 7 to 10.</p> <p>5. Informed by the relevant information, decides on the number of LCVs to be hired considering capacity of the SDO in terms of financial and human (<i>LCV who met the preferred qualifications</i>) resources.</p> <p>6. Implements tiered prioritization approach, in case of shortage of LCVs meeting the eligible requirements.</p> <p>6. Inputs the final data in the template, Annex 4-G.</p> <p>7. Submits the accomplished template to the RO through the CLMD Chief.</p>	Annex 4-G (Grades 1, 2, 3 and 7, 8, 9, 10)
CLMD Chief	<p>1. Consolidates the data by SDO using the template in Annex 4-H.</p> <p>3. Informs the RO-EPS in ESM on the total number of LCVs required per level, per camp, per SDO.</p> <p>3. Submits to the Budget Officer and Accountant as input for the computation of</p>	Annex 4-H (Grades 1, 2, 3 and 7, 8, 9, 10)

	budget requirement for LCVs required per SDO.	
Regional Budget Officer	<ol style="list-style-type: none"> 1. Validates the financial capacity per SDO. 2. Computes the budgetary requirement per SDO. 2. Consolidates the budget needed for the whole region. 3. Ensures 100% utilization of GMS 2023 Continuing Funds 4. Prepares the computation of additional funds for request. 5. Submits to the Regional Director, using template in Annex -4-I. 	Annex 4-I (Budgetary Requirement for LCVs per SDO)
Regional Director	1. Approves/modifies/disapproves the budget requirement prepared by the Budget Officer, based on the capacity per SDO.	Same template. Annex 4-I (Budgetary Requirement for LCVs per SDO)

(f) The data for LCV requirement in Remedial classes for learners who did not meet the expectations in one (1) or two (2) learning areas in SY 2023-2024 other than those offered in the NLC, shall likewise be forwarded from schools to districts, to SDO, and RO for them to be considered in the computation of budgetary requirement.

3. Expenses related to the conduct of orientation activities in the implementation of the 2024 NLC

(a) The budget to be allotted for the conduct of the orientation shall not exceed Php 300.00 per participant in the following:

i. *Orientation for District Facilitators.* This shall be conducted by the Chief Facilitators composed of Curriculum Learning and Management Division (CLMD) Chiefs, Curriculum Implementation Division (CID) Chiefs, and Regional Office Education Program Supervisors in English, Science, and Mathematics (RO-EPS in ESM), who shall strategically organize themselves into teams to cover all the districts in their respective SDOs. The orientation shall be conducted in school/s strategically located and accessible to all the expected participants.

Each district shall organize two (2) teams of facilitators composed of PSDSs, School Heads, or Master Teachers/Teachers. Each team shall comprise three (3) facilitators for Grades 7 to 10 (1 English, 1 Science, and 1 Mathematics) and two (2) facilitators for Grades 1 to 3 (1 Reading and 1 Mathematics).

ii. *Orientation for the LCVs.* This shall be conducted by the two (2) teams of facilitators in each district of the SDOs. The orientation

shall be conducted in select schools accessible or strategic to all the LCV participants.

- (b) More than one (1) batch of orientation may be allowed in large ROs/districts with more than 100 LCVs per learning area in a particular learning area and grade level to ensure quality outcomes.
- (c) To determine the budget for the conduct of orientation, letter "a" is multiplied by the total number of qualified LCVs to be hired as submitted by the SDOs and verified by the ROs, and the number of facilitators in the district and school/cluster of school levels.
- (d) Considering the above eligible expenditure items, SDO accountable officials shall accomplish the template in **Annex 5-A** and submit to RO; while ROs consolidate them using the template in **Annex 5-B**, which will be approved by the **Regional Directors**, and consequently endorsed to the Central Office through the BLD for request of additional funds if necessary.

Procedure for Requesting Additional PSF

1. Using the data submitted by SDOs, the ROs shall compute the total fund requirements considering the standards stipulated in the three (3) eligible expenditures as given specific details in these implementing guidelines.
2. ROs shall maximize the utilization of the remaining amount of PSF from the FY 2023 (RA 11936) GMS-MOOE Continuing Funds and ensure a 100% utilization rate.
3. ROs with insufficient remaining PSF from the FY 2023 (R.A. 11936) GMS-MOOE, shall determine the additional fund requirement at the earliest possible time, and submit a letter request for additional PSF through the Bureau of Learning Delivery (BLD), Office of the Director through email at bld.od@deped.gov.ph.
4. Due to limited funds, all ROs are requested to establish mechanisms to regulate and validate data elements to be submitted by the SDOs considering their capacity to implement and achieve the expected deliverables meeting the standards.
5. The Curriculum and Teaching (CT) strand, through the BLD, shall prepare the allocation based on the request submitted by the ROs, and submit the same to the Secretary, through the Office of the Undersecretary for Finance (OUF), to release the funds to the ROs.
6. The Finance Service (FS) - Budget Division in the DepEd Central Office shall process and issue the Sub-Allotment Release Orders (Sub-AROs) necessary to effect the downloading of funds to the ROs.
7. ROs may conduct procurement activities relevant to the allowable expenditures stipulated in this Memorandum. Regional Directors shall determine the most efficient, effective, and practical strategy for procuring the required resources in the implementation of the NLC for their respective regions.

