

### Department of Education

Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

27 JUN 2024

DIVISION MEMORANDUM No. 363 s. 2024

GUIDELINES ON THE UTILIZATION OF THE 2024 PROGRAM SUPPORT FUNDS (PSF) TO DEPED REGIONAL OFFICES (ROS) FOR THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP AND OTHER 2024 END-OF-SCHOOL-YEAR (EOSY) BREAK ACTIVITIES IN SUPPORT OF THE NATIONAL LEARNING RECOVERY PROGRAM (NLRP)

To: OIC, Office of the Assistant Schools Division Superintendent Chief Education Supervisors

> Curriculum Implementation Division School Governance and Operations Division

Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Heads of Public Elementary, Integrated and Secondary Schools

All Others Concerned

- 1. Attached is Regional Memorandum No. 485, s. 2024 titled Guidelines on the Utilization of the 2024 Program Support Funds (PSF) to DepEd Regional Offices (ROs) for the Implementation of the National Learning Camp and Other 2024 End-of-School-Year (EOSY) Break Activities in Support of the National Learning Recovery Program (NLRP).
- 2. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN Edd, CESO X

Schools Division Superintendent N







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### Department of Education

Region VI - Western Visayas **SCHOOLS DIVISION OF CAPIZ** 

Encl:

None

Reference: As stated

To be included in the <u>Perpetual Index</u>

Under the following subjects:

**CURRICULUM** 

**FUNDS** 

**CLASSES PROGRAMS** 







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### Department of Education

**REGION VI-WESTERN VISAYAS** 

JUN U 6 ZU24

REGIONAL MEMORANDUM No. 4 8 5 , s. 2024

GUIDELINES ON THE UTILIZATION OF 2024 PROGRAM SUPPORT FUNDS
(PSF) TO DEPED REGIONAL OFFICES (ROS) FOR THE IMPLEMENTATION
OF THE NATIONAL LEARNING CAMP (NLC) AND REMEDIAL
CLASSES IN SUPPORT OF THE NATIONAL LEARNING
RECOVERY PROGRAM (NLRP)

To: Schools Division Superintendents All Others Concerned

- 1. Attached is a DepEd Memorandum titled Guidelines on the Utilization of 2024 Program Support Funds (PSF) to DepEd Regional Offices (ROs) for the Implementation of the National Learning Camp (NLC) and Remedial Classes in Support of the National Learning Recovery Program (NLRP).
- 2. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: None

Reference: As stated

To be indicated in the <u>Perpetual Index</u> under the following subjects:

CURRICULUM FUNDS

CLASSES PROGRAMS

JOB/CLMD-RM- Guidelines on the Utilization of 2024 Program Support Funds (PSF) to DepEd Regional Offices (ROs)... 100/June 6, 2024







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### Department of Education

### MEMORANDUM

TO

REGIONAL DIRECTORS

ALL OTHERS CONCERNED

FROM

GINA O. GONONG

Undersecretary for Curriculum and Teaching

ANNALYN M. SEVILLA Undersecretary for Finance

WILFREDO E. CABRAL

Regional Director

Officer-In-Charge, Office of the Undersecretary Human Resource and Organizational Development

SUBJECT :

GUIDELINES ON THE UTILIZATION OF 2024 PROGRAM SUPPORT FUNDS (PSF) TO DEPED REGIONAL OFFICES (ROs) FOR THE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP (NLC) AND REMEDIAL CLASSES IN SUPPORT OF THE NATIONAL LEARNING RECOVERY

PROGRAM (NLRP)

DATE

16 May 2024

- 1. The National Learning Camp (NLC) is integral to the overarching National Learning Recovery Program (NLRP), encompassing a three (3)- to five (5)-week voluntary program for the three camps. For EOSY break 2024, activities in the Consolidation and Intervention Camps shall be conducted within three weeks, instead of five weeks from July 1 to 19, 2024 in accordance with DepEd Order No. 003, s. 2024, Amendment to DO 22, s. 2023, Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024.
- 2. The 2024 NLC shall target learners currently enrolled in Grades 1 to 3 and Grades 7 to 10. For Grades 1 to 3, the focus is on improving Reading and Mathematics (RM) skills, while for Grades 7 to 10, the emphasis is on English, Science, and Mathematics (ESM).
- 3. While NLC is in its phased implementation, schools can conduct Remedial classes for learners in Grades 4, 5, 6, 11, and 12 who did not meet the expectations in













- (1) or two (2) learning areas in School Year 2023-2024, including Grades 1 to 3 and Grades 7 to 10 for learning areas other than those offered in the NLC, for them to receive targeted instructional assistance and guidance.
- 4. In support of the aforementioned activities and to ensure appropriate utilization of the 2024 PSF for the NLC and Remedial Classes, this Memorandum is issued.

### General Guidelines on the Utilization of the PSF for NLC and Remedial Classes

- 5. The implementation of the 2024 NLC and Remedial Classes shall be funded by the remaining Program Support Funds (PSF) from the FY 2023 (R.A. 11936) General Management and Supervision Maintenance and Other Operating Expenses (GMS-MOOE) downloaded to the Regional Offices (ROs) in the previous NLC implementation. The FY 2023 GMS-MOOE Continuing Funds therefore shall be maximally utilized and shall be augmented with additional funds charged against the FY 2024 (R.A. 11975) Basic Education Curriculum (BEC) Current Funds, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.
- Any excess from the FY 2023 GMS-MOOE funds, after the conduct of the 2024 NLC and Remedial Classes; and payment of all eligible expenditures related herein, may be used for other NLRP-related activities.
- 7. In view of the aforementioned, item no. 2 stipulated in the Additional Provisions to OUCT-OUF Joint Memorandum on the Guidelines on the Utilization of the 2023 Program Support Funds (PSF) to the Regional Offices (ROs) for the Implementation of the National Learning Camp (NLC) and Other End of the School Year Break Activities Supporting National Learning Recovery Program, dated November 13, 2023, shall be amended as follows:

The excess funds from the NLC PSF from the 2023 General Management and Supervision-Maintenance and Other Operating Expenses (GMS-MOOE) FY 2023 (R.A. 11936) Continuing Funds shall be used for the payment of meal expenses for Learning Camp Volunteers (LCVs) and for other eligible expenditures that form part of the operational expenses in the implementation of the 2024 NLC and Remedial Classes.

- 8. The following are the general eligible expenditures and activities to be funded to support the implementation of the 2024 NLC and Remedial Classes, subject to the limitation of funds:
  - A. Printing/reproduction of teaching and learning resources including answer sheets and assessment tools for the learners;
  - B. Payment of meal expenses for LCVs (DepEd and Non-DepEd); and
  - C. Expenses related to the conduct of orientation activities for the implementation of the 2024 NLC.
- 9. For information and guidance on the eligible expenditure "8.B" above, on the meal expense of LCVs who will serve in the 2024 NLC and Remedial Activities, the provisions in the OUCT-OUF Joint Memorandum on the "Clarification on the Utilization of Additional 2023 PSF for the Implementation of the NLC and Other EOSY Break Activities Supporting NLRP," dated August 04,2023, are hereby emphasized:

- a. It is reiterated that the funds shall be used to cover the payment of meal expense for LCVs who will serve in the NLC and Remedial classes.
- b. The meal expense is **not meal/food allowance** contemplated in existing Commission on Audit (COA) Guidelines which is not in the nature of an allowance to reimburse expense incurred by officials and employees of the government in the performance of their official functions or consideration in the fulfillment of official duty. Food allowance is a form of financial assistance to all officials and employees with the purpose of alleviating the economic condition of employees, whereas the **meal expense provided for both DepEd and Non-DepEd LCVs is meant to defray the meals expense incurred by the DepEd and Non-DepEd LCVs in the performance of their official function/fulfillment of their official duty during the conduct of the 2024 NLC and Remedial activities.**
- c. The amount of Php250.00 per day per DepEd or Non-DepEd LCV is the amount that will be provided to the LCVs to subsidize their expenses for meals during the whole duration of the 2024 NLC and Remedial classes. Thus, the amount may be released directly to the LCV, subject to rules on reimbursement. Reimbursement may be done on a weekly basis.
- d. Amount for reimbursement shall be supported with the following:
  - Certificate of Expenses Not Requiring Receipts (CENRR) per COA Circular No.2017-001 (Clarification on the Use of Reimbursement of Expenses Not Requiring Official Receipts (ORs) dated June 2017; and
  - ii. Attendance Sheet, which should be attached to the certification as proof of daily participation in the NLC or Remedial classes supporting the NLRP.

