



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

June 21, 2023

DIVISION MEMORANDUM

NO. 255, s. 2023

CREATION OF THE DIVISION ACCOUNT MANAGEMENT HELPDESK FOR THE CONDUCT OF THE NATIONAL LEARNING CAMP ASSESSMENT S.Y. 2022-2023

To: Assistant Schools Division Superintendents
Chiefs of SGOD and CID
Education Program Supervisors
Secondary and Integrated School Heads
Concerned School Testing Focal Persons
School ICT Coordinators
All others Concerned

1. To respond to the needs of the learners account management in relation to Memorandum DM-CT-2023-166 on the Administration of the National Learning Camp Assessment (NLCA) for Grades 7 and 8 Learners for School Year 2022 – 2023, which will start on June 26, 2023, Monday to July 7, 2023, Friday. This Office, through the ICT Unit, announces the establishment of Help Desk dedicated to the management of schools and learners' accounts to provide efficient and adequate support in the processing of 36,000 grade 7 and 8 learners' accounts for the implementation of NLCA.
2. The Account Management Help Desk shall be responsible for receiving and processing accounts, inquiries, issues, and concerns regarding learners' accounts coming from the School Testing Centers.
3. The Account Management Help Desk Personnel are as follows:

• EDDIS I – Ronald G. Salvador	Records Unit
• EDDIS II – Rolando B. Lopez	Tiaong ES
• EDDIS III – Jonalyn S. Perez	Palapala ES
• EDDIS IV – Peter John A. Bernardino	Plaridel Central
• EDDIS V – Rea Lyn F. Borja	Marciano C. Rivera ES
• EDDIS VI – Chique Razel T. Cruz	Teodoso R. Manuel ES
• Division Office – Tristan Russ E. Valderama	ICT Unit
• Division Office – Richard C. Biglete	ICT Unit
4. The Account Management Help Desk Team will operate at the ICT Unit Office from June 22 – July 7, 2023, or as deemed necessary by this Office.
5. This Memorandum serves as the travel authority of the above-mentioned personnel.



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
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6. All expenses relative to the conduct of this activity shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.


for **NORMA P. ESTEBAN, EdD, CESO V**
Schools Division Superintendent



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