



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

April 16, 2024

DIVISION MEMORANDUM

No. 118 s. 2024

CALL FOR APPLICATION FOR LEARNING CAMP VOLUNTEERS

To: Assistant Schools Division Superintendent
CID and SGOD Chief
District Supervisors
Public Elementary and Secondary School Heads
Private Schools Administrators
All Others Concerned


1. Anent to Memorandum (DM)-OUCT-2024-097 titled Specific Guidelines for the Effective Implementation of the National Learning Camp and Other Activities for the 2024 End of School Year (EoS) Break, this Office announces the Call for Application for Learning Camp Volunteers (LCVs) from April 18 to May 3, 2024.
2. Interested applicants for LCV from DepEd incumbent teachers and potential non-DepEd LCVs must express their interest using the Expression of Intent template attached in the enclosures of this Memorandum.
3. The Special Human Resource Merit Promotion and Selection Board (HRPSB) Subcommittee (school level) for LCV shall evaluate the application from May 6 to 15, 2024. The Assessment and Selection Report shall serve as the tool for consolidating the evaluation of LCVs' eligibility requirements and alignment with specialization. This shall be submitted to the SDO.
4. The LCVs to be engaged in NLC shall be those with specialization/training/experience in Reading and Mathematics for Grades 1 to 3, while for Grades 7 to 10 shall be those with specialization in English, Science, and Mathematics. Guided by these preferred qualifications, the minimum qualifications highlighted in paragraph 12 of the Guidelines on the Engagement of LCVs, the Assessment and Selection Report on Hiring LCVs, and the Registry of Qualified LCVs submitted by the Special Human Resource Merit Promotion and Selection Board (HRMPSB) Subcommittees, in the exercise of prudent discretion, the SDS shall determine, insofar as practicable, the optimal number of candidates deemed most qualified for hiring following the order of priorities below:
 - i. DepEd LCVs
 - ii. Non-DepEd LCVs
 - Remaining LET eligible applicants in the recent and/or previous Registries of Qualified Applicants (RQAs) who are not given appointments;
 - 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;
 - Other LET-eligible teacher applicants in the above-mentioned RQAs who did not meet the cut-off score per existing DepEd hiring guidelines.
5. Using the information above and taking into account the indicative number of learners in the NLC per camp, other EOSY break activities, financial resources,



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- licensed teachers in elementary with experience/training in teaching Reading
 - licensed teachers in elementary with experience/training in teaching Mathematics
 - licensed teachers in secondary with specialization in English licensed teachers in secondary with specialization in Science
 - licensed teachers in secondary with specialization in Mathematics
6. Informed by all the information above, the SDSs make the decision on the final LCVs to be hired. In case of shortage of LCVs meeting the eligible requirements, the following **tiered prioritization approach** of deployment/assignment of LCVs shall be implemented.
- a. Tier 1 – Intervention Camp
 - b. Tier 2 – Consolidation Camp
 - c. Tier 3 – Enhancement Camp
7. The final DepEd LCVs to be hired shall manifest their acceptance of the assignment by affixing their signature in the LCV Program detailing their full teaching loads; while non-DepEd LCVs shall signify their intent to teach in the Contract in addition to the LCV Program showing also their full teaching loads.
8. The attached sheets contained the following :
- a. Expression of Intent Template
 - b. Assessment and Selection Report Template
 - c. Job Order Contract
 - d. Registry of Learning Camp Volunteer
 - e. Sample Learning Camp Volunteer Program
9. For other pertinent details, all concerned are encouraged to refer to DM-OUCT-2024-097.
10. Immediate and wide dissemination of the Memorandum is desired.

For: NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent


MARIA CELINA L. VEGA, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

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):	

Signature Over Printed Name
Date Signed: _____

**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 SDO)</small>	APPROVAL <small>(To be accomplished by the SDS; Affix signature if approved)</small>	
	ADDR. ESS	SEX <small>(By birth)</small>	LET/PBET <small>(Indicate Yes or No)</small>	EDUCATION <small>(Indicate highest educational attainment)</small>	TRAINING <small>(Indicate relevant training attended)</small>	EXPERIENCE <small>(Indicate previous relevant experience; at least 6 months)</small>	PERFORMANCE <small>(Indicate performance rating, if any)</small>	OTHERS <small>(Indicate other relevant qualifications)</small>	INTERVIEW <small>(Indicate score)</small>							
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
_____ 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 _____ 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

20



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: ouct@deped.gov.ph



DepEd Philippines



@depedphilippines



@DepEd_PH



www.deped.gov.ph

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 _____

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

Sample Learning Camp Volunteer Program

Name of LCV: _____

Specialization: English

A. Teaching-Learning Engagement (Tuesdays, Wednesdays, Thursdays)

Learning Focus	Time	No. of Minutes	Class	Camp
English Lesson 1	8:25 - 9:10	45 minutes	Grade 7 Section A	Intervention Camp
English Lesson 2	9:15 - 10:00	45 minutes		
English Lesson 3	10:15 - 11:00	45 minutes		
English Lesson 1	11:05 - 11:50	45 minutes	Grade 7 Section B	Intervention Camp
English Lesson 2	1:00 - 1:45	45 minutes		
English Lesson 3	1:50 - 2:35	45 minutes		
Total Teaching Load in minutes		270 minutes		
Total Teaching Load in hours		4.5 hours		

B. LCV Timetable for Collaborative Expertise (Monday)

Start Time	Activity	Time (Minutes)	Notes on Focus
8:00 am	Personal reading of materials	30	Focus is on teacher personally understanding what is expected and provided
8:45 am	Collaborative discussion and sharin of ideas on materials presented	50	Focus is on lesson plans and approach/content and teacher notes as well as students' worksheets
9:30 am	RECESS		
9:45 am	Personal reading and initial plannin	30	Teachers think of lesson goals, wha they will do and how they will do it
10:30 am	Collaborative discussion and sharing on initial planning Personal Reading & Initial Planning: Teachers think of lesson goals, wha they will do and how they will do it	60	Teachers share their perspectives and discuss any issues, and seek clarification
11:15 am	Personal lesson preparation	30	With gathered information teachers finalize their approach
12:00 nn	LUNCH BREAK		
1.00pm	Collaborative discussion and sharin	60	Final approach shared with peers
2.00pm	Insights and Closure	10	Teachers wrap up discussion
2:10 pm	End of Day	270 Minutes	
		Estimated Duration: 4.5 hours	