### Specific Guidelines on the Eligible Expenditures

- 10. Below are the details of the general expenditure items in paragraph 8:
  - A. Printing/reproduction of teaching and learning resources including answer sheets and assessment tools for the learners
    - (a) Quality-assured teaching-learning resources for Grades 1 to 3 and Grades 7 to 10 shall be downloaded by the Regional Office (RO) from the folder named "Ready-to-Print Teaching and Learning NLC Materials". Unauthorized printing, uploading, reproduction, distribution, and such other unlawful actions that involve or relate to the sharing of digital files other than the intended recipients and for the intended purpose are strictly prohibited and shall be grounds for the imposition of administrative sanctions, without prejudice to the filing of other appropriate administrative, civil, and criminal actions.
    - (b) The technical specifications outlined in **Annex 1-A, 1-B,** and **1-C** of this Memorandum shall be adopted for the reproduction and printing of the teaching and learning resources. The page counts provided in the attached annexes are approximate and subject to potential adjustments by the Bureau of Learning Resources (BLR) during the illustration, reformatting, and laying out of the resources.

- (c) Thus, the page counts in the actual materials in the "Ready-to-Print Teaching and Learning NLC Materials" folder shall be adhered to during the procurement.
- (d) School heads shall ascertain the quantity of teaching and learning resources to be printed, subject to validation by the Regional/Division LRMS Supervisors in coordination with NLC Coordinators, and approval by the Schools Division Superintendents/Regional Directors. Prudent measures shall be observed to minimize the reproduction of these resources taking into account factors such as enrollment size, availability of qualified LCVs, and prioritization of learners who are yet to grasp the reading and mathematics foundational skills.

(e)

- (f) The teaching and learning resources to be printed for the 2024 NLC shall be **non-consumable** and shall be accorded with utmost safekeeping measures to ensure their continued usefulness in subsequent years of NLC implementation or as reference materials. Designated property custodians shall be responsible for including these resources in their inventory records to facilitate proper management and tracking.
- (g) ROs, SDOs, and schools shall prepare execution plans aligned with the procurement mode for printing/reproduction of teaching-learning resources tailored to their contexts. Field offices have the flexibility to explore procurement options, including but not limited to (1) small-value procurement in the SDOs/schools; (2) agency-to-agency procurement across governance levels; or (3) in-house reproduction by SDOs/schools to be done strictly by non-teaching personnel/job order/volunteers, while NLC is on its phased implementation stage.
- (h) Under favorable circumstances determined by the field offices, those who may opt for in-house reproduction of resources may utilize the PSF to acquire printing equipment and materials within the MOOE threshold, including hiring of Job Order personnel for schools with no non-teaching personnel, compliant with the usual government accounting and auditing rules and regulations, subject to the approval of the Regional Directors or the Schools Division Superintendents.
- (i) The budgetary requirement per SDO is determined by the number of learners and LCVs per camp, per learning area, and per Grade level, considering the technical specification in Annexes 1-A, 1-B, and 1-C.

### B. Payment of meal expenses for DepEd or Non-DepEd Learning Camp Volunteers

- (a) The set of Guidelines on the Engagement of Learning Camp Volunteers attached in Annex 2 provides the mechanisms, procedures, and standards in the selection, and engagement of LCVs.
- (b) Meal expense is Php 250.00 per day of actual service from Mondays to Fridays per DepEd or Non-DepEd LCV.

- (c) Number of LCVs required is based on the number of learners per camp, per learning area, and per grade level, using the parameters below:
  - Intervention Camp: maximum of 10 learners per LCV
  - Consolidation Camp: maximum of 35 learners per LCV
  - Enhancement Camp: maximum of 35 learners per LCV
- (d) Schools Districts through the Public Schools Supervisors (PSDS) shall explore the possibility of merging enrollments from nearby schools to optimize the services of LCVs. The table below illustrates a sample of merging of enrollment of a cluster of schools to optimize the services of the LCVs.

District: 5 Grade Level: 7 Learning Area: Mathematics

| School | Intervention<br>Camp<br>Learners | LCVs<br>Required | Consolidation<br>Camp<br>Learners | LCVs<br>Required | Enhancement<br>Camp<br>Learners | LCVs<br>Required |
|--------|----------------------------------|------------------|-----------------------------------|------------------|---------------------------------|------------------|
| Α      | 3                                |                  | 15                                |                  | 12                              |                  |
| В      | 5                                | ì                | 9                                 | 1                | 12                              | 1                |
| C      | 2                                |                  | 10                                |                  |                                 |                  |
| D      | 10                               | 1                | 15                                |                  | 34                              | 1                |
| E      | 5                                |                  | 12                                | 1                | 33                              | 1                |
| F      | 5                                | 1                | 8                                 |                  | 24                              |                  |
| G      | 2                                |                  | 10                                |                  | 11                              | ì                |
| Н      | 6                                | 1                | 10                                | 1                | 32                              | 1                |
| ī      | 2                                |                  | 15                                |                  | 23                              |                  |
| J      | 9                                | 1                | 33                                | 1                | 12                              | 1                |
| Total  |                                  | 5                | 1                                 | 4                |                                 | 6                |

- (e) In case of a shortage of available LCVs, the following **order of priority** of deployment/assignment of LCVs shall be implemented by the SDO.
  - i. Priority 1 Intervention Camp
  - ii. Priority 2 Consolidation Camp
  - iii. Priority 3 Enhancement Camp

Example: SDO Ormoc City has the following data in Grade 7 to 10 Mathematics:

| Grade Level | Camp          | Required LCVs |
|-------------|---------------|---------------|
|             | Intervention  | 45            |
| 7 to 10     | Consolidation | 94            |
|             | Enhancement   | 78            |
| Total       |               | 217           |

Total No. of Qualified LCVs = 210

### Decision:

45 LCVs shall be assigned to Intervention Camps

94 LCVs shall be assigned to Consolidation Camps

The remaining 71 LCVs will be assigned to Enhancement Camps

(f) ROs and SDOs shall compute the total amount needed to pay the meal expense of LCVs, guided by the inputs from the school and district level:

| Office                     | Responsibility  | Template/Annex   |
|----------------------------|---|--|
| School                     | Identifies and recommends the learners in the learning area per camp.   | Annex 3-A<br>(Grades 1, 2, 3)                            |
| SCHOOL                     | Validates and consolidates, and submits to the District Office the data by grade level, by learning area, and by camp, using the  | Annex 3-B<br>(Grades 7, 8, 9, 10)                        |
|                            | template in Annex 3-C.  | Annex 3-C<br>(Grades 1, 2, 3, 7, 8, 9, 10)               |
|                            | Validates the data submitted by the school heads using the template in Annex 3-D.   |  |
| District Office            | District office explores the possibility of merging learners from nearby schools of the same camp, learning area, and grade level to optimize the services of LCVs and submits to SDO.  | Annex 3-D<br>(Grades 1, 2, 3, 7, 8, 9, 10)               |
|                            | Consolidates the data of learners in the learning area, by district, by grade level, by camp, using the template in Annex 3-E.  |  |
| Schools<br>Division Office | Selects the LCVs to be engaged for the 3 camps, in Reading, English, Science, and Mathematics for Grades 1 to 3 and 7 to 10 and approves their engagement through a Volunteer Engagement Agreement (VEA).   | Annex 3-E<br>(Grades 1, 2, 3, 7, 8, 9, 10)               |
|                            | Decides on the LCV deployment/assignment based on the pre-determined order of priority.   |  |
| Regional<br>Office         | Consolidates the budgetary requirement based on data per SDO, considering the availability of funds – putting together the remaining 2023 GMS-MOOE Continuing Funds and Additional PSF charged to BEC 2024 funds. Validates the financial capacity and budgetary requirement per SDO. | Annex 3-F<br>(Budgetary Requirement for<br>LCVs per SDO) |
|                            | Approves/modifies/disapproves the budget requirement prepared by the Budget Officer, based on the capacity per SDO.   |  |

(g) The data for LCV requirement in Remedial classes for learners who did not meet the expectations in one (1) or two (2) learning areas in SY 2023-2024 other than those offered in the NLC, shall likewise be forwarded from schools to districts, to SDO, and RO for them to be considered in the computation of budgetary requirement.

