



24-5706

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

Office of the Schools Division Superintendent

June 20, 2024

**DIVISION MEMORANDUM**

No. 0127, s. 2024

**DISSEMINATION OF MEMORANDUM ON THE GUIDELINES FOR THE UTILIZATION OF 2024 PROGRAM SUPPORT FUNDS (PSF) TO DEPED REGIONAL OFFICES FOR THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP AND REMEDIAL CLASSES IN SUPPORT OF THE NATIONAL LEARNING RECOVERY PROGRAM (NLRP)**

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. Pursuant to the Memorandum re: **Guidelines on the Utilization of 2024 Program Support Funds (PSF) to DepEd Schools Division Offices (SDOs) for the Implementation of the National Learning Camp and Remedial Classes in Support of the National Learning Recovery Program (NLRP)**, this Office advises all schools to observe and comply the provisions stipulated.
2. Details of the guidelines are found in the enclosure.
3. Immediate dissemination of and compliance with this Memorandum is directed.

**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

For and in the absence of the Schools Division Superintendent:

  
**GLENN B. SEPARAS, CPA, MBA, CESE**  
Accountant III

RELEASED

JUN 20 2024

RECORDS SECTION SDO PANABO CITY  
BY  
Enc. as stated  
doc://CID/jey/ybm



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

CLMD-2024-330

To : Schools Division Superintendents

Subject: DISSEMINATION OF MEMORANDUM FOR THE GUIDELINES ON THE UTILIZATION OF 2024 PROGRAM SUPPORT FUNDS (PSF) TO DEPED REGIONAL OFFICES FOR THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP AND REMEDIAL CLASSES IN SUPPORT OF THE NATIONAL LEARNING RECOVERY PROGRAM (NLRP)

Date : June 10, 2024

Pursuant to the Memorandum, re: **Guidelines on the Utilization of 2024 Program Support Funds (PSF) to DepEd Regional Offices (Ros) for the Implementation of the National Learning Camp and Remedial Classes in Support of the National Learning Recovery Program (NLRP)**, this Office advises the Schools Division Offices (SDOs) to observe and comply the provisions stipulated.

Details of the guidelines are found in the enclosure.

Immediate dissemination of and compliance to this Memorandum is directed.

**ALLAN G. FARNAZO**  
Director IV

By the Authority of the Regional Director

**REBONFAMIL R. BAGUO**

Director III 13 JUN 2024

Enclosure: As stated.  
ROC12/aca

RECORDED SECTION  
RELEASED  
BY: J. N. Jr.  
TIME: June 13, 2024  
32929



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph

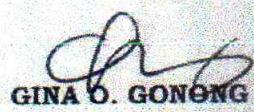


Republic of the Philippines  
Department of Education

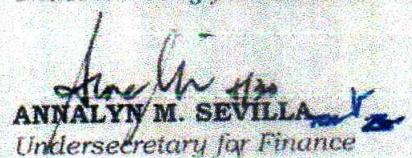
MEMORANDUM

TO : **REGIONAL DIRECTORS**  
**ALL OTHERS CONCERNED**

FROM :

  
**GINA O. GONO**

*Undersecretary for Curriculum and Teaching*

  
**ANALYN M. SEVILLA**

*Undersecretary for Finance*

  
**WILFREDO E. CABRAL**

*Regional Director  
Officer-In-Charge, Office of the Undersecretary  
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 REMEDIAL CLASSES IN SUPPORT OF THE NATIONAL LEARNING RECOVERY PROGRAM (NLRP)**

DATE :

16 May 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) or two (2) learning areas in School Year 2023-2024, including Grades 1 to 3 and Grades 7 to 10 for learning areas other than those offered in the NLC, for them to receive targeted instructional assistance and guidance.

4. In support of the aforementioned activities and to ensure appropriate utilization of the 2024 PSF for the NLC and Remedial Classes, this Memorandum is issued.

