

# 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









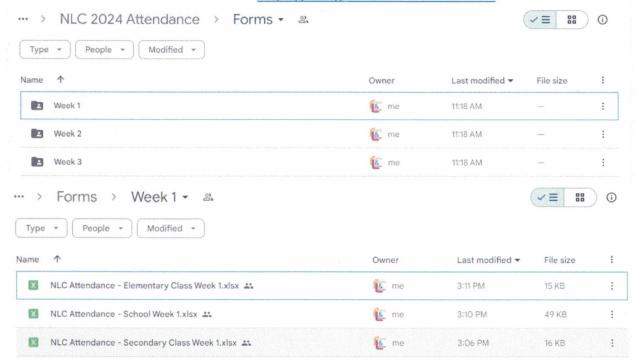
### Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

#### Annex A

#### FOR LEARNING CAMP VOLUNTEERS (LCVs)

1. Download the attendance forms from <a href="https://bit.ly/NLC">https://bit.ly/NLC</a> AttendanceForms.



- 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.



- 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**

E-mail: ouct@deped.gov.ph



### Department of Education

### OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

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 (1,2,37,8,9 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.

E-mail: ouct@deped.gov.ph



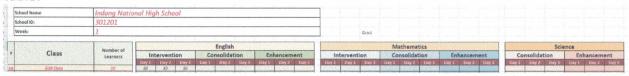
### Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

#### 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.



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





### Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

- \*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.

Please upl the URL fo		n of attendance, on a Google Drive or MS OneDrive and Share
Please a	ttach the URL of t	the Shared Google Drive or OneDrive here *
Your ansv	ver	

5. Click Submit to Finish

Thank you for your cooperation

Back Submit Clear form



### Department of Education

### OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

#### 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