



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

March 3, 2025

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
School Testing Coordinators
School ICT Coordinators
All Others Concerned

**FACE TO FACE MEETING AND REACTIVATION OF THE DIVISION NLCA
ACCOUNT MANAGEMENT HELP DESK FOR THE CONDUCT OF THE NATIONAL
LEARNING CAMP ASSESSMENT 2025**

- 1.) In preparation for the upcoming **CONDUCT OF THE NATIONAL LEARNING CAMP ASSESSMENT** for Grade 7 to Grade 10 public schools. This Office announces the reactivation of the Division NLCA Account Management Help Desk Team for the conduct of the National Learning Camp Assessment 2025 and the face to face meeting of the team on March 7, 2025, 9:00 a.m. at Lydia D. Villangca Trade School.
- 2.) The NLCA Help Desk will ensure that necessary technical support and critical information in line with school, teachers and learners account are provided.
- 3.) The composition of the NLCA Help Desk Team are as follows:

| | | |
|-------------------|---------------------------|-----------------------|
| • EDDIS I | Michelle V. Pascual | Sto. Cristo ES |
| • EDDIS II | Peter John A. Bernardino | Plaridel CS |
| • EDDIS III | Jonalyn S. Perez | Palapala ES |
| • EDDIS IV | Restituto B. 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 | Ronald G. Salvador | ICT Unit |
| • Division Office | Richard C. Biglete | ICT Unit |
- 4.) The agenda of the meeting are as follows:
 - Provision of Technical Support in processing accounts, inquiries, and concerns regarding learners' account coming from the School Testing Centers
 - Updating of the NLCA Help Desk Website to support information dissemination, Software distribution, and NLCA FAQs.
 - Walkthrough on the registration and updating of learners accounts in the DepEd Learning Management System.



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- 5.) This serves as the official travel authority for the Technical Working Group.
- 6.) Anent to DepEd Order No.9, s2005 on "Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith", school heads shall ensure that there will be no disruption of classes during the conduct of the activity.
- 7.) All expenses relative to the conduct of this activity shall be charged to the NLCA Funds, subject to the usual accounting and auditing
- 8.) For information, guidance, and compliance.


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

DIVISION LETTER
No. 028 s. 2024



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