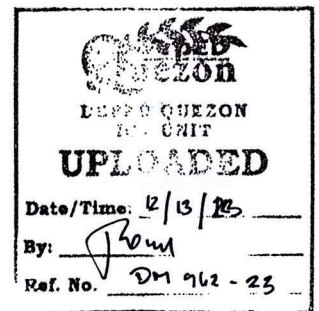




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 December 2023

DIVISION MEMORANDUM
DM No. 962, s. 2023

**SUBMISSION OF DULY SIGNED PAYROLL FOR THE UTILIZATION OF NATIONAL
LEARNING CAMP ASSESSMENT (NLCA) FUND**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Secondary School Heads
District Testing Coordinators
All Concerned

1. Relative to the issued **Division Memorandum No. 752, S. 2023**, titled **Guidelines on the Utilization of Program Support Funds for the Implementation of the National Learning Camp Assessment (NLCA)**, **ALL Secondary Schools** are advised to submit duly signed payroll for the utilization of the aforesaid funds not later than **December 18, 2023**.
2. Attention of all concerned is invited to the following specific guidelines in the preparation of payroll.
 - a. All secondary schools are eligible to receive **P690.00 honorarium/subsidy** for the three stages of the NLCA, namely:
 - i. Preparation;
 - ii. Pretest; and
 - iii. Posttest.
 - b. However, those schools who were not able to administer pretest and posttest due to failure to comply with BEA's requirements shall receive only the honorarium/subsidy for the **preparation stage** for the following personnel:
 - i. School Testing Coordinator;
 - ii. School ICT Coordinator;
 - iii. One Test Administrator; and
 - iv. Support Staff (School Head).
 - c. On the other hand, those schools who were able to conduct pretest and posttest, shall receive allowance for the **three stages** of the NLCA for the following testing personnel:
 - i. School Testing Coordinator;
 - ii. School ICT Coordinator;
 - iii. Test Administrators who actually rendered testing services; and
 - iv. Support Staff (School Head).

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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3. Moreover, the School Head shall submit a certification for the services rendered of those testing personnel as supporting documents of the payroll.
4. Payroll template attached hereto, for the reference of all, can be downloaded in this link **<http://tinyurl.com/PAYROLL-NLCA>**.
5. For queries and other concerns, please contact EPS Raul R. Agaran, Division Testing Coordinator, through this email **sdo.quezon.testingcenter@deped.gov.ph**, or at numbers **09171560207**.
6. Widest and immediate dissemination of this memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

SGORRA/12/12/2023

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PAYROLL

For the period _____

Entity Name : Department of Education
Fund Cluster : Division of Quezon

We acknowledge receipt of cash shown opposite our name as full compensation for services rendered for the period covered.

Payroll No. : _____
Sheet _____ of _____ Sheets

Serial No.	Name	Position	LBP Acct. Number	HONORARIUM/SUBSIDY/ALLOWANCES		DEDUCTIONS		Net Amount Due	Signature of Recipient
				Preparation Stage	TOTAL				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
SUB-TOTAL									
A	CERTIFIED: Services duly rendered as stated.			C		APPROVED FOR PAYMENT: _____ (P)			
RAUL R. AGARAN Signature over Printed Name of Authorized Official _____ Date _____				ROMMEL C. BAUTISTA, CESO V (Signature over Printed Name) _____ Date _____ Head of Agency/Authorized Representative					
B	CERTIFIED: Supporting documents complete and proper, and cash available in the amount of _____ EDMUNDO R. MARIN JR. (Signature over Printed Name) _____ Date _____ Head of Accounting Division/Unit			D		CERTIFIED: Each employee whose name appears on the payroll has been paid the amount as indicated opposite his/her name E ORS/BURS No. : _____ Date : _____ JEV No. : _____ Date : _____ (Signature over Printed Name) _____ Disbursing Officer			