**General Guidelines on the Utilization of the PSF for NLC and Remedial Classes**

5. The implementation of the 2024 NLC and Remedial Classes shall be funded by the remaining Program Support Funds (PSF) from the FY 2023 (R.A. 11936) General Management and Supervision – Maintenance and Other Operating Expenses (GMS-MOOE) downloaded to the Regional Offices (ROs) in the previous NLC implementation. The FY 2023 GMS-MOOE Continuing Funds therefore shall be maximally utilized and shall be augmented with additional funds charged against the FY 2024 (R.A. 11975) Basic Education Curriculum (BEC) Current Funds, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

6. Any excess from the FY 2023 GMS-MOOE funds, after the conduct of the 2024 NLC and Remedial Classes; and payment of all eligible expenditures related herein, may be used for other NLRP-related activities.

7. In view of the aforementioned, item no. 2 stipulated in the *Additional Provisions to OUCT-OUF Joint Memorandum on the Guidelines on the Utilization of the 2023 Program Support Funds (PSF) to the Regional Offices (ROs) for the Implementation of the National Learning Camp (NLC) and Other End of the School Year Break Activities Supporting National Learning Recovery Program*, dated November 13, 2023, shall be amended as follows:

**The excess funds from the NLC PSF from the 2023 General Management and Supervision-Maintenance and Other Operating Expenses (GMS-MOOE), FY 2023 (R.A. 11936) Continuing Funds shall be used for the payment of meal expenses for Learning Camp Volunteers (LCVs) and for other eligible expenditures that form part of the operational expenses in the implementation of the 2024 NLC and Remedial Classes.**

8. The following are the general eligible expenditures and activities to be funded to support the implementation of the 2024 NLC and Remedial Classes, subject to the limitation of funds:

- Printing/reproduction of teaching and learning resources including answer sheets and assessment tools for the learners;
- Payment of meal expenses for LCVs (DepEd and Non-DepEd); and
- Expenses related to the conduct of orientation activities for the implementation of the 2024 NLC.

9. For information and guidance on the eligible expenditure "8.B" above, on the meal expense of LCVs who will serve in the 2024 NLC and Remedial Activities, the provisions in the OUCT-OUF Joint Memorandum on the "Clarification on the Utilization of Additional 2023 PSF for the Implementation of the NLC and Other EOSY Break Activities Supporting NLRP," dated August 04, 2023, are hereby emphasized:

- a. It is reiterated that the funds shall be used to cover the payment of **meal expense** for LCVs who will serve in the NLC and Remedial classes.
- b. The meal expense is **not meal/food allowance** contemplated in existing Commission on Audit (COA) Guidelines which is not in the nature of an allowance to reimburse expense incurred by officials and employees of the government in the performance of their official functions or consideration in the fulfilment of official duty. Food allowance is a form of financial assistance to all officials and employees with the purpose of alleviating the economic condition of employees, whereas the **meal expense provided for both DepEd and Non-DepEd LCVs is meant to defray the meals expense incurred by the DepEd and Non-DepEd LCVs in the performance of their official function/ fulfillment of their official duty during the conduct of the 2024 NLC and Remedial activities.**
- c. The amount of **Php250.00 per day per DepEd or Non-DepEd LCV** is the amount that will be provided to the LCVs to subsidize their expenses for meals during the whole duration of the 2024 NLC and Remedial classes. Thus, the amount may be released directly to the LCV, subject to rules on reimbursement. Reimbursement may be done on a weekly basis.
- d. Amount for reimbursement shall be supported with the following:
  - i. Certificate of Expenses Not Requiring Receipts (CENRR) per COA Circular No. 2017-001 (Clarification on the Use of Reimbursement of Expenses Not Requiring Official Receipts (ORs) dated June 2017; and
  - ii. Attendance Sheet, which should be attached to the certification as proof of daily participation in the NLC or Remedial classes supporting the NLRP.

#### **Specific Guidelines on the Eligible Expenditures**

10. Below are the details of the general expenditure items in paragraph 8:

##### **A. 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.

- (c) 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.
- (d) 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.
- (e)
- (f) 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.
- (g) 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.
- (h) 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.
- (i) The budgetary requirement per SDO is determined by the number of learners and LCVs per camp, per learning area, and per Grade level, considering the technical specification in Annexes 1-A, 1-B, and 1-C.