8. If the RO has determined to download funds further to the SDOs, the Regional Director, through its planning, finance, and program teams, shall facilitate the expeditious downloading of funds.
9. After the receipt of Sub-AROs, the Finance office of the ROs shall request the Department of Budget and Management (DBM) counterpart for the issuance of a Notice of Cash Allocation (NCAs) to cover the cash requirements of the Sub-AROs received.
10. The allocation and utilization of funds by all DepEd Implementing Units shall be in accordance with the priorities set in this Memorandum.
11. The use of the funds shall be subject to the existing government budgeting, accounting, auditing, and procurement rules and regulations.
12. The grant of cash advance shall be subject to the rules and regulations on the granting, utilization, and liquidation of cash advances as provided for under Commission on Audit (COA) Circular No. 97-002 dated February 10, 1997, as amended by COA Circular No. 2006-005 dated July 13, 2006.
13. Procurement of resources under these guidelines shall be in accordance with applicable provisions of RA 9184 and its IRR as well as the internal rules and processes of DepEd.
14. In case the downloaded fund is not sufficient to address the actual needs for the purpose, the ROs and SDOs may provide additional fund support from local funds or may venture into partnerships compliant with DepEd rules and regulations.
15. Any excess from the downloaded Basic Education Curriculum (BEC) 2024 funds shall be accounted for to be utilized in the upcoming conduct of NLC 2025.

Monitoring and Reporting

All NLC Coordinators designated by the Regional Directors, in coordination with the Finance Division, shall oversee and monitor the utilization of the aforesaid funds. The Regional NLC Coordinator shall prepare a consolidated Accomplishment Report which shall be submitted to the BLD not later than **August 30, 2024**, through the Google Drive link: <http://tinyurl.com/Regional-NLCReports>.

Submission of the Accomplishment Report shall be closely monitored by BLD to ensure compliance of all regions. The Accomplishment Report template is provided in **Annex 6** of this Memorandum.

For clarifications or inquiries, please contact the Office of the Director of the BLD through email at bld.od@deped.gov.ph or telephone number (02) 8637-4347.

For widest dissemination and strict compliance.

Copy Furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

ANNEX 1-A: minimum Technical Specifications for Enhancement Teaching-Learning Materials for Grades 1 to 3 and 7 to 10

Camp/ Learning Area	TEACHING RESOURCES			LEARNING RESOURCES		
	Lesson Plan (Grade/ Estimated No. of Pages)	Technical Specification Option 1 (Private Printer)	Technical Specification Option 2 (In-House)	Student Workbook (Estimated Grade/No. of Pages)	Technical Specification Option 1 (Private Printer)	Technical Specification Option 2 (In-House)
Enhancement Reading	Grade 1 120 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black with 1 Side UV Coating	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70gsm Color: Cover Black Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages	Grade 1 120 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70gsm Color: Cover Black Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages
	Grade 2 120 pages + cover			Grade 2 120 pages + cover		
	Grade 3 120 pages + cover			Grade 3 120 pages + cover		
Enhancement Math	Grade 1 252 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black with 1 Side UV Coating	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70gsm Color: Cover Black Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages	Grade 1 252 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70gsm Color: Cover Black Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages
	Grade 2 276 pages + cover			Grade 2 276 pages + cover		
	Grade 3 216 pages + cover			Grade 3 216 pages + cover		
Enhancement English Science Mathematics	Grade 7 154 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black with 1 Side UV Coating	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70gsm Color: Cover Black Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages	Grade 7 150 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages	Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70gsm Color: Cover Black Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages
	Grade 8 154 pages + cover			Grade 8 150 pages + cover		
	Grade 9 154 pages + cover			Grade 9 150 pages + cover		
	Grade 10 154 pages + cover			Grade 10 150 pages + cover		

Note:

1. For option 1 printing from private printers, industry practice requires that total number of inside pages be divisible by at least 8 pages. Thus, if the material is 74 or 124 pages, excess pages of 6 or 4 pages respectively, is added. It is recommended that the excess of 6 or 4 pages be converted to answer/extra sheets for learners
2. For option 2 in-house printing using printers, photocopier, riso machine, or any other printing equipment
3. No. of pages shall be based on the actual teaching-learning resources to be downloaded by BLR to ROs

ANNEX 1-B: Minimum Technical Specifications for Consolidation Teaching-Learning Resources for Grades 1 to 3 and 7 to 10

Camp/ Learning Area	TEACHING RESOURCES			LEARNING RESOURCES		
	Lesson Plan (Grade/ Estimated No. of Pages)	Technical Specification Option 1 (Private Printer)	Technical Specification Option 2 (In-House)	Student Workbook (Grade/ Estimated No. of Pages)	Technical Specification Option 1 (Private Printer)	Technical Specification Option 2 (In-House)
Consolidation Reading	Grade 1 120 pages + cover	<p>Book size: A4 No. of pages: As indicated Excluding Cover</p> <p>Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print</p> <p>Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages</p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover</p> <p>Quantity: Cover stock: Self Cover Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print</p> <p>Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages</p>	<p>Grade 1 120 pages + cover</p> <p>Grade 2 120 pages + cover</p> <p>Grade 3 120 pages + cover</p>	<p>Book size: A4 No. of pages: Indicated pages are just approximate, the number of pages in the actual will prevail Excluding Cover</p> <p>Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print</p> <p>Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages</p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover</p> <p>Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70 gsm Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print</p> <p>Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages</p>
	Grade 1 252 pages + cover					
	Grade 2 276 pages + cover					
Consolidation English Science Mathematics	Grade 3 216 pages + cover	<p>Book size: A4 No. of pages: As indicated Excluding Cover</p> <p>Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print</p> <p>Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages</p>	<p>Grade 1 252 pages + cover</p> <p>Grade 2 276 pages + cover</p> <p>Grade 3 216 pages + cover</p> <p>Grade 7 74 pages + cover</p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover</p> <p>Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70 gsm Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print</p> <p>Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages</p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover</p> <p>Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70 gsm Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print</p> <p>Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages</p>	
	Grade 7 154 pages + cover					
	Grade 8 154 pages + cover					
	Grade 9 154 pages + cover					
	Grade 10 154 pages + cover					