### C. Expenses related to the conduct of orientation activities in the implementation of the 2024 NLC

(a) The budget to be allotted for the conduct of the orientation shall be as follows:

- i. Orientation for District Facilitators. This is allocated Php 600.00 per pax for the 5 facilitators per district. The 5 facilitators per district are as follows: three (3) facilitators in Grades 7 to 10 (1 English, 1 Science, and 1 Mathematics); and two (2) facilitators for Grades 1 to 3 (1 Reading and 1 Mathematics). This shall be conducted by the Chief Facilitators who were oriented at the national level, composed of Curriculum Learning and Management Division (CLMD) Curriculum Implementation Division (CID) Chiefs, and Program Regional Office Education Supervisors/ Representatives in English, Science, and Mathematics (RO-EPS in ESM/Representatives), who shall strategically organize themselves into teams to cover all the district facilitators for the entire region.
- ii. Orientation for the LCVs. This is allocated Php300.00 per LCV, which shall be conducted by the two (2) teams of facilitators in each district of the SDOs as follows: (a) Grades 7 to 10 Team (1 English, 1 Science, and 1 Mathematics); and (b) Grades 1 to 3 Team (1 Reading and 1 Mathematics). The orientation shall be conducted in select schools accessible or strategic to all the LCV participants.
- (b) More than one (1) batch of orientation may be allowed in large districts with more than 100 LCVs in a particular learning area and grade level to ensure quality outcomes.
- (c) The budget related to the conduct of orientation is the total amount required for the Orientation of District Facilitators and the Orientation of the LCVs, following the allocation per pax as indicated in "a.i, and a.ii."
- 11. Considering the above eligible expenditure items, SDO accountable officials shall accomplish the template in **Annex 4-A** and submit to RO; while ROs consolidate them using the template in **Annex 4-B**, which will be approved by the **Regional Directors**.

### Procedures on the Allocation, Release, and Utilization of Funds

- 1. Using the data submitted by SDOs, the ROs shall compute the total fund requirements considering the standards stipulated in the three (3) eligible expenditures as given specific details in these implementing guidelines.
- ROs shall maximize the utilization of the remaining amount of PSF from the FY 2023 (RA 11936) GMS-MOOE Continuing Funds and ensure a 100% utilization rate.
- Due to limited funds, all ROs are requested to establish mechanisms to regulate and validate data elements to be submitted by the SDOs considering their capacity to implement and achieve the expected deliverables meeting the standards.
- 4. The Curriculum and Teaching (CT) Strand, through the BLD, shall prepare the allocation and submit the same to the Secretary, through the Office of the Undersecretary for Finance (OUF), to release the funds to the ROs.

- 5. The Finance Service (FS) Budget Division in the DepEd Central Office shall process and issue the Sub-Allotment Release Orders (Sub-AROs) necessary to effect the downloading of funds to the ROs.
- 6. ROs may conduct procurement activities relevant to the allowable expenditures stipulated in this Memorandum. Regional Directors shall determine the most efficient, effective, and practical strategy for procuring the required resources in the implementation of the NLC for their respective regions.
- 7. If the RO has determined to download funds further to the SDOs, the Regional Director, through its planning, finance, and program teams, shall facilitate the expeditious downloading of funds.
- 8. After the receipt of Sub-AROs, the Finance office of the ROs shall request the Department of Budget and Management (DBM) counterpart for the issuance of a Notice of Cash Allocation (NCAs) to cover the cash requirements of the Sub-AROs received.
- 9. The allocation and utilization of funds by all DepEd Implementing Units shall be in accordance with the priorities set in this Memorandum.
- 10. The use of the funds shall be subject to the existing government budgeting, accounting, auditing, and procurement rules and regulations.
- 11. The grant of cash advance shall be subject to the rules and regulations on the granting, utilization, and liquidation of cash advances as provided for under Commission on Audit (COA) Circular No. 97-002 dated February 10, 1997, as amended by COA Circular No. 2006-005 dated July 13, 2006.
- 12. Procurement of resources under these guidelines shall be in accordance with applicable provisions of RA 9184 and its IRR as well as the internal rules and processes of DepEd.
- 13. In case the downloaded fund is not sufficient to address the actual needs for the purpose, the ROs and SDOs may provide additional fund support from local funds or may venture into partnerships compliant with DepEd rules and regulations.
- 14. Any excess from the downloaded Basic Education Curriculum (BEC) 2024 funds shall be accounted for to be utilized in the upcoming conduct of NLC 2025.

### Monitoring and Reporting

All NLC Coordinators designated by the Regional Directors, in coordination with the Finance Division, shall oversee and monitor the utilization of the aforesaid funds. The Regional NLC Coordinator shall prepare a consolidated Accomplishment Report which shall be submitted to the BLD not later than **August 30, 2024,** through the Google Drive link: <a href="http://tinyurl.com/Regional-NLCReports">http://tinyurl.com/Regional-NLCReports</a>.

Submission of the Accomplishment Report shall be closely monitored by BLD to ensure compliance of all regions. The Accomplishment Report template is provided in **Annex 5** of this Memorandum.

For clarifications or inquiries, please contact the Office of the Director of the BLD through email at bld.od@deped.gov.ph or telephone number (02) 8637-4347.

For widest dissemination and strict compliance.

Copy Furnished:

ATTY. REVSEE A. ESCOBEDO Undersecretary for Operations

ANNEX 1-A: Minimum Technical Specifications for Enhancement Teaching-Learning Materials for Grades 1 to 3 and 7 to 10

|                                   |  | TEACHING RESOURCES  |  | LEARNING RESOURCES   |   |  |
|-----------------------------------|--|---|--|--|---|--|
| Camp/Learning<br>Area             | Lesson Plan<br>(Grade/<br>Estimated No.<br>of Pages) | Technical Specification<br>Option 1 (Private Printer)   | Technical Specification<br>Option 2 (In-House)   | Student<br>Workbook<br>(Estimated<br>Grade/No. of<br>Pages   | Technical Specification<br>Option 1 (Private Printer)   | Technical Specification Option (In-House)  |
|                                   | Grade 1<br>120 pages +<br>cover                      |   |  | Grade 1<br>120 pages +<br>cover  |   |  |
| Enhancement<br>Reading            | Grade 2<br>120 pages +<br>cover                      |   |  | Grade 2<br>120 pages +<br>cover  |   |  |
|                                   | Grade 3 120<br>pages+cover                           |   |  | Grade 3 120<br>pages+cover   |   |  |
|                                   | Grade 1<br>252 pages+<br>cover                       | Book size: A4 No.<br>of pages: As indicated<br>Excluding Cover<br>Quantity:                               | Book size; A4<br>No. of pages: As<br>indicated Excluding   | Grade 1<br>252 pages +<br>cover  | Book size: A4<br>No. of pages: As indicated<br>Excluding Cover<br>Quantity:   | Book size: A4 No. of   |
| Enhancement<br>Math               | rayer  | Cover<br>Quantity:<br>Cover stock: Self Cover<br>Inside pages   | Grade 2<br>276 pages+<br>cover   | Grade 2 276 pages+ cover | pages: As indicated<br>Excluding Cover<br>Quantity: Cover   |  |
|                                   | Grade 3 216<br>pages + cover                         | Brightness 80% with -3%: Color: Cover Black with 1 Side   | uncoated textpaper 70gsm Color: Cover Black  | Grade 3 216<br>pages + cover   | Basis wt. 70 gsm with -3%;<br>Opacity 90% with -3%;<br>Brightness 80% with -3%<br>Color: Cover Black with 1                 | stock: Self Cover<br>Inside pages uncoated textpape<br>70gsm<br>Color: Cover Black |
|                                   | Grade 7 154<br>pages+cover                           |   | to-back print Finishing/Binding: Perfect Binding for   | Grade 7 150 Side UV Coating pages + cover Inside pages Black back-to-back print  | Inside pages Black back-to-bac<br>print Finishing/Bindin<br>Perfect Binding for those with<br>pages and above; while Saddle |  |
|                                   | Grade 8 154<br>pages + cover                         | Finishing/Binding: Perfect Binding for those with 95 pages and above; while Saddle Stitch for those below | those with 96 pages and<br>above, while <u>Saddle</u><br><u>Stitch</u> for those below<br>96 pages | Grade 8 150<br>pages + cover   | Finishing/Binding: <u>Perfect</u> <u>Binding</u> for those with 96 pages and above; while Saddie Stitch for those           | Stitch for those below 96 pages  |
| Enhancement<br>English<br>Science | Grade 9 154<br>pages + cover                         | 96 pages  |  | Grade 9 150<br>pages + cover   | below 96 pages  |  |
| Mathematics                       | Grade 10<br>154 pages +                              |   |  | Grade 10<br>150 pages +  |   |  |
|                                   |  |   |  |  |   |  |

### Note:

<sup>1.</sup> For option 1 printing from private printers, industry practice requires that total number of inside pages be divisible by at least 8 pages. Thus, if the material is 74 or 124 pages, excess pages of 6 or 4 pages respectively, is added. It is recommended that the excess of 6 or 4 pages be converted to extra sheets

<sup>2.</sup> For option 2 in-house printing using printers, photocopier, riso machine, or any other printing equipment

<sup>3.</sup> No. of pages shall be based on the actual teaching-learning resources to be downloaded by BLR to ROs. Indicative costing is Php 0.70 per inside page, and Php 1.50 for cover page, subject to the market survey of the procuring entity.