#### **B. Payment of meal expenses for DepEd or Non-DepEd Learning Camp Volunteers**

- (a) The set of **Guidelines on the Engagement of Learning Camp Volunteers** attached in **Annex 2** provides the mechanisms, procedures, and standards in the selection, and engagement of LCVs.
- (b) Meal expense is Php 250.00 per day of actual service from Mondays to Fridays per DepEd or Non-DepEd LCV.

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

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

(d) 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 a sample of 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		15		12	
B	5	1	9	1	12	1
C	2		10		11	
D	10	1	15	1	24	1
E	5		12		33	
F	5	1	8	1	24	
G	2		10		11	1
H	6	1	10	1	32	1
I	2		15		21	
J	9	1	33	1	12	1
<b>Total</b>		<b>5</b>		<b>4</b>		<b>6</b>

(e) In case of a shortage of available LCVs, the following **order of priority** of deployment/assignment of LCVs shall be implemented by the SDO.

- Priority 1 – Intervention Camp
- Priority 2 – Consolidation Camp
- Priority 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
<b>Total</b>		<b>217</b>

Total No. of Qualified LCVs = 210

**Decision:**

**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**

(f) ROs and SDOs shall compute the total amount needed to pay the meal expense of LCVs, guided by the inputs from the school and district level:

Office	Responsibility	Template/Annex
School	Identifies and recommends the learners in the learning area per camp.	Annex 3-A (Grades 1, 2, 3)
	Validates and consolidates, and submits to the District Office the data by grade level, by learning area, and by camp, using the template in Annex 3-C.	Annex 3-B (Grades 7, 8, 9, 10)
District Office	Validates the data submitted by the school heads using the template in Annex 3-D.	Annex 3-C (Grades 1, 2, 3, 7, 8, 9, 10)
Schools Division Office	District office explores the possibility of merging learners from nearby schools of the same camp, learning area, and grade level to optimize the services of LCVs and submits to SDO.  Consolidates the data of learners in the learning area, by district, by grade level, by camp, using the template in Annex 3-E.  Selects the LCVs to be engaged for the 3 camps, in Reading, English, Science, and Mathematics for Grades 1 to 3 and 7 to 10 and approves their engagement through a Volunteer Engagement Agreement (VEA).  Decides on the LCV deployment/assignment based on the pre-determined order of priority.	Annex 3-D (Grades 1, 2, 3, 7, 8, 9, 10)
Regional Office	Consolidates the budgetary requirement based on data per SDO, considering the availability of funds – putting together the remaining 2023 GMS-MOOE Continuing Funds and Additional PSF charged to BEC 2024 funds. Validates the financial capacity and budgetary requirement per SDO.  Approves/modifies/disapproves the budget requirement prepared by the Budget Officer, based on the capacity per SDO.	Annex 3-E (Grades 1, 2, 3, 7, 8, 9, 10)

(g) 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.

**C. 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 be as follows:

- i. *Orientation for District Facilitators.* This is allocated Php 600.00 per pax for the **5 facilitators per district**. The 5 facilitators per district are as follows: **three (3) facilitators in 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). This shall be conducted by the Chief Facilitators who were oriented at the national level, composed of Curriculum Learning and Management Division (CLMD) Chiefs, Curriculum Implementation Division (CID) Chiefs, and Regional Office Education Program Supervisors/Representatives in English, Science, and Mathematics (RO-EPS in ESM/Representatives), who shall strategically organize themselves into teams to cover all the district facilitators for the entire region.
- ii. *Orientation for the LCVs.* This is allocated Php300.00 per LCV, which shall be conducted by the **two (2) teams of facilitators** in each district of the SDOs as follows: (a) **Grades 7 to 10 Team** (1 English, 1 Science, and 1 Mathematics); and (b) **Grades 1 to 3 Team** (1 Reading and 1 Mathematics). 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 districts with more than 100 LCVs in a particular learning area and grade level to ensure quality outcomes.
- (c) The budget related to the conduct of orientation is the total amount required for the Orientation of District Facilitators and the Orientation of the LCVs, following the allocation per pax as indicated in "a.i, and a.ii."