Note:

1. For option 1 printing from private printers, industry practice requires that total number of inside pages be divisible by at least 8 pages. Thus, if the material is 74 or 124 pages, excess pages of 6 or 4 pages respectively, is added. It is recommended that the excess of 6 or 4 pages be converted to answer/extra sheets for learners
2. For option 2 in-house printing using printers, photocopier, riso machine, or any other printing equipment
3. No. of pages shall be based on the actual teaching-learning resources to be downloaded by BLR to ROs

ANNEX 1-C: Minimum Technical Specifications for Intervention Teaching-Learning Resources for Grades 1 to 3 and 7 to 10

Camp/ Learning Area	TEACHING RESOURCES			LEARNING RESOURCES		
	Lesson Plan (Grade/ Estimated No. of Pages)	Technical Specification Option 1 (Private Printer)	Technical Specification Option 2 (In-House)	Student Workbook (Grade/ Estimated No. of Pages)	Technical Specification Option 1 (Private Printer)	Technical Specification Option 2 (In-House)
Intervention Reading	Grade 1 120 pages + cover	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper 70 gsm Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>	Grade 1 120 pages + cover	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>
	Grade 2 120 pages + cover			Grade 2 120 pages + cover		
	Grade 3 120 pages + cover			Grade 3 120 pages + cover		
Intervention Reading	Grade 1 252 pages + cover	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>	Grade 1 252 pages + cover	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>
	Grade 2 276 pages + cover			Grade 2 276 pages + cover		
	Grade 3 216 pages + cover			Grade 3 216 pages + cover		
Intervention English, Science, and Mathematics	Grade 7 320 pages + cover	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>	Grade 7 200 pages + cover	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>	<p>Book size: A4 No. of pages: As indicated Excluding Cover Quantity: Cover stock: Self Cover Inside pages Black back-to-back print Finishing/Binding: <u>Perfect Binding</u> for those with 96 pages and above; while <u>Saddle Stitch</u> for those below 96 pages </p>
	Grade 8 320 pages + cover			Grade 8 200 pages + cover		
	Grade 9 320 pages + cover			Grade 9 200 pages + cover		
	Grade 10 320 pages + cover			Grade 10 200 pages + cover		

Note:

1. For option 1 printing from private printers, industry practice requires that total number of inside pages be divisible by at least 8 pages. Thus, if the material is 74 or 124 pages, excess pages of 6 or 4 pages respectively, is added. It is recommended that the excess of 6 or 4 pages be converted to answer/extra sheets for learners
2. For option 2 in-house printing using printers, photocopier, riso machine, or any other printing equipment
3. No. of pages shall be based on the actual teaching-learning resources to be downloaded by BLR to ROs

Annex 2: GUIDELINES ON THE ENGAGEMENT OF LEARNING CAMP VOLUNTEERS (LCVs)

I. Rationale

1. In support of the implementation of the National Learning Camp (NLC) pursuant to DepEd Order (DO) No. 014, s. 2023, *Policy Guidelines on the Implementation of the National Learning Camp*, the Department of Education (DepEd) shall engage the services of Learning Camp Volunteers (LCV) to facilitate the enhancement, consolidation, or intervention programs in critical learning areas, particularly on Reading, English, Science, and Mathematics.
2. With the adjustment of the school calendar for SY 2023-2024 in accordance with DO 003, s. 2024, *Amendment to DepEd Order No. 022, s. 2023, Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024*, LCVs shall render services in the Intervention Camp, Consolidation, and Enhancement Camp from July 01 to 19, 2024.
3. While DepEd incumbent/in-service teachers may take part in the NLC program, the department recognizes the importance of affording them (public school teachers) a well-deserved break during the End-of-School Year (EOSY). As such, other licensed teachers external to DepEd who are willing and able to facilitate learning in the three camps shall be engaged as LCVs.
4. The engagement of the LCVs is a crucial part of the National Learning Recovery Program (NLRP) of the Department of Education's (DepEd) strategic initiatives aligned with the MATATAG: Bansang Makabata, Batang Makabansa Agenda.

II. Scope

5. This DepEd Memorandum provides for the mechanisms, procedures, and standards that shall guide all DepEd offices and schools as well as other stakeholders in the recruitment, selection, and engagement of Learning Camp Volunteers in public elementary and secondary schools, including senior high schools, in 2024 EOSY break.

III. Definition of Terms

6. For purposes of this Memorandum, the following terms shall be defined and understood as follows:
 - a. **Learning Camp Volunteer** refers to a DepEd or non-DepEd licensed teacher who renders tailored instructional services to a target group of learners within a specific period.

- b. **Job Order** refers to piece of work (pakyaw) or intermittent or emergency jobs needed for a short duration and for a specific piece of work.

IV. Procedures

A. Determining the Need for Learning Camp Volunteers

- 7. In determining the need to employ Learning Camp Volunteers, SDOs and/or schools shall observe the following parameters:
 - a. Schools shall be guided by the provisions of DepEd Order No. 14, s. 2023, *Policy Guidelines on the Implementation National Learning Camp* and its *amendments* on the conduct of early registration, and administration of post-assessment for incoming Grades 1 to 12 for NLC.
 - b. Based on the assessment results, schools do the placement of the pre-registered learners into the three (3) camps - intervention, consolidation, and enhancement.
 - c. Guided by the standard class size per camp (*Intervention Camp - maximum of 10, Consolidation Camp - maximum of 35, and Enhancement Camp- maximum of 35*), the schools determine the number of LCVs needed per camp, per learning area, and per grade level.
 - d. Schools report to the district offices the number of LCVs needed. District offices through the PSDS **explore the possibility of merging enrollments from nearby schools to optimize the services of LCVs**, and report to SDOs.
 - e. SDOs report to the ROs the total number of LCVs needed for computing the fund requirement to be requested by the central office.