ANNEX 1-B: Minimum Technical Specifications for Consolidation Teaching-Learning Resources for Grades 1 to 3 and 7 to 10

| Camp/ Learning<br>Area   | Lesson Plan<br>(Grade/<br>Estimated No.<br>of Pages) | Technical Specification Option 1 (Private Printer)   |   | Student  |  |  |
|--|--|--|---|--|--|--|
|  |  | Spanis a ferrance conseq   | Technical Specification<br>Option 2 (In-House)  | Workbook<br>(Grade/<br>Estimated No.<br>of Pages | Technical Specification<br>Option 1 (Private Printer)  | Technical Specification Option 2<br>(in-House)   |
|  | Grade 1<br>120 pages +<br>cover                      |  |   | Grade 1<br>120 pages+<br>cover                   |  |  |
| Consolidation<br>Reading   | Grade 2<br>120 pages +<br>cover                      |  |   | Grade 2<br>120 pages +<br>cover                  |  |  |
|  | Grade 3 120<br>pages + cover                         |  |   | Grade 3 120<br>pages + cover                     | Book size: A4  |  |
|  | Grade 1<br>252 pages +<br>cover                      | Book size: A4 No. of pages: As indicated<br>Excluding Cover<br>Quantity:                             | Book size: A4<br>No. of pages: As<br>indicated  | Grade 1<br>252 pages +<br>cover                  | No. of pages: Indicated pages<br>are just approximate, the<br>number of pages in the<br>actual will prevail                          |  |
| Consolidation<br>Reading   | Grade 2<br>276 pages ±<br>cover                      | Cover stock: Foldcote Cal. 12 solid white inside pages uncoated textpaper Basis wt. 70 gsm with -3%; |   | Grade 2<br>276 pages +<br>cover                  | Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated textpaper Basis wt. 70 gsm with -3%; Opacity 90% with -3%; | Book size: A4 No<br>pages: As indicated Excludir<br>Cover Quantity:<br>Cover stock: Self Cover   |
| in here was a second of the se | Grade 3 216<br>pages + cover                         |  |   | Grade 3 216<br>pages + cover                     |  |  |
| inicivida a a a a a a a a a a a a a a a a a a  | Grade 7 154<br>pages + cover                         | back print<br>Finishing/Binding: <u>Perfect</u>  | to-back print<br>Finishing/Binding:<br>Perfect Binding for<br>those with 96 pages and | Grade 7 74<br>pages + cover                      | Brightness 80% with -3%<br>Color: Cover Black only with<br>1 Side UV Coating<br>Inside pages Black back-to-<br>back print            | print Finishing/Binding:<br><u>Perfect Binding</u> for those with 96<br>pages and above; while <u>Saddle</u><br><u>Stitch</u> for those below 96 pages |
| Consolidation<br>English   | Grade 8 154<br>pages + cover                         | binding for those with 96<br>pages and above; while<br>Saddle Stitch for those below<br>96 pages     | above; while <u>Saddle</u><br><u>Stitch</u> for those below<br>96 pages               | Grade 8 74<br>pages+cover                        | Finishing/Binding: Perfect<br>Binding for those with 96<br>pages and above; while<br>Saddle Stitch for those                         |  |
| Science<br>Mathematics   | Grade 9 154<br>pages + cover                         |  |   | Grade 9 74<br>pages + cover                      | below 96 pages   |  |
|  | Grade 10<br>154 pages+<br>cover                      |  |   | Grade 10 74<br>pages+cover                       |  |  |

### Note

<sup>1.</sup> For option 1 printing from private printers, industry practice requires that total number of inside pages be divisible by at least 8 pages. Thus, if the material is 74 or 124 pages, excess pages of 6 or 4 pages respectively, is added. It is recommended that the excess of 6 or 4 pages be converted to extra sheets

<sup>2.</sup> For option 2 in house printing using printers, photocopier, riso machine, or any other printing equipment

<sup>3.</sup> No. of pages shall be based on the actual teaching-learning resources to be downloaded by BLR to ROs. 3. No. of pages shall be based on the actual teaching-learning resources to be downloaded by BLR to ROs. Indicative costing is Php 0.70 per inside page, and Php 1.50 for cover page, subject to the market survey of the procuring entity.

ANNEX 1-C: Minimum Technical Specifications for Intervention Teaching-Learning Resources for Grades 1 to 3 and 7 to 10

|                             |  | TEACHING RESOURCES  |   | LEARNING RESOURCES   |   |  |  |
|-----------------------------|--|---|---|--|---|--|--|
| Camp/Learning<br>Area       | Lesson Plan<br>(Grade/<br>Estimated No.<br>of Pages)               | Technical Specification<br>Option 1 (Private Printer)   | Technical Specification<br>Option 2 (In-House)  | Student Workbook (Grade/ Estimated No. of Pages                    | Technical Specification<br>Option 1 (Private Printer)   | Technical Specification Option 2<br>(In-House)   |  |
| Intervention<br>Reading     | Grade 1<br>120 pages +<br>cover<br>Grade 2<br>120 pages +<br>cover |   |   | Grade 1<br>120 pages +<br>cover<br>Grade 2<br>120 pages +<br>cover |   |  |  |
|                             | Grade 3 120<br>pages + cover                                       | Book size: A4 No. of pages: As indicated Excluding Cover  | Book size: A4<br>No. of pages: As   | Grade 3 120<br>pages + cover                                       | Book size: A4<br>No. of pages: As indicated<br>Excluding Cover  |  |  |
|                             | Grade 1<br>252 pages +<br>cover                                    | Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages uncoated                                   | indicated Excluding Cover Quantity: Cover stock: Self Cover                           | Grade 1<br>252 pages +<br>cover                                    | Quantity: Cover stock: Foldcote Cal. 12 solid white Inside pages  | Book size: A4 No. of pages: As indicated Excluding Cover Quantity:                                     |  |
| Intervention<br>Reading     | Grade 2<br>276 pages +<br>cover                                    | textpaper Basis<br>wt. 70 gsm with -3%;<br>Opacity 90% with -3%;  | Inside pages<br>uncoated textpaper 70<br>gsm  | Grade 2<br>276 pages +<br>cover                                    | uncoated textpaper<br>Basis wt. 70 gsm with -3%;<br>Opacity 90% with -3%;                                   | Cover stock: Self Cover<br>Inside pages uncoated textpaper<br>70 gsm Color:                            |  |
|                             | Grade 3 216<br>pages + cover                                       | Brightness 80% with -3%<br>Color: Cover Black only with<br>1 Side UV Coating<br>Inside pages Black back-to- | Color: Cover Black<br>Inside pages Black back-<br>to-back print<br>Finishing/Binding: | Grade 3 216<br>pages + cover                                       | Brightness 80% with -3%<br>Color: Cover Black only with<br>1 Side UV Coating<br>Inside pages Black back-to- | Cover Black Inside pages Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 |  |
|                             | Grade 7 320<br>pages+cover   | back print<br>Finishing/Binding: Perfect<br>Binding for those with 96                                       | Perlect Binding for<br>those with 96 pages and<br>above; while <u>Saddle</u>          | Grade 7 200<br>pages+cover   | back print Finishing/Binding: Perfect Binding for those with 96   | pages and above; while <u>Saddle</u><br><u>Stitch for</u> those below 96 pages                         |  |
| Intervention<br>English,    | Grade 8 320<br>pages+cover   | pages and above; while<br>Saddle Stitch for those below<br>96 pages   | <u>Stitc</u> h for those below<br>96 pages  | Grade 8 200<br>pages+cover   | pages and above; while<br><u>Saddle Stitch</u> for those<br>below 96 pages                                  |  |  |
| Science, and<br>Mathematics | Grade 9 320<br>pages+cover   |   |   | Grade 9 200<br>pages + cover                                       |   |  |  |
|                             | Grade 10<br>320 pages +<br>cover                                   |   |   | Grade 10<br>200 pages +<br>cover                                   |   |  |  |

### Note

<sup>1.</sup> For option 1 printing from private printers, industry practice requires that total number of inside pages be divisible by at least 8 pages. Thus, if the material is 74 or 124 pages, excess pages of 6 or 4 pages respectively, is added. It is recommended that the excess of 6 or 4 pages be converted to extra sheets

<sup>2.</sup> For option 2 in-house printing using printers, photocopier, riso machine, or any other printing equipment

<sup>3.</sup> No. of pages shall be based on the actual teaching-learning resources to be downloaded by BLR to ROs. Indicative costing is Php 0.70 per inside page, and Php 1.50 for cover page, subject to the market survey of the procuring entity.