11. Considering the above eligible expenditure items, SDO accountable officials shall accomplish the template in **Annex 4-A** and submit to RO; while ROs consolidate them using the template in **Annex 4-B**, which will be approved by the **Regional Directors**.

**Procedures on the Allocation, Release, and Utilization of Funds**

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. 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.
4. The Curriculum and Teaching (CT) Strand, through the BLD, shall prepare the allocation and submit the same to the Secretary, through the Office of the Undersecretary for Finance (OUF), to release the funds to the ROs.

5. 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.
6. 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.
7. 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.
8. 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.
9. The allocation and utilization of funds by all DepEd Implementing Units shall be in accordance with the priorities set in this Memorandum.
10. The use of the funds shall be subject to the existing government budgeting, accounting, auditing, and procurement rules and regulations.
11. 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.
12. 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.
13. 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.
14. 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 5** 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](mailto: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**

Curriculum/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 Inside pages Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	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: Perfect Binding for those with 96 pages and above; white Saddle Stitch 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: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	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: Perfect Binding for those with 96 pages and above; white Saddle Stitch 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 Inside pages Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	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: Perfect Binding for those with 96 pages and above; white Saddle Stitch 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: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	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: Perfect Binding for those with 96 pages and above; white Saddle Stitch 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 Inside pages Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	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: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	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 Inside pages Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	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: Perfect Binding for those with 96 pages and above; white Saddle Stitch 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:**

- 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 extra sheets.
- For option 2 in-house printing using printers, photocopier, riso machine, or any other printing equipment
- No. of pages shall be based on the actual teaching-learning resources to be downloaded by BLR to RQs. Indicative costing is Php 0.70 per inside page, and Php 1.50 for cover page, subject to the market survey of the procuring entity.

**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)
Consolidation Reading	Grade 1 120 pages + cover			Grade 1 120 pages + cover	
	Grade 2 120 pages + cover			Grade 2 120 pages + cover	
	Grade 3 120 pages + cover			Grade 3 120 pages + cover	Booksize: A4 No. of pages: Indicated pages are just approximate, the number of pages in the actual will prevail.
Consolidation Reading	Grade 1 252 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover Quantity:	Book size: A4 No. of pages: As indicated	Grade 1 252 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover Quantity:
	Grade 2 276 pages + cover	Cover stock: Foldcore Cut 12 solid white Inside pages uncoated textpaper wt. 70 gsm with -3% Opacity 90% with -3% Brightness 80% with -3% Color: Cover Black only with 1 Side UV Coating	Cover stock: Self Cover Inside pages uncoated textpaper 70 gsm Color: Cover Black	Grade 2 276 pages + cover	Cover stock: Foldcore Cut 12 solid white Inside pages uncoated textpaper wt. 70 gsm with -3% Opacity 90% with -3% Brightness 80% with -3% Color: Cover Black
	Grade 3 216 pages + cover	Inside pages Black back-to-back print Finishing/Binding: Perfect binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	Inside pages Black back-to-back print Color: Cover Black only with 1 Side UV Coating	Grade 3 216 pages + cover	Inside pages Black back-to-back print Finishing/Binding: Perfect binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages
Consolidation English, Science, Mathematics	Grade 7 154 pages + cover			Grade 7 74 pages + cover	Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: Perfect binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages
	Grade 8 154 pages + cover			Grade 8 74 pages + cover	Color: Cover Black only with 1 Side UV Coating Inside pages Black back-to-back print Finishing/Binding: Perfect binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages
	Grade 9 154 pages + cover			Grade 9 74 pages + cover	
	Grade 10 154 pages + cover			Grade 10 74 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 extra sheets.
2. For option 2 in-house printing using printers, photocopier, duo 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. 3. No. of pages shall be based on the actual teaching-learning resources to be downloaded by BLR to ROs. Indicative costing is PhP 0.70 per inside page, and PhP 1.50 for cover page, subject to the market survey of the procuring entity.