B. Job Functions and Nature of Engagement

- 8. The following job functions, duties, and responsibilities shall be performed by the Learning Camp Volunteer, depending on the needed support identified by the schools:
 - a. Facilitate the learning delivery in one (1) or more learning camp/s in a learning area aligned to his/her specialization with the supervision of the school head or other authorized representative/s;
 - b. Contextualize lesson plans and other NLC resources to facilitate learning through relevant, appropriate, and responsive teaching strategies;
 - c. Track learners' progress, update learners' records, and provide feedback to the learner's parents/guardians;
 - d. Participate actively in collaborative expertise sessions to ensure readiness in content and pedagogy for effective lesson delivery;
 - e. Coordinates with the teacher-adviser before and after the NLC duration.
- 9. Non-DepEd LCVs shall be hired under **Job Order** status, subject to relevant and applicable policies, issuances, rules, and regulations. Furthermore, the following guidelines shall be observed:

- a. They shall be engaged for a period of three (3) to five (5) weeks.
- b. They shall render four hours and thirty minutes (4.5 hours) of actual teaching from Tuesdays to Thursdays, with collaborative expertise sessions for 4.5 hours on Mondays and Fridays.
- c. They shall work in collaboration with the previous teacher adviser or school head to get the assessment results of individual learners in class and turn over the records/documents showing progress after the NLC. They shall be under the overall supervision of the school head, regardless of the source of funds for their incentives. All administrative actions and decisions about the engagement relations shall be exercised by the SDS or the School Head as designated by the SDS.
- d. They shall receive remuneration for services rendered, the amount of which shall not be below the minimum daily wage rates set by the National Wages Productivity Commission per region.

C. Application, Selection, and Hiring Process

10. Upon issuance of this memorandum, the SDO shall issue a Memorandum or Call for Application duly signed by the SDS stipulating the following, such as, but not limited to:

- a. Vacant Position
- b. School
- c. Nature of Engagement and Corresponding Remunerations/Salary
- d. Minimum Qualifications
- e. Selection Criteria
- f. Documentary Requirements and Deadline of Submission of Application Documents
- g. Timeline of Selection and Hiring Activities.

The duration of the call is announced in a separate memorandum.

11. Applicants for Learning Camp Volunteer must meet the following minimum qualifications:

- a. Education: Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
- b. Training: None required
- c. Experience: None required
- d. Eligibility: Licensed Professional Teacher (LPT)
- e. Age: At least 21 years old but not more than 59 years old
- f. Preferably resident of the community/barangay where the school is located
- g. Other preferred qualifications as may be determined by the OUCT/SDO and/or school relative to the specific considerations of the specific school/s concerned such as but not limited to the **subject area specialization** most preferably **Reading, English, Science, and Mathematics.**

12. Consistent with Item 12, the following are eligible to volunteer:

- a. DepEd incumbent teachers who are willing to volunteer;
- b. Remaining LET-eligible applicants in the recent and/or previous Registries of Qualified Applicants (RQAs) who are not given appointments;
- c. Other LET-eligible in the locality such as but not limited to teachers from private schools, SUCs/LUCs, and other teaching practitioners in the community; and
- d. Other LET-eligible teacher applicants in the above-mentioned RQAs who did not meet the cut-off score per existing DepEd hiring guidelines;

13. Interested applicants shall submit the following documentary requirements:

- a. Letter of intent addressed to the SDS, or to the highest human resource officer designated by the SDS (*prescribed template is attached in Appendix A of Annex 2*);
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017); and
- c. Other documents as may be required such as but not limited to the following:
 - i. Photocopy of Certificate of LET Eligibility/Rating/License/ID;
 - ii. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and True Copy of Grades;
 - iii. Photocopy of Service Record or Certificate of Employment, if there is any;
 - iv. Photocopy of Certificates of Training, if there is any;
 - v. Photocopy of the latest Performance Rating, if there is any.

14. A special HRMPSB sub-committee for LCVs shall be designated to evaluate the applications for LCVs. The sub-committee shall:

- a. Receive applications and check the completeness, authenticity, and veracity of documents submitted by the applicants;
- b. Conduct the initial evaluation of the applicants' qualifications vis-a-vis the minimum and **preferred** qualifications stipulated in Items 11 and 12, and submit to the SDS a list of applicants along with the result of the initial evaluation using the prescribed form in *Appendix B of Annex 2* as **Assessment and Selection Report**; and
- c. Assess the qualified non-DepEd applicants based on the evaluation and selection criteria as defined in this Memorandum.

15. Consistent with Item 12, eligible applicants mentioned in **12 (a, b, and d) shall no longer undergo assessment.**

16. **Only the applicants in 12(c) who meet the minimum & preferred qualification** shall undergo the assessment and selection process to be conducted by the designated LCV sub-committee.

17. The LCV sub-committee shall adopt the following evaluative assessments. They may devise the evaluation and selection criteria, tools, and rubrics for each evaluative assessment based on the needs of the learning camps.

a. **Document Review.** Applicants with the following qualifications/credentials shall be **preferred** based on the needs of the program:

- i. LET/PBET Eligibility
- ii. Tertiary units above the minimum Education requirement that is relevant to the learning area/specialization
- iii. Training in relevant to the learning area/specialization
- iv. Previous experience, such as tutoring, relevant to the learning area/specialization
Note: For applicants with previous experience, performance rating, should there be any, shall be taken into consideration.
- v. Other qualifications in the applicants' portfolio aligned with the needs of the program.

b. **Interview.** The interview shall focus on the collection of detailed and complete information about the applicant relative to the job function of an LCV. The objective of the interview is to assess potential, characteristics, traits, and fitness to the position, and to predict how the applicant will perform on the job. The interview shall also be an avenue to validate the qualifications and credentials submitted by the applicant.