### Republic of the Philippines **Department of Education**

### Annex 2: GUIDELINES ON THE ENGAGEMENT OF LEARNING CAMP VOLUNTEERS (LCVs)

### I. Rationale

- 1. In support of the implementation of the National Learning Camp (NLC) pursuant to DepEd Order (DO) No. 014, s. 2023, Policy Guidelines on the Implementation of the National Learning Camp, the Department of Education (DepEd) shall engage the services of Learning Camp Volunteers (LCV) to facilitate the enhancement, consolidation, or intervention programs in critical learning areas, particularly on Reading, English, Science, and Mathematics.
- 2. With the adjustment of the school calendar for SY 2023-2024 in accordance with DO 003, s. 2024, Amendment to DepEd Order No. 022, s. 2023, Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024, LCVs shall render services in the Intervention Camp, Consolidation, and Enhancement Camp from July 01 to 19, 2024.
- 3. DepEd incumbent/in-service teachers as well as other licensed teachers external to DepEd who are willing and able to facilitate learning in the three camps may take part in the NLC program as LCV.
- 4. The engagement of the LCVs is a crucial part of the National Learning Recovery Program (NLRP) of the DepEd's strategic initiatives aligned with the MATATAG: Bansang Makabata, Batang Makabansa Agenda.

### II. Scope

 This DepEd Memorandum provides for the mechanisms, procedures, and standards that shall guide all DepEd offices and schools as well as other stakeholders in the selection and engagement of LCVs in identified learning camps, in 2024 EOSY break.

### III. Definition of Terms

- 6. For purposes of this Memorandum, the following term shall be defined and understood as follows:
  - a. **Learning Camp Volunteer** refers to a DepEd or non-DepEd licensed teacher who renders tailored instructional services to a target group of learners within a specific period.

### IV. Procedures

### A. Determining the Need for Learning Camp Volunteers

7. In determining the need to employ LCVs, SDOs and/or schools shall observe the following parameters:

a. Schools shall be guided by the provisions of DepEd Order No. 14, s. 2023, *Policy Guidelines on the Implementation National Learning Camp* and its *amendments* on the conduct of early registration, and administration of post-assessment for incoming Grades 1 to 12 for NLC.

b. Based on the assessment results, schools do the placement of the preregistered learners into the three (3) camps - intervention,

consolidation, and enhancement.

c. Guided by the standard class size per camp (Intervention Camp - maximum of 10, Consolidation Camp - maximum of 35, and Enhancement Camp- maximum of 35), the schools determine the number of LCVs needed per camp, per learning area, and per grade level.

d. Schools report to the district offices the number of LCVs needed. District offices through the PSDS explore the possibility of merging enrollments from nearby schools to optimize the services of LCVs, and report to SDOs.

e. SDOs report to the ROs the total number of LCVs needed for computing

the fund requirement to be requested by the central office.

### B. Functions and Nature of Engagement

- 8. The following functions, duties, and responsibilities shall be performed by the LCV, depending on the needed support identified by the schools:
  - a. Facilitate the learning delivery in one (1) or more learning camp/s in a learning area aligned to his/her specialization with the supervision of the school head or other authorized representative/s;
  - Contextualize lesson plans and other NLC resources to facilitate learning through relevant, appropriate, and responsive teaching strategies;

c. Track learners' progress, update learners' records, and provide

feedback to the learner's parents/guardians;

d. Participate actively in collaborative expertise sessions to ensure readiness in content and pedagogy for effective lesson delivery;

e. Coordinate with the teacher-adviser before and after the NLC duration.

- 9. LCVs shall be engaged on a voluntary basis, subject to relevant and applicable policies, issuances, rules, and regulations. Furthermore, the following guidelines shall be observed:
  - a. They shall be engaged for a period of three (3) to five (5) weeks.
  - b. They shall render four hours and thirty minutes (4.5 hours) of actual teaching from Tuesdays to Thursdays, with collaborative expertise sessions for 4.5 hours on Mondays and Fridays.
  - c. Engagement as LCVs shall be considered as relevant L&D earned through collaborative expertise sessions with job-embedded learning.
  - d. They shall be provided by the previous learning area teacher, adviser or school head with the assessment results of individual learners in class and shall be required to turn over the records/documents showing learner progress after the NLC.
  - e. They shall be under the overall supervision of the school head, regardless of the source of funds for their incentives. All administrative actions and decisions about the engagement relations shall be exercised by the SDS or the School Head as designated by the SDS.

### C. Selection and Engagement Process

- 10. Upon issuance of this memorandum, the SDO shall issue a Memorandum or Call for Volunteers from DepEd and Non-DepEd duly signed by the SDS stipulating the following, such as, but not limited to:
  - a. School
  - b. Functions, Nature of Engagement and corresponding incentives
  - c. Minimum Qualifications
  - d. Selection Criteria
  - e. Documentary Requirements and Deadline of Submission of Documents
  - f. Timeline of Selection Activities.
- 11. Interested LCVs must meet the following minimum qualifications:
  - a. Education: Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
  - b. Training: None required
  - c. Experience: None required
  - d. Eligibility: Licensed Professional Teacher (LPT)
  - e. Preferably resident of the community/barangay where the school is located
  - f. Other preferred qualifications as may be determined by the OUCT/SDO and/or school relative to the specific considerations of the specific school/s concerned such as but not limited to the subject area specialization most preferably Reading, English, Science, and Mathematics.
- 12. Consistent with Item 11, the following may signify their intent to volunteer as LCV. The following order of priority shall be observed in the selection and engagement of LCVs:
  - a. DepEd incumbent teachers who are willing to volunteer;
  - b. Remaining LET-eligible applicants in the recent and/or previous Registries of Qualified Applicants (RQAs);
  - c. Other LET-eligible teacher applicants in the RQAs who did not meet the cut-off score per existing DepEd hiring guidelines; and
  - d. 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, subject to the screening qualification and criteria indicated in this Guidelines.
- 13. Interested LCVs mentioned in 12 (a, b, and c) shall no longer undergo assessment. They shall only be required to submit a Letter of Intent addressed to the SDS, or to the highest human resource officer designated by the SDS (prescribed template is attached in Appendix A of Annex 2).
- 14. Interested LCVs in 12(d) who meet the minimum and preferred qualification shall undergo the assessment and selection process. They shall submit the following documentary requirements:
  - a. Letter of intent addressed to the SDS, or to the highest human resource officer designated by the SDS (prescribed template is attached in Appendix A of Annex 2);

- b. Duly accomplished PDS (CS Form No. 212, Revised 2017); and
- c. Other documents as may be required such as but not limited to the following:
  - i. Photocopy of Certificate of LET Eligibility/Rating/License/ID;
  - ii. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and True Copy of Grades;
  - iii. Photocopy of Service Record or Certificate of Employment, if there is any;
  - iv. Photocopy of Certificates of Training, if there is any;
  - v. Photocopy of the latest Performance Rating, if there is any.
- 15. An LCV Screening Committee shall be designated to evaluate the qualifications interested LCVs. The Committee shall:
  - a. Receive applications and check the completeness, authenticity, and veracity of documents submitted by the applicants;
  - b. Conduct the initial evaluation of the applicants' qualifications vis-a-vis the minimum and preferred qualifications stipulated in Items 11 and 12, and submit to the SDS a List of Learning Camp Volunteers, along with the result of the screening using the prescribed form in *Appendix B of Annex 2* as **List of Interested Learning Camp Volunteers**; and
  - c. Assess the qualified non-DepEd applicants based on the evaluation and selection criteria as defined in this Memorandum.
- 16. The LCV Screening Committee shall adopt the following evaluative assessments. They may devise the evaluation and selection criteria, tools, and rubrics for each evaluative assessment based on the needs of the learning camps.
  - a. **Document Review.** Applicants with the following qualifications/ credentials shall be **preferred** based on the needs of the program:
    - i. LET/PBET Eligibility
    - ii. Tertiary units above the minimum Education requirement that is relevant to the learning area/specialization
    - iii. Training in relevant to the learning area/specialization
    - iv. Previous experience, such as tutoring, relevant to the learning area/specialization