**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			Grade 1 120 pages + cover		
	Grade 2 120 pages + cover			Grade 2 120 pages + cover		
	Grade 3 120 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover	No. of pages: As indicated Excluding Cover	Grade 3 120 pages + cover	Book size: A4 No. of pages: As indicated Excluding Cover	
Intervention Reading	Grade 1 252 pages + 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	Excluding Cover Cover stock: Self Cover Inside pages: uncoated textpaper 70 gsm Color: Cover Black Inside pages: Black back-to- back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	Grade 1 252 pages + cover	Book size: M No. of pages: As indicated Excluding Cover	
	Grade 2 276 pages + 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	Excluding Cover Cover stock: Self Cover Inside pages: uncoated textpaper 70 gsm Color: Cover Black Inside pages: Black back-to- back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	Grade 2 276 pages + cover	Book size: M No. of pages: As indicated Excluding Cover	
	Grade 3 216 pages + 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	Excluding Cover Cover stock: Self Cover Inside pages: uncoated textpaper 70 gsm Color: Cover Black Inside pages: Black back-to- back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	Grade 3 216 pages + cover	Book size: M No. of pages: As indicated Excluding Cover	
Intervention English, Science, and Mathematics	Grade 7 320 pages + 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	Excluding Cover Cover stock: Self Cover Inside pages: uncoated textpaper 70 gsm Color: Cover Black Inside pages: Black back-to- back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	Grade 7 200 pages + cover	Book size: M No. of pages: As indicated Excluding Cover	
	Grade 8 320 pages + 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	Excluding Cover Cover stock: Self Cover Inside pages: uncoated textpaper 70 gsm Color: Cover Black Inside pages: Black back-to- back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	Grade 8 200 pages + cover	Book size: M No. of pages: As indicated Excluding Cover	
	Grade 9 320 pages + 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	Excluding Cover Cover stock: Self Cover Inside pages: uncoated textpaper 70 gsm Color: Cover Black Inside pages: Black back-to- back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	Grade 9 200 pages + cover	Book size: M No. of pages: As indicated Excluding Cover	
	Grade 10 320 pages + 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	Excluding Cover Cover stock: Self Cover Inside pages: uncoated textpaper 70 gsm Color: Cover Black Inside pages: Black back-to- back print Finishing/Binding: Perfect Binding for those with 96 pages and above; white Saddle Stitch for those below 96 pages	Grade 10 200 pages + cover	Book size: M No. of pages: As indicated Excluding 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 extra sheets.

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. Indicative costing is Php 0.70 per inside page, and Php 1.50 for cover page, subject to the market survey of the procuring entity.



Republic of the Philippines  
**Department of Education**

---

**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. DepEd incumbent/in-service teachers as well as other licensed teachers external to DepEd who are willing and able to facilitate learning in the three camps may take part in the NLC program as LCV.
4. The engagement of the LCVs is a crucial part of the National Learning Recovery Program (NLRP) of the DepEd's 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 selection and engagement of LCVs in identified learning camps, in 2024 EOSY break.

**III. Definition of Terms**

6. For purposes of this Memorandum, the following term 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.

**IV. Procedures**

**A. Determining the Need for Learning Camp Volunteers**

7. In determining the need to employ LCVs, 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. Functions and Nature of Engagement**

- 8. The following functions, duties, and responsibilities shall be performed by the LCV, 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. Coordinate with the teacher-adviser before and after the NLC duration.
- 9. LCVs shall be engaged on a voluntary basis, 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. Engagement as LCVs shall be considered as relevant L&D earned through collaborative expertise sessions with job-embedded learning.
  - d. They shall be provided by the previous learning area teacher, adviser or school head with the assessment results of individual learners in class and shall be required to turn over the records/documents showing learner progress after the NLC.
  - e. 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.

### **C. Selection and Engagement Process**

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

- a. School
- b. Functions, Nature of Engagement and corresponding incentives
- c. Minimum Qualifications
- d. Selection Criteria
- e. Documentary Requirements and Deadline of Submission of Documents
- f. Timeline of Selection Activities.