18. It is the responsibility of the LCV sub-committee to finalize the Assessment and Selection Report (*Appendix B of Annex 2*). They shall recommend the final list of applicants recommended for hiring based on the following parameters:

a. **Merit and fitness.** The SDS shall select the candidate deemed most qualified for NLC. The following factors shall be taken into consideration:

- i. Learning area specialization (Reading/English, Science, and Mathematics)
- ii. Knowledge and background in ECCD, Special Education (SPED) including handling learners with disabilities, Indigenous Peoples (IP) Education, and Madrasah Education, among others, depending on the needs of the school.

b. **Location.** Applicants who reside within the community/barangay where the school and/or households in need are located shall be prioritized in hiring.

c. Other parameters as may be defined by the LCV sub-committee.

19. Guided by the Assessment and Selection Report validated and recommended by the LCV sub-committee and in the exercise of sound discretion, the SDS shall select from the list of recommended applicants, insofar as practicable, the candidate deemed most qualified for hiring.

20. Upon receipt of the SDS' approval of the list of candidates for hiring, the HRMO shall facilitate the execution of the contract with the successful candidates.

A prescribed Employment Contract is attached in *Appendix C of Annex 2*.

D. Capacity Building

21. Aligned with DepEd Order No. 14 s. 2023 Policy Guidelines on the Implementation of National Learning Camp, teachers shall be capacitated on content and pedagogical knowledge and skills required for the NLC, guided by the Philippine Professional Standard for Teachers (PPST), including those on child rights and child protection, and their roles through the orientation activities organized by the SDOs, through the supervision of ROs and the CO.

22. Expenses relative to the conduct of orientation of LCVs shall be charged to the funds downloaded to the ROs and SDOs in support of the operationalization of the NLC and can be augmented with local funds subject to the usual accounting rules and regulations.

E. Incentives and Benefits

23. DepEd incumbent teachers who will volunteer as LCVs shall be granted:

- Vacation Service credits, subject to the Department's existing policies
- National Certificate of Recognition
- Other incentives, contingent upon the availability of funds and in adherence to the set guidelines.

24. LCVs external to DepEd shall be provided with the following incentives subject to government rules and regulations:

- Certificate of Services Rendered /Certificate of Engagement (as applicable)
- National Certificate of Recognition
- Remuneration for services rendered not below the minimum daily wage rates set by the National Wages Productivity Commission per region

V. Monitoring and Evaluation

25. Schools Division Offices shall accomplish the *Registry of Learning Camp Volunteers per Learning Area*, using the provided template attached as *Appendix D of Annex 2*. Regional Offices, through the Curriculum and Learning Management Division (CLMD), shall oversee the proper conduct of this activity and provide support to SDOs and schools by facilitating linkages to potential partners.

26. The Regional and Schools Division Offices shall ensure strict adherence to these guidelines and other relevant issuances in the engagement of LCVs. The Schools Division Superintendents and HRMOs in the SDOs shall regularly monitor and evaluate the implementation of this policy and submit program report to the Regional Director.

27. For purposes of reporting and in aid of future policy recommendations, a consolidated report on the engagement of LCVs by the end of the learning camp or other EOSY activities shall be submitted by the SDOs, through the ROs, to the Office of the Undersecretary for Curriculum and Instructions, copy furnished the Office of the Undersecretary for Human Resource and Organizational Development. The template of the report is enclosed in *Appendix E of Annex 2*, which details the following information:

- a. Number of LCVs hired
- b. Nature of Engagement
- c. Funding Source
- d. Amount of remuneration and other compensation and benefits received
- e. Challenges encountered
- f. Anticipated future needs

28. **References**

DO 003, s. 2024, *Implementing Guidelines on the School Calendar and Activities for the School Year 2023–2024*

DepEd Order No. 014, s. 2023, *Policy Guidelines on the Implementation of the National Learning Camp*

COA-DBM Joint Circular (J.C.) No. 1, s. 2020, *Interim Guidelines Contract of Service (COS) and Job Order (JO) Workers in Government for the Duration of the State of Calamity and Community Quarantine Due to the Corona Virus Disease 2019 (Covid-19)*

CSC-COA-DBM J.C. No. 1, s. 2018, *Amendment to the CSC-COA-DBM Joint Circular No. 1, S. 2017*

CSC-COA-DBM JC 1, s. 2017: *Rules and Regulations Governing Contract of Service and Job Order Workers in the Government*

DepEd Order No. 012, s. 2020 (*Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency*)

DepEd Order No. 21, s. 2019 (*Policy Guidelines on the K to 12 Basic Education Program*)

Expression of Intent

I, _____ hereby express my intent to be a Learning Camp
(Complete Name)

Volunteer in _____, _____
(Name of School) (Address of the School)

during the implementation of the National Learning Camp for 2024 EOSY break, scheduled this July 1 to July 19, 2024. I am willing to attend an orientation activity on the program implementation.

Furthermore, I hereby grant the Department of Education the right to collect and process my personal information and profile as provided below, for purposes relevant to the hiring of learning camp volunteers in the Department.