      Note: For applicants with previous experience, performance rating,
      - should there be any, shall be taken into consideration.
    - v. Other qualifications in the applicants' portfolio aligned with the needs of the program.
  - b. **Interview.** The interview shall focus on the collection of detailed and complete information about the applicant relative to the job function of an LCV. The objective of the interview is to assess potential, characteristics, traits, and fitness to the position, and to predict how the applicant will perform on the job. The interview shall also be an avenue to validate the qualifications and credentials submitted by the applicant.
- 17. It is the responsibility of the LCV Screening Committee to finalize the *List of Interested Learning Camp Volunteers (Appendix B of Annex 2)* with corresponding scores based on the assessment conducted. They shall recommend the final list of applicants to be engaged based on the following parameters:

- a. Merit and fitness. The SDS shall select the candidate deemed most qualified for NLC based on learning area specialization (Reading/English, Science, and Mathematics).
- b. **Location.** Applicants who reside within the community/barangay where the school and/or households in need are located shall be prioritized in the engagement.
- c. Other parameters may be defined by the LCV Screening Committee.
- 18. Guided by the assessment results validated and recommended by the LCV Screening Committee and in the exercise of sound discretion, the SDS shall select from the list of recommended LCVs, insofar as practicable, the volunteer applicant deemed most qualified for the engagement.
- 19. Upon receipt of the SDS' approval of the list of selected LCVs, the HRMO shall facilitate the execution of the Volunteer Engagement Agreement with the selected volunteer applicant (prescribed template attached in *Appendix C of Annex 2*).

### D. Capacity Building

- 20. Aligned with DepEd Order No. 14 s, 2023 Policy Guidelines on the Implementation of National Learning Camp, teachers shall be capacitated on content and pedagogical knowledge and skills required for the NLC, guided by the Philippine Professional Standard for Teachers (PPST), including those on child rights and child protection, and their roles through the orientation activities organized by the SDOs, through the supervision of ROs and the CO.
- 21. Expenses relative to the conduct of orientation of LCVs shall be charged to the funds downloaded to the ROs and SDOs in support of the operationalization of the NLC and can be augmented with local funds subject to the usual accounting rules and regulations.

### E. Incentives and Benefits

- 22. DepEd incumbent teachers who will volunteer as LCVs shall be granted:
  - a. Vacation Service Credits (VSC) on top of the 15 days maximum allowable VSCs, as provided in Section 55 of DO 14, s. 2023, to wit:
    - "55. All teachers involved in these NLRP-related EOSY break activities shall be granted vacation service credits for the services rendered during the NLC. One (1) workday of vacation service credit shall be granted per accumulated eight (8) hours of service rendered, as certified by their respective SHs. The number of service credits authorized is **exclusive** of the fifteen (15) days maximum vacation service credits allowed as stipulated in DO 53, s. 2003 (Updated Guidelines on the Grant of Vacation Service Credits to Teachers)";
  - b. Certificate of Recognition:
  - c. Certificate of L&D, with indicated actual number of hours which may be considered as relevant L&D (earned through collaborative expertise with job-embedded learning) for hiring/promotion, subject to the existing DepEd guidelines; and

- d. Meal expense of Php 250.00/day of actual service and/or other incentives, contingent upon the availability of funds and in adherence to the set guidelines.
- 23. LCVs external to DepEd shall be provided with the following incentives subject to government rules and regulations:

a. Certificate of Recognition;

b. Certificate of L&D, with indicated actual number of hours which may be considered as relevant L&D (earned through collaborative expertise with job-embedded learning) for hiring/promotion, subject to the existing DepEd guidelines; and

c. Meal expense of Php 250.00/day of actual service, and/or other incentives, contingent upon the availability of funds and in adherence

to the set guidelines

### V. Monitoring and Evaluation

- 24. Schools Division Offices shall accomplish the Registry of Learning Camp Volunteers per Learning Area, using the provided template attached as Appendix D of Annex 2. ROs, through the Curriculum and Learning Management Division (CLMD), shall oversee the proper conduct of this activity and provide support to SDOs and schools by facilitating linkages to potential partners.
- 25. The ROs and SDOs, shall ensure strict adherence to these guidelines and other relevant issuances in the engagement of LCVs. The SDSs and HRMOs in the SDOs shall regularly monitor and evaluate the implementation of this policy and submit program report to the RD.
- 26. For purposes of reporting and in aid of future policy recommendations, a consolidated report on the engagement of LCVs by the end of the learning camp or other EOSY activities shall be submitted by the SDOs, through the ROs, to the Office of the Undersecretary for Curriculum and Teaching (CT), copy furnished the Office of the Undersecretary for Human Resource and Organizational Development. The template of the report is enclosed in *Appendix E of Annex 2* which details the following information:
  - a. Number of LCVs engaged
  - b. Nature of Engagement
  - c. Funding Source
  - d. Amount of incentives received
  - e. Challenges encountered
  - f. Anticipated future needs

H

### VI. References

DO 003, s. 2024, Implementing Guidelines on the School Calendar and Activities for the School Year 2023–2024

DepEd Order No. 014, s. 2023, Policy Guidelines on the Implementation of the National Learning Camp

COA-DBM Joint Circular (J.C.) No. 1, s. 2020, Interim Guidelines Contract of Service (COS) and Job Order (JO) Workers in Government for the Duration of the State of Calamity and Community Quarantine Due to the Corona Virus Disease 2019 (Covid-19)

CSC-COA-DBM J.C. No. 1, s. 2018, Amendment to the CSC-COA-DBM Joint Circular No. 1, S. 2017

CSC-COA-DBM JC 1, s. 2017: Rules and Regulations Governing Contract of Service and Job Order Workers in the Government

DepEd Order No. 012, s. 2020 (Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency)

DepEd Order No. 21, s. 2019 (Policy Guidelines on the K to 12 Basic Education Program)

### Expression of Intent

|                                   | hereby express my intent to be a Learning Camp       |
|-----------------------------------|--|
| (Complete Name)                   |  |
| Valuntoer in                      |  |
| Volunteer in(Name of Scho         | (Address of the School)                              |
| 1                                 | National Lagraina Comp for 2024 FOSV break           |
| during the implementation of th   | ne 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.    |  |
| on the program impromentation.    |  |
| Furthermore I hereby ora          | nt the Department of Education the right to collec   |
| rui illermore, i ilereby gra      | in the Department of Education are right to conce    |
| and process my personal inform    | nation and profile as provided below, for purposes   |
|                                   | ' Description of the Description of                  |
| relevant to the engagement of lea | rning camp volunteers in the Department.             |
| Personal Information              |  |
| Age:                              |  |
| Sex:                              |  |
| Complete Residential Address:     |  |
| Mobile/Telephone Number:          |  |
|                                   |  |
| Academic and Employment De        |  |
| Bachelor's Degree & Specializati  |  |
| Master's Degree & Specialization  | n (if any):  |
| Present Employment (if any):      |  |
| Present Position (if any):        |  |
| Grade Level Assignment (if any):  |  |
| Length of Service as a Teacher (  | if any):   |
|                                   |  |
|                                   |  |
|                                   |  |
| Signa                             | uture Over Printed Name                              |
| Da                                | te Signed:   |
|                                   |  |

