



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

March 25, 2024

**DIVISION MEMORANDUM**

No. 154, s. 2024

**SUBMISSION OF REPORTS OF ENROLLEES IN NLC EOSY BREAK 2023 – 2024 FOR GRADES 7, 8, 9, AND 10; GRADES 1, 2, AND 3; OTHER BREAK ACTIVITIES IN GRADES 4, 5, AND 6; GRADES 11 AND 12**

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Education Program Supervisors I, English, Science, Mathematics, and LRMS  
 District Supervisors  
 Head of SDO Budget Office  
 Head of Public Elementary and Secondary Schools  
 All Others Concerned

1. Pursuant of establishing a database of learners for the National Learning Camp (NLC) End of School Year (EoS) Break for SY 2023 – 2024, this Office announces the submission on April 1, 2024 (Monday) of the following reports via this link: **[bit.ly/Enclosure1-NLC-EOSYBreak-2023-2024](http://bit.ly/Enclosure1-NLC-EOSYBreak-2023-2024)**
  - 1.1. Junior High School Consolidated Report of NLC Enrollees in Grades 7, 8, 9, and 10;
  - 1.2. Senior High School Consolidated Report on NLC Enrollees EoS Break Activities for Grades 11 and 12;
  - 1.3. District Consolidated Report of NLC Enrollees for Grades 1, 2, and 3;
  - 1.4. District Consolidated Report of NLC Enrollees for Grades 4, 5, and 6.
2. The placement of learners in camps must be based on the following:
  - 2.1 For Grades 1, 2, and 3 – results of Reading and Mathematics (RMA);
  - 2.2. For Grades 7 to 10 – Results of NLC Assessment/Sample Screening Test in Reading and Mathematics
3. District Supervisors and secondary school heads are required to use the prescribed report template contained in the enclosures to facilitate division consolidation.
4. Likewise, they are prescribed to form their respective NLC Program Management Team composed of the following:

<b>District Team</b>	<b>School Team (Elementary/Secondary School)</b>
Leader: PSDS  Assistant Leader: District Reading Adviser/ Coordinator  Members: Elementary SHs	Leader: School Heads Assistant Leader: MT I/II (Elem) HT/MT/Department Head/MT I or II (Sec)  Facilitators: <b>Elementary - Grades 1, 2, &amp; 3</b> Reading Specialist (1) Math Specialist (1)



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

	<b>Secondary – Grades 7 to 10</b> English Teacher (1) Math Teacher (1) Science Teacher (1)
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5. The SDO NLC Focal Person (EPS Perlita G. Pagdanganan) will prepare the division consolidated report for submission to the Regional Office.
6. The member of learners in each camp will be used as basis in determining the number of Learning Camp Volunteers (LCV) requirements;
  - 6.1 For Intervention Camp – maximum of 10 learners
  - 6.2 For Consolidation Camp – maximum of 10 learners
  - 6.3 For Enhancement Camp – maximum of 35 learners
7. Interested applicants for LCV from DepEd incumbent teachers and Non-DepEd shall express their intent using the template in the attached enclosures together with other pertinent requirements.
8. The School NLC Team shall evaluate the application on April 1 to 15, 2024; and prepare a list of applicants who meet the eligibility requirements including the specialization using the Assessment and Selection Report of which must be submitted to the Office of the CID via this link: **[bit.ly/List-of-LCV-Applicants-NLC-2023-2024](https://bit.ly/List-of-LCV-Applicants-NLC-2023-2024)** on or before April 16, 2024. LCVs shall receive meal expense/remuneration within the three-week duration of NLC.
9. The other contexts of the Enclosures are as follows:
  - 9.1 Expression of Intent Template
  - 9.2 Assessment and Selection of Hiring of LCVs
  - 9.3 Registry of Learning Camp Volunteers
  - 9.4 LCV Qualification
  - 9.5 Job Order Contract
10. All schools are reminded to maintain their NLC data for monitoring and evaluation puposes.
11. Immediate and wide dissemination of this Memorandum is desired.

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









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Enclosure No. 2 to Division Memorandum No. \_\_\_\_ s. 2024

# EXPRESSION OF INTENT TEMPLATE

*Annex A. 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 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):	





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

Enclosure No. 3 to Division Memorandum No. \_\_\_\_\_ s. 2024

# ASSESSMENT & SELECTION REPORT ON HIRING & ASSESSMENT REPORT

**Annex B**

**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	FUND SOURCE	APPROVAL
	ADDRESS	SEX (by birth)	LET/PBET (Indicate Yes or No)	EDUCATION (Indicate highest educational attainment)	TRAINING (Indicate relevant training attended)	EXPERIENCE (Indicate previous relevant experience; at least 6 months)	PERFORMANCE (Indicate performance rating, if any)	OTHERS (Indicate other relevant qualifications)	INTERVIEW (Indicate score)		(Indicate 'Recommended' if applicant is deemed qualified for hiring based on the set parameters)	(To be accomplished by the SDO)	(To be accomplished by the SDS; Affix signature if approved)
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  
Region III  
**SCHOOLS DIVISION OF BULACAN**

Enclosure No. 4 to Division Memorandum No. \_\_\_\_\_ s. 2024

# REGISTRY OF LEARNING CAMP VOLUNTEERS

## Annex D. 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:





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**SCHOOLS DIVISION OF BULACAN**

Enclosure No. 5 to Division Memorandum No. \_\_\_\_\_ s. 2024

## **LEARNING CAMP VOLUNTEERS (LCVs)**

❖ Guided by the Assessment and Selection Report submitted by the LCV sub-committees and in the exercise of sound discretion, the SDS shall determine the number of candidates deemed most qualified for hiring in the following categories:

- a) licensed teachers in elementary with experience/training I in teaching Reading
- b) licensed teachers in elementary with experience/training in teaching Mathematics
- c) licensed teachers in secondary with specialization in English
- d) licensed teachers in secondary with specialization in Science
- e) licensed teachers in secondary with specialization



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

Enclosure No. 6 to Division Memorandum No. \_\_\_\_\_ s. 2024

# JOB ORDER CONTRACT



Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex C

## 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 \_\_\_\_\_, 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 contracted to render service as Learning Camp Volunteer for the period \_\_\_\_\_ 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.