



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

February 26, 2024

**DIVISION MEMORANDUM**

No. **103**, s. 2024

**REACTIVATION OF THE DIVISION NLCA ACCOUNT MANAGEMENT HELP DESK  
FOR THE CONDUCT OF NATIONAL LEARNING CAMP ASSESSMENT 2024**

To: Assistant Schools Division Superintendent  
Public Secondary School Heads  
All Others Concerned

1. Cognizant to **DM-OUCT-2024-040** titled "The Administration of the National Learning Camp Assessment", this Office, through the ICT Unit, announces the reactivation of the **Division NLCA Account Management Help Desk**.
2. The Division NLC Account Management Help Desk shall ensure that all learners participating in the NLC Assessment (Pre-Test and Post-Test) are active and registered in the **MATATAG Portal**. The Management Helpdesk shall provide technical assistance in processing accounts, inquiries, issues, and concerns regarding learners' accounts coming from the School Testing Centers.
3. In line with DO 8, S. 2015 titled "Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program", states that classroom assessment is an integral part of curriculum implementation. With this, class advisers shall ensure that the accounts of their learners are distributed and linked with the **MATATAG PORTAL** (r3-1.lms.deped.gov.ph) and submit to the School ICT Coordinator the list of their learners' accounts using the bulk enrollment form for school consolidation.
4. School ICT Coordinators shall consolidate the school learners' accounts using the bulk enrollment form and forward it to their respective Division NLCA Account Management Help Desk Team via **Microsoft Teams Channel – NLCA Help Desk**.
5. The Division NLCA Account Management Help Desk Team is as follows:

• EDDIS I	Ronald G. Salvador	ICT Unit
• EDDIS II	Peter John A. Bernardino	Plaridel CS
• EDDIS III	Jonalyn S. Perez	Palapala ES
• EDDIS IV	Restituto Flores	F.C. Lipana NHS
• EDDIS V	Realyn 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



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6. The Division NLCA Account Management Help Desk Team shall operate at the ICT Unit Office from **March 5-7, 2024**. During this period, all School Heads of participating schools are directed to ensure that all learners have access to their accounts, properly linked to the **MATATAG PORTAL**, and authorized devices.
7. Updates and resources pertaining to NLCA 2024 are available via this google site link: <https://sites.google.com/bulacandeped.com/nlcabulacan>
8. This Memorandum serves as the travel authority of the abovementioned personnel.
9. All expenses relative to the conduct of this activity shall be charged to the Division MOOE, subject to the usual accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is desired.

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

OSDS/ICT Unit  
February 27, 2024



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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
**DM-CT-2024-040**

**TO :** REGIONAL DIRECTORS

**ATTENTION :** SCHOOLS DIVISION SUPERINTENDENTS  
 REGIONAL AND DIVISION TESTING COORDINATORS  
 REGIONAL AND DIVISION INFORMATION TECHNOLOGY OFFICERS

**FROM :**   
 GINA O. GONONG  
 Undersecretary

**SUBJECT :** ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT (NLCA) 2024

**DATE :** February 22, 2024

The Bureau of Education Assessment (BEA) will conduct the **National Learning Camp Assessment (NLCA)** for Grades 7 to 10 public school learners to determine the effectiveness of the learning camp intervention on the learning proficiencies of participating learners before and after attending the National Learning Camp.

The assessment will be computer-based and shall cover learning areas in English, Science, and Mathematics. Each test item will measure varying levels of skills and competencies in a multiple-choice format using the English language.





The NLCA shall be administered on the following dates:

Grade Level	Activity	Testing Window
7 and 8	Pre-test	March 11 – April 12, 2024
9 and 10		April 15 – May 17, 2024

In connection with this, the Regional Testing Coordinators (RTCs), Regional Information Technology Officers (RITOs), Division Testing Coordinators (DTC), and Division Information Technology Officers (DITOs) shall attend the virtual orientation for the administration of NLCA on **February 23, 2024, from 10:00 AM-12:00 NN**. Participants are required to confirm their attendance by accomplishing the pre-registration form through <https://bit.ly/NLCA2024RegFormOrientation> **on or before February 22, 2024, at 5:00 PM**.



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The Schools Division Offices (SDOs), through DTCs and DITOs, are requested to ensure that all public secondary school learners have activated their Microsoft Accounts and have accessed the Regional Learning Management System (LMS).

Moreover, this Office also requests the SDOs to submit the consolidated list of the NLCA testing centers. The template for the NLCA 2024 consolidated list of testing centers can be accessed at <https://bit.ly/NLCA2024TestingCenter>, and shall be uploaded through <https://forms.office.com/r/KFnMIYzRYO> on or before **March 1, 2024**.

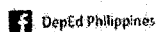
Should you have further queries or concerns, please communicate with, **Mr. Renz Michael N. Evangelista**, Education Program Specialist II, through (02) 8631-2589 or 0916-513-4876 or email [bea.ead@deped.gov.ph](mailto:bea.ead@deped.gov.ph).

Immediate dissemination of this memorandum is desired.

*Copy Furnished:*  
**ATTY. REVSEE A. ESCOBEDO**  
 Undersecretary for Operations



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