### Appendix B of Annex 2

### DEPARTMENT OF EDUCATION LIST OF INTERESTED LEARNING CAMP VOLUNTEERS

| Name of Schools Division:<br>Name of School: |  |
|--|--|
| Total Number of LCVs                         |  |

| DVAL  be shed by st. Affix  we if peed!  |  |  |   |  |
|--|--|--|---|--|
| APPROVAL  [To be accomplished by the SDS: Affix signature if approved]   |  |  |   |  |
| FUND SOURCE  To be accomplished by the SDO)  |  |  |   |  |
| RECOMMEN DATION OF THE SCREENING COMMITTE E E Recommended' if applicant is defended audified for hiring based on parameters) |  |  |   |  |
| REMARKS  |  |  |   |  |
| ASSESSMENT RESULTS   | INTERVIEW [indicate score]   |  |   |  |
|  | OTHERS (Indicat e other relevant qualifica itons)                    |  |   |  |
|  | PERFORMANCE findicate performance rating, if any)                    |  |   |  |
| QUALIFICATIONS   | EXPERENCE findicate previous relevant experience; at least 6 months) |  |   |  |
| QUALIF   | TRAINING<br>findicate<br>relevant<br>training<br>attended)           |  |   | The state of the s |
|  | EDUCATION<br>[Indicate highest<br>educational<br>attainment]         | to de constitución de la constitución de const | No sea en que fressente en en en entre para del nation de en en   | profesionia njepromoterovite od pomoterovite pro-  |
|  | LET/<br>PBET<br>(indicate<br>Yes or No)                              | enelly effective control of the cont | And delicated a second |  |
| ATION  | SEX (by birth)   |  |   | The second of th |
| BASIC  | ADDR<br>ESS  | and the second sec  |   | Carlo and the Ca |
| NAME OF<br>APPLICANT   |  | JUAN C.<br>DELA CRUZ   |   |  |
|  |  | اسط ز  | 7   | C  |

Note: Attach the assessment criteria, tool, and rubrics used in the interview, learning facilitation demonstration/exercise, and written examination



### Department of Education

Appendix C of Annex 2

### **VOLUNTEER ENGAGEMENT AGREEMENT**

### KNOW ALL MEN BY THESE PRESENTS:

|                | This Agreement, made and entered into by and between:  |
|----------------|--|
|                | Department of Education - (Schools Division, DepEd Region NO), a nment agency with office address at, represented by (Schools                      |
| Divis<br>Party | ion Superintendent), (Designation, Office), herein referred to as the "First   |
| i di cj        | ,  |
|                | -and-  |
|                |  |
|                | , of legal age, Filipino and with  |
| resid          |  |
|                | hereinafter  |
| reteri         | red 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   |
| 1              | 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 engaged to render service as   |
|                | Learning Camp Volunteer for the period to  |
|                | , and shall be provided Php 250.00 (two hundred and fifty  |
|                | pesos) for meal expenses to be given; subject to existing rules  |
|                | and guidelines and subject to applicable taxes and liabilities, if any, and  |
|                | corresponding deductions for tardiness, undertime and absence incurred   |
| _              | during the engagement-;  |
| 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;
- 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.
- 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;
- 8. 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;
- 9. 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
- 10. That either party may terminate this Agreement for causes authorized by law and upon written notification to the other party, to be submitted prior to the termination of this Agreement.

| s have hereunto set their hands this<br>City, Philippines. |
|--|
|  |
| Second Party   |
|  |
|  |

| REPUBLIC OF THE PHIL CITY OF                        | IPPINES )<br>) S.S.                                |   |
|---|--|---|
| BEFORE ME, a personally appeared the                |  | in the above jurisdiction,  |
| Name  | Gov't. Issued ID<br>No.                            | Date/Place Issued   |
|   |  |   |
| acknowledged to me that and deed.                   | t the same are their own                           | the foregoing instrument and<br>in free will and voluntary act<br>including this page wherein |
| this acknowledgment is<br>instrumental witnesses of | written, and is signed<br>on each and every page h | d by the parties and their hereof.  |
| Pasig City, Philippines.                            | IND AND SEAL, this _                               | day of at   |
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| Book No. :  |  |   |

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| Registry of Le   | arning Camp Volunteer         | for Mathematics  | Grades 1 to 3  |
|  |                               |  | olunteer Category  |
| Name   | Specialization                | Non-DepEd  | DepEd  |
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| Registry of Le   | arning Camp Volunteer         | for English Grade  | es 7 to 10   |
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|  |                               |  |  |
| Registry of Le   | arning Camp Volunteer         | for Mathematics  | Grades 7 to 10   |
|  |                               | The state of the s | olunteer Category  |
| Name   | Specialization                | Non-DepEd  | DepEd  |
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|  |                               |  |  |
|  | LCV Screening                 | Committee  |  |
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### Annex 3-A: Names of Recommended Learners for NLC, Per Camp (Grades 1 to 3)

| School:  | Grade Level: |
|----------|--------------|
| Teacher: | Section:     |

### Names of Recommended NLC Learners

### Learning Area: READING

| Intervention Camp | Consolidation Camp | Enhancement Camp |
|-------------------|--------------------|------------------|
| 1.                | 1.                 | 1.               |
| 2.                | 2.                 | 2.               |
| 3.                | 3.                 | 3.               |
| 4.                | 14.                | 4.               |
| 5.                | 5.                 | 5.               |
| 6.                | 6.                 | 6.               |
| 7.                | 7.                 | 7.               |
| 8.                | 8.                 | 8.               |
| 9.                | 9.                 | 9.               |
| 10.               | 10.                | 10.              |
| 11.               | 11.                | 11.              |
| 12.               | 12.                | 12.              |
| 13.               | 13.                | 13.              |
| 14.               | 14.                | 14.              |
| 15.               | 15.                | 15.              |
| Total             | Total              | Total            |

### Names of Recommended NLC Learners

### Learning Area: MATHEMATICS

| Intervention Camp | Consolidation Camp | Enhancement Camp |
|-------------------|--------------------|------------------|
| 1.                | 11.                | 1.               |
| 2.                | 2.                 | 2.               |
| 3.                | 3.                 | 3.               |
| 4.                | 4.                 | 4.               |
| 5.                | 5.                 | 5.               |
| 6.                | 6.                 | 6.               |
| 7.                | 7.                 | 7.               |
| 8.                | 8.                 | 8.               |
| 9.                | 9.                 | 9.               |
| 10.               | 10.                | 10.              |
| 11.               | 11.                | 11.              |
| 12.               | 12.                | 12.              |
| 13.               | 13.                | 13.              |
| 14.               | 14.                | 14.              |
| 15                | 15                 | 15               |
| Total             | Total              | Total            |

| Pı      | repar | ed | by:     |
|---------|-------|----|---------|
|         |       |    |         |
| aarnina | Area  | 10 | Teacher |

### Annex 3-B: Names of Recommended Learners for NLC, Per Camp (Grades 7,8,9,10)

| School:  | Grade Level: |
|----------|--------------|
| Teacher: | Section:     |

### Names of Recommended NLC Learners

Learning Area:

| Intervention Camp (For English & Mathematics only) | Consolidation Camp | Enhancement Camp |
|--|--------------------|------------------|
| 1.   | 1.                 | 1.               |
| 2.   | 2.                 | 2.               |
| 3.   | 3.                 | 3.               |
| 4.   | 4.                 | 4.               |
| 5.   | 5.                 | 5.               |
| 6.   | 6.                 | 6.               |
| 7.   | 7.                 | 7.               |
| 8.   | 8.                 | 8.               |
| 9.   | 9.                 | 9.               |
| 10.  | 10.                | 10.              |
| 11.  | 111.               | 11.              |
| 12.  | 12.                | 12.              |
| 13.  | 13.                | 13.              |
| 14.  | 14.                | 14.              |
| 15.  | 15.                | 15.              |
| 15.  | 16.                | 16.              |
| 17.  | 117.               | 17.              |
| 18.  | 18.                | 18.              |
| 19.  | 19.                | 19.              |
| 20.  | 20.                | 20.              |
| 21.  | 21.                | 21.              |
| 22.  | 22.                | 22.              |
| 23.  | 23.                | 23.              |
| 24.  | 24.                | 24.              |
| 25.  | 25.                | 25.              |
| Total  | Total              | Total            |

| by: |         |
|-----|---------|
|     | Teacher |
|     |         |



### Annex 3-C: School Consolidated Data on the Number of NLC Learners

| School:      | School ID: |
|--------------|------------|
| School Head: | District:  |