Personal Information	
Age:	
Sex:	
Complete Residential Address:	
Mobile/Telephone Number:	

Academic and Employment Details	
Bachelor's Degree & Specialization:	
Master's Degree & Specialization (if any):	
Present Employment (if any):	
Present Position (if any):	
Grade Level Assignment (if any):	
Length of Service as a Teacher (if any):	

Signature Over Printed Name
Date Signed: _____

Appendix B of Annex 2

**DEPARTMENT OF EDUCATION
ASSESSMENT AND SELECTION REPORT ON HIRING LEARNING CAMP VOLUNTEERS**

Name of Schools Division: _____

Name of School: _____

Date of Final Deliberation: _____

Total Number of Applicants: _____

PART A. List of Applicants Recommended for Hiring and Assessment Results

NAME OF APPLICANT	BASIC INFORMATION		QUALIFICATIONS						ASSESSMENT RESULTS	REMARKS	SSC RECOMMENDATION <small>(Indicate 'Recommended' if applicant is deemed qualified for hiring based on the set parameters)</small>	FUND SOURCE <small>(To be accomplished by the SDS; Affix signature if approved)</small>	APPROVAL <small>(To be accomplished by the SDO)</small>
	ADDR ESS	SEX <i>(by birth)</i>	LET/ PBET <i>(Indicate Yes or No)</i>	EDUCATION <i>(Indicate highest educational attainment)</i>	TRAINING <i>(Indicate relevant training attended)</i>	EXPERIENCE <i>(Indicate previous relevant experience; at least 6 months)</i>	PERFORMANCE <i>(Indicate performance rating, if any)</i>	OTHERS <i>(Indicate other relevant qualifications)</i>					
1 JUAN C. DELA CRUZ													
2													
3													

Note: Attach the assessment criteria, tool, and rubrics used in the interview, learning facilitation demonstration/exercise, and written examination

JOB ORDER CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:
The Department of Education - (Schools Division, DepEd Region No. ____), a government agency with office address at _____, represented by (Schools Division Superintendent), (Designation, Office), herein referred to as the "First Party",

-and-

_____, of legal age, Filipino and with residence address at _____, referred to as the "Second Party".

-WITNESSETH -

1. That the First Party, in the exigency of the service, engages the services of the Second Party to facilitate the effective and efficient implementation of the Learning Camp;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the services needed by the latter;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in his/her Personal Data Sheet, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that he/she has not been previously dismissed from government service by reason of an administrative offense; and that he/she has not already reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second Party is hereby contracted to render service as Learning Camp Volunteer for the period _____ to _____, in consideration of the monthly rate of _____ (Php_____) to be paid after the engagement; subject to applicable taxes and liabilities, if any, and corresponding deductions for tardiness, undertime and absence incurred during the engagement and submission of accomplishment report to justify payment;
6. That the Second Party is expected to perform the following functions:
 - a. Facilitates the learning delivery in one (1) or more learning camps with the supervision of the school head or other authorized representative/s;
 - b. Contextualizes lesson plans that would facilitate learning through relevant, appropriate, and responsive teaching strategies and learning resources and contextualizes NLC resources to ensure developmental, age, and cultural appropriateness of lessons for the target learners;
 - c. Monitors and evaluates learners' progress during the NLC;

- d. Participates actively in collaborative expertise sessions to ensure readiness in content and pedagogy for effective lesson delivery;
- e. Maintains updated learners' records, and tracks their academic and behavioral progress, which may be provided as feedback to the learner's parents/guardians; and
- f. Coordinates with the teacher-advisers before and after the NLC duration.

7. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and will not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;
8. That the Second Party shall observe the standards of personal conduct in the discharge and execution of functions/services in accordance with the Code of Conduct and Ethical Standards for Public Officials and Employees under RA 6713;
9. That the Second Party shall hold and maintain the Confidential Information in strict confidence; and shall carefully restrict access by third parties without clearance from the authorized First Party officer;
10. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies); and
11. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, to be submitted prior to the termination of this contract.

IN WITNESS WHEREOF, both parties have hereunto set their hands this _____ day of _____, 20____ at Pasig City, Philippines.

DEPARTMENT OF EDUCATION:

First Party

Second Party

Signed in the presence of:

ACKNOWLEDGMENT
REPUBLIC OF THE PHILIPPINES)
CITY OF) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction,
personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued

known to me as the same persons who executed the foregoing instrument and
acknowledged to me that the same are their own free will and voluntary act
and deed.

This instrument consists of three (3) pages including this page wherein
this acknowledgment is written, and is signed by the parties and their
instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____ at
Pasig City, Philippines.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of _____

Appendix D of Annex 2. Registry of Learning Camp Volunteers

School: _____ SDO: _____
 Region: _____ School ID: _____
 Complete School Address: _____

Registry of Learning Camp Volunteer for Reading Grades 1 to 3

Name	Specialization	Tick (✓) the Volunteer Category	
		Non-DepEd	DepEd

Registry of Learning Camp Volunteer for Mathematics Grades 1 to 3

Name	Specialization	Tick (✓) the Volunteer Category	
		Non-DepEd	DepEd

Registry of Learning Camp Volunteer for English Grades 7 to 10

Name	Specialization	Tick (✓) the Volunteer Category	
		Non-DepEd	DepEd

Registry of Learning Camp Volunteer for Science Grades 7 to 10

Name	Specialization	Tick (✓) the Volunteer Category	
		Non-DepEd	DepEd

Registry of Learning Camp Volunteer for Mathematics Grades 7 to 10

Name	Specialization	Tick (✓) the Volunteer Category	
		Non-DepEd	DepEd

Prepared by:

HRMPSB

Appendix E of Annex 2

DEPARTMENT OF EDUCATION
REGIONAL SUMMARY REPORT ON LEARNING CAMP VOLUNTEERS

Name of Region: _____
Period of: _____

PART A. Learning Camp Volunteer Complement

I. REGION PROPER

NATURE OF ENGAGEMENT	NO. OF LEARNING CAMP VOLUNTEERS HIRED IN THE REGION		NO. OF LEARNING CAMP VOLUNTEERS HIRED IN THE REGION				NO. OF RECEIVED APPLICATIONS FOR LEARNING CAMP VOLUNTEERS		
	Male	Female	Special Education Fund (SEF)	SDO MOOE	School MOOE	Other Fund Source (if applicable)	Remaining teacher applicants in the current or previous RQA	Teacher applicants who did not meet the cut-off score per existing DepEd hiring guidelines	Other LET Passers in the Locality
Job Order									
Others (Pro-bono Volunteers)									
TOTAL									

II. SCHOOL DIVISION OFFICE LEVEL

Name of SDO: _____

NATURE OF ENGAGEMENT	NO. OF LEARNING CAMP VOLUNTEERS HIRED IN THE SDO		NO. OF RECEIVED APPLICATIONS FOR LEARNING CAMP VOLUNTEERS						
	Male	Female	Special Education Fund (SEF)	SDO MOOE	School MOOE	Other Fund Source (if applicable)	Remaining teacher applicants in the current or previous RQA	Teacher applicants who did not meet the cut-off score per existing DepEd hiring guidelines	Other LET Passers in the Locality
Job Order									
Others (Pro-bono Volunteers)									
TOTAL									

PART B. Challenges encountered and Anticipated Needs in the Region

Challenges encountered in Engaging Learning Camp Volunteers	Anticipated need/s in the future (HR needs, financial, etc.)

Annex 3: Daily Minimum Wage by Region as Prescribed by Philippines Wage Productivity Commission

Region	Minimum Wage/Day	Minimum Wage/Hour	Minimum Wage/4.5 hours
(A)	(B)	(C)	(D)
Region I	435.00	55.00	248.00
Region II	435.00	55.00	248.00
Region III	500.00	65.00	293.00
Region IV-A	520.00	65.00	293.00
Region IV-B	395.00	50.00	225.00
Region V	395.00	50.00	225.00
Region VI	480.00	60.00	270.00
Region VII	468.00	60.00	270.00
Region VIII	405.00	51.00	230.00
Region IX	381.00	47.75	215.00
Region X	438.00	55.00	248.00
Region XI	443.00	55.50	250.00
Region XII	403.00	50.50	227.00
CARAGA	385.00	50.00	225.00
CAR	430.00	53.75	242.00
NCR	610.00	76.25	343.00
Grand Total			

**Annex 4-A: Names of Recommended Learners for NLC, Per Camp
(Grades 1 to 3)**

School: _____
Teacher: _____

Grade Level: _____
Section: _____

Names of Recommended NLC Learners

Learning Area: READING

Intervention Camp	Consolidation Camp	Enhancement Camp
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.
13.	13.	13.
14.	14.	14.
15.	15.	15.
Total	Total	Total

Names of Recommended NLC Learners

Learning Area: MATHEMATICS

Intervention Camp	Consolidation Camp	Enhancement Camp
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.
13.	13.	13.
14.	14.	14.
15.	15.	15.
Total	Total	Total

Prepared by:

Learning Area/s Teacher

Annex 4-C: School Consolidated Data on the Number of NLC Learners

School: _____
 School Head: _____

School ID: _____
 District: _____

Number of Learners

Grade Level	Learning Area	CAMPS		
		Intervention Camp <i>(For Reading/English & Mathematics only)</i>	Consolidation Camp	Enhancement Camp
1	Reading			
	Mathematics			
2	Reading			
	Mathematics			
3	Reading			
	Mathematics			
7	English			
	Science			
	Mathematics			
8	English			
	Science			
	Mathematics			
9	English			
	Science			
	Mathematics			
10	English			
	Science			
	Mathematics			
Total	Reading Grades 1 to 3			
	Mathematics Grades 1 to 3			
	English Grades 7 to 10			
	Science Grades 7 to 10			
	Mathematics Grades 7 to 10			

Prepared by:

 School Head

Annex 4-D: District Consolidated Data of NLC Learners & LCV Requirement (Grades 1, 2, 3, 7, 8, 9, and 10)

District: _____

Address: _____

District Head: _____

SDO: _____

District Data of NLC Learners and LCV Requirement

A. GRADES 1 to 3

SCHOOLS	INTERVENTION CAMP				CONSOLIDATION CAMP				ENHANCEMENT CAMP				TOTAL LCVs REQUIRED	
	Reading Gr 1 to 3	No. of LCVs Required	Math Gr 1 to 3	No. of LCVs Required	Reading Gr 1 to 3	No. of LCVs Required	Math Gr 1 to 3	No. of LCVs Required	Reading Gr 1 to 3	No. of LCVs Required	Math Gr 1 to 3	Reading LCVs	Math LCVs	

B. GRADES 7 to 10

SCHOOLS	INTERVENTION CAMP				CONSOLIDATION CAMP					ENHANCEMENT CAMP					TOTAL LCVs REQUIRED			
	English Gr 7 - 10	No. of LCVs Required	Math Gr 7-10	Reading LCVs	Math LCVs	No. of LCVs Required	Science Gr 7- 10	No. of LCVs Required	Math Gr 7-10	No. of LCVs Required	English Gr 7- 10	No. of LCVs Required	Science Gr 7- 10	No. of LCVs Required	Math Gr 7-10	No. of LCVs Required	Reading LCVs	Science LCVs

Prepared by:

PSDS

Annex 4-F: SDO Consolidated Data of NLC Learners & Corresponding LCV Requirement (Grades 1, 2, 3, 7, 8, 9, &10), By Learning Area

SDO: _____

Learning Area: _____

Address: _____

SDS : _____

SDO Data of NLC Learners and LCV Requirement By Learning Area

A. GRADES 1 to 3

B. GRADES 7 to 10

Prepared by:

SDO Learning Area Supervisor

Annex 4-F: SDO Consolidated Data of NLC Learners & Corresponding LCV Requirement (Grades 1,2,3,7,8,9,&10)

SDO:

Address: _____

Learning Areas: **READING/ENGLISH, SCIENCE, MATH**

SDS : _____

SDO Data of NLC Learners and LCV Requirement

A. GRADES 1 to 3

B. GRADES 7 to 110

Prepared by:

CID Chief

Checked and Validated by:

Annex 4-G: SDO Consolidated Data of LCVs for Hiring, By Grade Groups, Camps & Specialization

SDO: _____

Address: _____

Specialization of LCVs: READING/ENGLISH, SCIENCE, MATH

SDS : _____

SDO Consolidated Data of LCVs for Hiring By Grade Groups, Camps & Specialization

SCHOOLS	LEARNING CAMP VOLUNTEERS (LCVs) FOR HIRING																		TOTAL LCVs		
	INTERVENTION CAMP				CONSOLIDATION CAMP						ENHANCEMENT CAMP										
	Reading / English		Mathematics		Reading/ English		Science		Mathematics		Reading/English		Science		Mathematics		Reading / English LCVs	Science LCVs	Math LCVs		
	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	
TOTAL																					
<i>Note: Please indicate the breakdown below of the total LCVs for hiring as to DepEd or Non-DepEd, for purpose of determining the budgetary requirement.</i>																					
DepEd LCVs																					
Non-DepEd LCVs																					

Submitted by:

SDS

Annex 4-I: RO Consolidated Data of LCVs for Hiring, By SDO, Grade Groups, Camps & Specialization

RO: _____

Address: _____

Specialization of LCVs: READING/ENGLISH, SCIENCE, MATH

RD : _____

SDO Consolidated Data of LCVs for Hiring By Grade Groups, Camps & Specialization

LEARNING CAMP VOLUNTEERS (LCVs) FOR HIRING

SDOs	INTERVENTION CAMP				CONSOLIDATION CAMP				ENHANCEMENT CAMP				TOTAL LCVs						
	Reading / English		Mathematics		Reading/ English		Science		Mathematics		Reading/English		Science		Mathematics		Reading / English LCVs	Science LCVs	Math LCVs
	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10	Grades 1 to 3	Grades 7 to 10			
TOTAL																			
<i>Note: Please indicate the breakdown below of the total LCVs for hiring as to DepEd or Non-DepEd, for purpose of determining the budgetary requirement.</i>																			
DepEd LCVs																			
Non-DepEd LCVs																			

Prepared by:

CLMD Chief

Annex 4-I: RO BUDGETARY REQUIREMENT FOR PAYMENT OF MEAL EXPENSE OF DEPED LCVs &/or REMUNERATION OF NON-DEPED LCVs

RO: _____

Address: _____

RD: _____

BUDGETARY REQUIREMENT FOR PAYMENT OF MEAL EXPENSE OF DEPED LCVs &/or REMUNERATION OF NON-DEPED LCVs, BY SDO

A. Total Number of LCVs for Hiring by Category

Prepared by:

Regional Budget Officer

Approved:

Regional Director

Annex 5-A: SDO BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES

SDO: _____

Address: _____

SDS: _____

BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES

Prepared by:

SDO Budget Officer

Concurred:

SDO NLC Coordinator

CID Chief

Recommending Approval:

Approved:

SDS

Annex 5-B: RO BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES

SDO: _____

Address: _____

SDS: _____

BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES

Prepared by:

RO Budget Officer

Concurred:

RO NLC Coordinator

CLMD Chief

Recommending Approval:

ARI

Approved:

Regional Director

Annex 6: NLC 2024 Accomplishment Report

ACCOMPLISHMENT REPORT FOR THE NATIONAL LEARNING CAMP AND OTHER EOSY BREAK ACTIVITIES FOR SY 2023-2024

Region:			Office Address:		
Total No. of SDOs in the RO:			No. of SDOs downloaded with funds:		
Total No. of Schools in the RO:		No. of Schools that participated in both NLC and Other EOSY Break Activities :		No. of Schools that participated in either NLC or Other EOSY Break Activities only:	
Total Budget Downloaded to RO from BEC 2024 Current Funds:	Php	Amount Utilized:	Php	Balance:	Php
Utilization Rate for BEC 2024 Funds:					
Total Budget Downloaded to RO from GMS 2023 Continuing Funds:	Php	Amount Utilized:	Php	Balance:	Php
Total Amount Downloaded to RO:	Php	Total:	Php	Total:	Php
Utilization Rate for GMS 2023 Continuing Funds:					
Average Utilization Rate:					

A. Orientation Activities, Teaching-Learning Resources, Monitoring, Aid for IMs of Other EOSY Break Activities, Meal Expense for Teacher-Volunteers:

Schools Division Office	Budget Allocation	Expenditure Items	Performance Indicator	Physical Accomplishment		Financial Accomplishment	
				Target	Actual	Target	Actual
Total							

B. Challenges, Actions, and Recommendations:

Schools Division Office	Challenges	Actions	Recommendations

Prepared by:

Reviewed by:

Noted:

NLC Regional Coordinator

Regional Accountant & Budget Officer

CLMD Chief

Recommending Approval:

Assistant Regional Director

Approved:

Regional Director