11. Interested LCVs 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. Preferably resident of the community/barangay where the school is located
- f. 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 11, the following may signify their intent to volunteer as LCV. The following order of priority shall be observed in the selection and engagement of LCVs:

- 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);
- c. Other LET-eligible teacher applicants in the RQAs who did not meet the cut-off score per existing DepEd hiring guidelines; and
- d. 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, subject to the screening qualification and criteria indicated in this Guidelines.

13. Interested LCVs mentioned in 12 (a, b, and c) shall no longer undergo **assessment**. They shall only be required to submit 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*).

14. Interested LCVs in 12(d) who meet the minimum and preferred qualification shall undergo the assessment and selection process. They 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.

15. An LCV Screening Committee shall be designated to evaluate the qualifications of interested LCVs. The 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 Learning Camp Volunteers, along with the result of the screening using the prescribed form in **Appendix B of Annex 2 as List of Interested Learning Camp Volunteers**, and
- c. Assess the qualified non-DepEd applicants based on the evaluation and selection criteria as defined in this Memorandum.

16. The LCV Screening 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.

17. It is the responsibility of the LCV Screening Committee to finalize the *List of Interested Learning Camp Volunteers (Appendix B of Annex 2)* with corresponding scores based on the assessment conducted. They shall recommend the final list of applicants to be engaged based on the following parameters:

- a. **Merit and fitness.** The SDS shall select the candidate deemed most qualified for NLC based on learning area specialization (Reading/English, Science, and Mathematics).
- b. **Location.** Applicants who reside within the community/barangay where the school and/or households in need are located shall be prioritized in the engagement.
- c. Other parameters may be defined by the LCV Screening Committee.

18. Guided by the assessment results validated and recommended by the LCV Screening Committee and in the exercise of sound discretion, the SDS shall select from the list of recommended LCVs, insofar as practicable, the volunteer applicant deemed most qualified for the engagement.

19. Upon receipt of the SDS' approval of the list of selected LCVs, the HRMO shall facilitate the execution of the Volunteer Engagement Agreement with the selected volunteer applicant (prescribed template attached in *Appendix C of Annex 2*).

#### **D. Capacity Building**

20. 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.

21. 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**

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

- a. Vacation Service Credits (VSC) on top of the 15 days maximum allowable VSCs, as provided in Section 55 of DO 14, s. 2023, to wit:

*"55. All teachers involved in these NLRP-related EOSY break activities shall be granted vacation service credits for the services rendered during the NLC. One (1) workday of vacation service credit shall be granted per accumulated eight (8) hours of service rendered, as certified by their respective SHs. The number of service credits authorized is exclusive of the fifteen (15) days maximum vacation service credits allowed as stipulated in DO 53, s. 2003 (Updated Guidelines on the Grant of Vacation Service Credits to Teachers)";*
- b. Certificate of Recognition;
- c. Certificate of L&D, with indicated actual number of hours which may be considered as relevant L&D (earned through collaborative expertise with job-embedded learning) for hiring/promotion, subject to the existing DepEd guidelines; and

- d. Meal expense of Php 250.00/day of actual service and/or other incentives, contingent upon the availability of funds and in adherence to the set guidelines.

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

- a. Certificate of Recognition;
- b. Certificate of L&D, with indicated actual number of hours which may be considered as relevant L&D (earned through collaborative expertise with job-embedded learning) for hiring/promotion, subject to the existing DepEd guidelines; and
- c. Meal expense of Php 250.00/day of actual service, and/or other incentives, contingent upon the availability of funds and in adherence to the set guidelines.

#### **V. Monitoring and Evaluation**

24. 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*. ROs, 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.

25. The ROs and SDOs, shall ensure strict adherence to these guidelines and other relevant issuances in the engagement of LCVs. The SDSs and HRMOs in the SDOs shall regularly monitor and evaluate the implementation of this policy and submit program report to the RD.