### Number of Learners

| and the state of t |                               |  | CAMPS                 |                     |
|--|-------------------------------|--|-----------------------|---------------------|
| Grade<br>Level   | Learning Area                 | Intervention Camp (For Reading/English & Mathematics only)   | Consolidation<br>Camp | Enhancement<br>Camp |
| 1  | Reading                       |  |                       |                     |
|  | Mathematics                   |  |                       |                     |
| 2  | Reading                       |  |                       |                     |
|  | Mathematics                   |  |                       |                     |
| 3  | Reading                       |  |                       |                     |
|  | Mathematics                   |  |                       |                     |
|  | English                       |  |                       |                     |
| 7  | Science                       |  |                       |                     |
|  | Mathematics                   |  |                       |                     |
| AND THE PERSON NAMED IN COLUMN TWO IS NOT THE OWNER.   | English                       |  |                       |                     |
| 8  | Science                       |  |                       |                     |
|  | Mathematics                   | AND ADDRESS OF THE PARTY OF THE |                       |                     |
|  | English                       |  |                       |                     |
| 9  | Science                       |  |                       |                     |
|  | Mathematics                   | CONTRACTOR OF STREET   |                       |                     |
| AND REAL PROPERTY AND REAL PRO | English                       |  |                       |                     |
| 10   | Science                       |  |                       |                     |
|  | Mathematics                   |  |                       |                     |
|  | Reading<br>Grades 1 to 3      |  |                       |                     |
|  | Mathematics<br>Grades 1 to 3  |  |                       |                     |
| Total  | English<br>Grades 7 to 10     |  |                       |                     |
|  | Science<br>Grades 7 to 10     |  |                       |                     |
|  | Mathematics<br>Grades 7 to 10 |  |                       |                     |

Annex 3-D: District Consolidated Data of NLC Learners & LCV Requirement (Grades 1, 2, 3, 7, 8, 9, and 10)

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ASDS Annex 3-E: SDO Consolidated Data of LCVs for Hiring, By Grade Groups, Camps & Specialization Address: SDO: Specialization of LCVs: READING/ENGLISH, SCIENCE, MATH

# SDO Consolidated Data of LCVs to be Engaged By Grade Groups, Camps & Specialization

| IN   | TRUENT   | INTERVENTION CAMP  | // V   | A.C.A.   | CONSOLIDATION CAMP   | CONSOLIDATION CAMP   | TON CA   | MP   |  |  |  | HANCE  | ENHANCEMENT CAMP   | MP   | Service contraction on the contraction   |  | TOTAL LCVs   | /8   |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Reading /  | Reading / English  | Mathematics  | natics   | Reading/ English   | English  | Science  | nce  | Mather   | Mathematics  | Reading  | Reading/English  | Sci  | Science  | Mathe  | Mathematics  | Reading /  | Science  | Math   |
| Grades 1 to 3  | Grades<br>7 to 10  |  | Grades<br>7 to 10  | Grades<br>1 to 3   | -  | Grades<br>1 to 3   | des<br>10  | Grades<br>1 to 3   | Grades<br>7 to 10  | English  | LCVS   | rcvs   |
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| Note: Please indicate the breakdown below of the total LCVsto be engaged as to DepEd or Non-DepEd, for purpose of determining the budgetary requirement  | 1 below  | of the tot   | al LCVs  | o be end   | aged as  | to DepEc   | d or Non   | -DepEd   | for pur  | Jo asod  | determir   | ung the  | budgetan   | in require   | ement.   | and the second second second second  | Appropriate teachers and an advantaged   | ere at a property of the control of  |
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Submitted by:

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Annex 3-F: RO BUDGETARY REQUIREMENT FOR PAYMENT OF MEAL EXPENSE OF LCVs

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## BUDGETARY REQUIREMENT FOR PAYMENT OF MEAL EXPENSE OF LCVs, BY SDO

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| en especial de la company   | Regional Budget | 1          |

Regional Director

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Annex 4-A: SDO BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES

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| Total Learning Teaching LCVs Conduct of Amount Course Materials Materials Activities Required Funds Activities Funds | $\frac{1}{N} \int X \int X dx$   | and the street of the street o | and the street of the street o | MIN  |           | No of LCVs   |  | Printing/ R  | eproduction  | Payment for Meal of  |  | Total  | -  | Amount   |
| Materials mayoridas Activities   | Grades 1 Grades 7 Total DepEd  | Total  | Total  | DepEd  |           | Non-   | Total  | Learning   | Teaching   | TCVs   | Conduct of<br>Orientation  | Required   | and consideration of   | Request  |
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CID Chief SDO NLC Coordinator Approved: ASDS Recommending Approval: SDO Budget Officer

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Prepared by:

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Annex 4-B; RO BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES

|   | Address; |      |
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BUDGETARY REQUIREMENT FOR 2024 NATIONAL LEARNING CAMP & REMEDIAL CLASSES

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| SDOs   | Grades 1<br>to 3   | Grades 1 Grades 7 to 10  | Total  | DepEd  | Non-<br>DepEd<br>LCVs  | Total  | Learning   | Learning Teaching<br>Materials Materials   | ICVS   | Conduct of<br>Orientation<br>Activities  | Amount<br>Required   | Continuing<br>Funds  | Request         |
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|------------------------|--------------------|------------|
| RO Budget Officer      | RO NLC Coordinator | CLMD Chief |
| Recommending Approval: | Approved:          |            |

Regional Director

Annex 5: ALLOCATION FOR ADDITIONAL PROGRAM SUPPORT FUND

|             | Additional PSF    |
|-------------|-------------------|
| KEGIONS     | ( BEC 2024 Funds) |
| Region I    | 53,957,463.00     |
| Region II   | 30,896,600.00     |
| Region III  | 110,996,360.00    |
| Region IV-A | 112,826,790.00    |
| Region IV-B | 28,177,400.00     |
| Region V    | 17,000,000.00     |
| Region VI   | 15,000,000.00     |
| Region VII  | 28,000,000.00     |
| Region VIII | 20,000,000.00     |
| Region IX   | 25,362,100.00     |
| Region X    | 59,824,900.00     |
| Region XI   | 46,868,700.00     |
| Region XII  | 17,675,500.00     |
| CARAGA      | 19,321,200.00     |
| CAR         | 18,657,370.00     |
| NCR         | 99,898,770.00     |
| Grand Total | 704,463,153.00    |

Annex 6: NLC 2024 Accomplishment Report

| Region:   |                 | water and an all and a service | Office Address:                          |   |  |
|---|-----------------|--|--|---|--|
| Total No. of SDOs in the RO:                                  |                 |  | No. of SDOs<br>downloaded with<br>funds: |   |  |
| Total No. of Schools in the RO:                               |                 | No. of Schools<br>that participated<br>in both NLC and<br>Other EOSY<br>Break Activities:  |  | No. of Schools<br>that participated<br>in either NLC or<br>Other EOSY Break<br>Activities only: |  |
| Total Budget Downloaded to RO from BEC 2024 Current Funds:    | Php             | Amount Utilized:   | Php                                      | Balance:  | Php  |
| Utilization Rate for BEC 2024<br>Funds                        |                 |  |  |   | de constanting processes and proposed the constanting of the bit because the |
| Total Budget Downloaded to RO from GMS 2023 Continuing Funds: | Php             | Amount Utilized:   | Php                                      | Balance:  | Php  |
| Total Amount Downloaded to RO:                                | Php             | Total: Php   | Php                                      | Total:  | Php  |
| Utilization Rate for GMS 2023<br>Continuing Funds:            |                 |  |  |   |  |
| Average Utilization Rate:                                     | Dalum Alconomic |  |  |   |  |

A. Orientation Activities, Teaching-Learning Resources, Monitoring, Aid for IMs of Other EOSY Break Activities, Meal Expense for LCVs:

| Financial<br>Accomplishment | et Actual |  |  |       |
|-----------------------------|-----------|--|--|-------|
|                             |           |  |  |       |
| Physical Accomplishment     | t Actual  |  |  |       |
|                             | or Target |  |  |       |
| Performance                 | Indicate  |  |  |       |
| Expenditure Items           |           |  |  |       |
| Budget<br>Allocation        |           |  |  |       |
| Schools<br>Division         | Office    |  |  | Total |

B. Challenges, Actions, and Recommendations:

| Schools Division Office | Challenges | Actions | Recommendations |
|-------------------------|------------|---------|-----------------|
|                         |            |         |                 |
|                         |            |         |                 |
|                         |            |         |                 |

NLC Regional Coordinator

Prepared by:

Reviewed by:

CLMD Chief

Regional Accountant & Budget Officer

Noted:

Recommending Approval:

Assistant Regional Director

opina, iris ipipaan perikagan pi opitipaadapametrja opitipa

Approved:

Regional Director