



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

June 28, 2024

DIVISION MEMORANDUM

No. 294 s. 2024

**2024 NATIONAL LEARNING CAMP SCHEDULE, ATTENDANCE,
AND TRACKING TOOL**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Heads of Elementary & Secondary Schools
All Others Concerned

1. As part of the Department of Education's ongoing efforts to ensure the successful implementation of the National Learning Camp (NLC) on July 1-19, 2024, the Schools Division Office of Bulacan through the Curriculum Implementation Division, puts a premium on a full engagement of learners and Learning Camp Volunteers (LCVs) throughout the three-week program.
2. All school NLC implementers in the division are required to track and record the daily attendance of learners using the attached tracking tool with steps and procedures.
3. A brief orientation to the Learning Camp Volunteers (LCVs) on how to access, accomplish, and submit the tool shall be conducted during the collaborative expertise session.
The attendance tracking data will inform schools, Schools Division Office (SDOs), Regional Office (RO), and Central Office on viable action steps needed to support and strengthen ongoing program implementation.
4. This communication serves as the travel authority of all concerned personnel.
5. Attached are the tool, procedures, and links for the attendance tracking of learners.
6. The scheme of NLC reproduction of materials is through in-house modality, softcopies are available through the link given by the LRMDs.
7. Utilization Support funds in the conduct of the activities relevant to the NLC and EOSY activity is subject to the usual accounting and auditing rules and regulations.
8. For inquiries or clarifications, please contact the Curriculum Implementation Division at email address cidbulacan@deped.gov.ph
9. Immediate dissemination of this Memorandum is desired.


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



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Annex A

FOR LEARNING CAMP VOLUNTEERS (LCVs)

1. Download the attendance forms from https://bit.ly/NLC_AttendanceForms.

... > NLC 2024 Attendance > Forms ▾

Type ▾ People ▾ Modified ▾

Name ↑	Owner	Last modified ▾	File size	⋮
Week 1	me	11:18 AM	—	⋮
Week 2	me	11:18 AM	—	⋮
Week 3	me	11:18 AM	—	⋮

... > Forms > Week 1 ▾

Type ▾ People ▾ Modified ▾

Name ↑	Owner	Last modified ▾	File size	⋮
NLC Attendance - Elementary Class Week 1.xlsx	me	3:11 PM	15 KB	⋮
NLC Attendance - School Week 1.xlsx	me	3:10 PM	49 KB	⋮
NLC Attendance - Secondary Class Week 1.xlsx	me	3:06 PM	16 KB	⋮

2. Input the names of the learners in the required format in the attendance sheet. Use separate attendance sheet for each camp that you teach.

3. Complete the attendance sheet for each class daily.

1	School Name	e.g. Indang National High School															
2	School ID:	e.g. 301201															
3	LCV Teacher Name:	e.g. Mark Anthony F. Papa															
4	Grade Level	e.g. 1															
5	Total number of learner in Class:	e.g. 30															
6	Class Name	e.g. G1 Class															
7																	
8																	
9																	
10																	
11	Name (Last Name, First Name, M.I.)	LRN	Reading									Mathematics					
12			Intervention			Consolidation			Enhancement			Intervention		Consolidation		Enhancement	
13			Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3
14	e.g. Dela Cruz, Juan T.	221456789012	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

- Remember to fill out one Learning Camp per Class only to get the total number of learners present per class.

4. Save your file using the following file name convention:
File name convention



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Include the following without spaces

- a. School ID Number
- b. Learning area code: R for Reading or E for English or M for Mathematics or S for Science)
- c. Grade level (1,2,3,7,8,9 or 10)
- d. Camp Level code (I or C or E)
- e. Class Number e.g., C14

Example

301201E1CC1

5. Accomplished attendance sheets to the School Head/ NLC Focal Person/Non-Teaching Staff assigned. You may submit the digital attendance sheets by email or use a USB drive or submit hard copies.



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Annex B

FOR SCHOOL HEADS/NLC FOCAL PERSON/NON-TEACHING STAFF

1. At the school level, the school head/ the NLC focal person/Non-Teaching Staff gathers all accomplished attendance sheets from all grade levels and learning areas.
2. Record the total daily attendance for each grade level, learning area and Learning Camp using the school template for the week. Add additional rows if needed. The total attendance numbers will be automatically calculated and shown in the last row of the table.

School Name:	Indang National High School
School ID:	301201
Week:	1

Class	Number of Learners	English									Mathematics						Science					
		Intervention			Consolidation			Enhancement			Intervention		Consolidation		Enhancement		Consolidation			Enhancement		
		Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3
610 Class	20																					

3. Open the url for weekly attendance sheets and fill out the required information.

National Learning Camp Attendance - Day 1

Welcome to the National Learning Camp! Please complete this form to record your attendance at your chosen camp session. Your responses will help us track participation and improve future events.

bld.tld@deped.gov.ph [Switch account](#)

Not shared

[Next](#) [Clear form](#)



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***Use DepEd Email Only**

****Responses can be changed after being submitted**

4. Upload the compilation and consolidated attendance weekly to a Google Drive or MS OneDrive and share the URL for viewing.

Compilation of Attendance

Please upload the compilation of attendance, on a Google Drive or MS OneDrive and Share the URL for viewing.

Please attach the URL of the Shared Google Drive or OneDrive here *

Your answer

Back Next Clear form

5. Click Submit to Finish

Thank you for your cooperation

Back Submit Clear form



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Annex C

Please use the URLs below:

Attendance Form:

https://bit.ly/NLC_AttendanceForms

Online Daily Attendance:

Day 1: <https://bit.ly/NLC2024Day1>

Day 2: <https://bit.ly/NLC2024Day2>

Day 3: <https://bit.ly/NLC2024Day3>

Day 4: <https://bit.ly/NLC2024Day4>

Day 5: <https://bit.ly/NLC2024Day5>

Day 6: <https://bit.ly/NLC2024Day6>

Day 7: <https://bit.ly/NLC2024Day7>

Day 8: <https://bit.ly/NLC2024Day8>

Day 9: <https://bit.ly/NLC2024Day9>