26. 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 Teaching (CT), 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 engaged
- b. Nature of Engagement
- c. Funding Source
- d. Amount of incentives received
- e. Challenges encountered
- f. Anticipated future needs

## VI. 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*)

*Appendix A of Annex 2. Template for Expression of Intent as a Volunteer Teacher*

**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 engagement 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  
LIST OF INTERESTED LEARNING CAMP VOLUNTEERS**

Name of Schools Division: \_\_\_\_\_

Name of School: \_\_\_\_\_

Total Number of LCVs \_\_\_\_\_

NAME OF APPLICANT	BASIC INFORMATION				QUALIFICATIONS			ASSESSMENT RESULTS	RECOMMENDATION OF THE SCREENING COMMITTEE	FUND SOURCE	APPROVAL (To be accomplished by the SIS Office, signature or stamp)
	ADDR ESS	SEX (by birth)	LET FBET (Indicate highest educational level)	EDUCATION (Indicate highest educational level)	TRAINING (Indicate relevant training attended)	EXPERIENCE (Indicate previous relevant experience at least 6 months)	OTHERS (Indicate other relevant qualifications)				
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



Republic of the Philippines  
**Department of Education**

Appendix C of Annex 2

**VOLUNTEER ENGAGEMENT AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This Agreement, 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 \_\_\_\_\_, hereinafter 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 engaged to render service as Learning Camp Volunteer for the period \_\_\_\_\_ to \_\_\_\_\_, and shall be provided Php 250.00 (two hundred and fifty pesos) for meal expenses to be given \_\_\_\_\_; subject to existing rules and guidelines and subject to applicable taxes and liabilities, if any, and corresponding deductions for tardiness, undertime and absence incurred during the engagement;
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 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;
8. 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;
9. 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
10. That either party may terminate this Agreement for causes authorized by law and upon written notification to the other party, to be submitted prior to the termination of this Agreement.

IN WITNESS WHEREOF, both parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ 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:

LCV Screening Committee

**Annex 3-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**

<b>Intervention Camp</b>	<b>Consolidation Camp</b>	<b>Enhancement Camp</b>
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**

<b>Intervention Camp</b>	<b>Consolidation Camp</b>	<b>Enhancement Camp</b>
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 3-B: Names of Recommended Learners for NLC, Per Camp  
(Grades 7,8,9,10)**

School: \_\_\_\_\_  
Teacher: \_\_\_\_\_

Grade Level: \_\_\_\_\_  
Section: \_\_\_\_\_

**Names of Recommended NLC Learners**

Learning Area: \_\_\_\_\_

<b>Intervention Camp (For English &amp; Mathematics only)</b>	<b>Consolidation Camp</b>	<b>Enhancement Camp</b>
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.
15.	16.	16.
17.	17.	17.
18.	18.	18.
19.	19.	19.
20.	20.	20.
21.	21.	21.
22.	22.	22.
23.	23.	23.
24.	24.	24.
25.	25.	25.
Total	Total	Total

Prepared by:

Learning Area Teacher

**Annex 3-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 &amp; Mathematics only)</i>	Consolidation Camp	Enhancement Camp
1	Reading			
	Mathematics			
2	Reading			
	Mathematics			
3	Reading			
	Mathematics			
	English			
7	Science			
	Mathematics			
	English			
8	Science			
	Mathematics			
	English			
9	Science			
	Mathematics			
	English			
10	Science			
	Mathematics			
	Reading Grades 1 to 3			
	Mathematics Grades 1 to 3			
	English Grades 7 to 10			
	Science Grades 7 to 10			
Total	Mathematics Grades 7 to 10			

Prepared by:

School Head

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

卷之三

### Diabetic

卷之三

卷之三

卷之三

CHAPTER 10

CHAPTER 7 IN 10

Proposed City

五

Annex 3-E: SDO Consolidated Data of LCVs for Hiring: By Grade Groups, Camps & Specialization

SDO: \_\_\_\_\_ Specialization of LCVs: READING/ENGLISH, SCIENCE, MATH

### SDO Consolidated Data of ICVs to be Engaged By Grade Groups. Camps & Specialization

**TOTAL** *Number of cases of primary tuberculosis in the industrial community and*

卷之三

DepEd ECVi

Jan-Bernd Lüvi

Submitted by:

102

**Annex 3-F: RO BUDGETARY REQUIREMENT FOR PAYMENT OF MEAL EXPENSE OF LCVs**

RO: \_\_\_\_\_  
RD: \_\_\_\_\_

Address: \_\_\_\_\_

**BUDGETARY REQUIREMENT FOR PAYMENT OF MEAL EXPENSE OF LCVs, BY SDO**

**A. Total Number of LCVs to be Engaged by Category**

SDOs	NO. OF LCVs TO BE ENGAGED								AMOUNT NEEDED			
	READING/ENGLISH		SCIENCE		MATHEMATICS		REMEDIAL CLASSES					
	DepEd LCVs	Non-DepEd LCVs	DepEd LCVs	Non-DepEd LCVs	DepEd LCVs	Non-DepEd LCVs	DepEd LCVs	DepEd LCVs	Non-DepEd LCVs	DepEd LCVs	Non-DepEd LCVs	Total Amount
TOTAL												

Prepared by:

Regional Budget Officer

Approved:

Regional Director

**Annex 4-A: SDO BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES**

SDO: \_\_\_\_\_  
SDS: \_\_\_\_\_  
Address: \_\_\_\_\_

**BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES**

Schools	DATA				Amount per Eligible Expenditure Items			Total Amount Required	GRAS- MOE 2023 Continuing Funds	Additional Amount for Request
	No. of Learners Grades 1 to 3	No. of Learners Grades 7 to 10	Total	DepEd LCVs	No. Non- DepEd LCVs	Funding Learning Materials	Reproduction Teaching Materials	Payment for Meal of LCVs	Conduct of Orientation Activities	
Total										

Prepared by:

SDO Budget Officer

Concurred:

SDO NLC Coordinator

CID Chief

Approved:

ASDS

Recommending Approval:

ANNEX 4-B: RO BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES

Accidents

BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES

Prepared by

RO Budget Officer

#### Recommending Approval:

三

200

Concord.

ROMIC Coordinator

CLMB Chel

卷之三

Regional Director

Annex 5: ALLOCATION FOR ADDITIONAL PROGRAM SUPPORT FUND

REGIONS	Additional PSF ( BEC 2024 Funds)
Region I	53,957,463.00
Region II	30,896,600.00
Region III	110,996,360.00
Region IV-A	112,826,790.00
Region IV-B	28,177,400.00
Region V	17,000,000.00
Region VI	15,000,000.00
Region VII	28,000,000.00
Region VIII	20,000,000.00
Region IX	25,362,100.00
Region X	59,824,900.00
Region XI	46,868,700.00
Region XII	17,675,500.00
CARAGA	19,321,200.00
CAR	18,657,370.00
NCR	99,898,770.00
<b>Grand Total</b>	<b>704,463,153.00</b>

Annex 6: NLC 2024 Accomplishment Report

**ACCOMPLISHMENT REPORT FOR THE NATIONAL LEARNING CAMP AND OTHER EASY 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 EASY Break Activities:	No. of Schools that participated in either NLC or Other EASY Break Activities only:	
Total Budget Downloaded to RO from NLC 2024 Current Funds:	Php	Amount Utilized:	Php
Utilization Rate for EBC 2024 Funds			Balance:
Total Budget Downloaded to RO from GMIS 2023 Continuing Funds:	Php	Amount Utilized:	Php
Total Amount Downloaded to RO:	Php	Total:	Php
Utilization Rate for GMIS 2023 Continuing Funds:			Total:
Average Utilization Rate:			

**A. Orientation Activities, Teaching-Learning Resources, Monitoring, Aid for IDMs of Other EASY Break Activities, Meal Expense for LCVs!**

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:

NLC Regional Coordinator

Recommending Approval:

Assistant Regional Director

Noted:

CLMD Chief

**B. Challenges, Actions, and Recommendations:**

Schools Division Office	Challenges	Actions	Recommendations

Reviewed by:

Regional Accountant & Budget Officer

Approved:

Regional Director