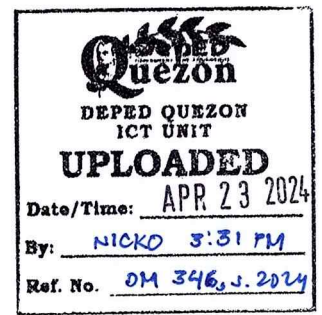




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



22 April 2024

DIVISION MEMORANDUM

DM No. 346, s. 2024

**ANNOUNCEMENT OF APPLICATIONS FOR LEARNING CAMP VOLUNTEERS (LCV) FOR
THE EFFECTIVE IMPLEMENTATION OF THE NATIONAL LEARNING CAMP FOR
THE 2024 END-OF-SCHOOL-YEAR (EOSY) BREAK**

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
HRMPSB Members
Public Elementary and Secondary School Heads
All Others Concerned

1. In support of the implementation of the National Learning Camp (NLC) pursuant to DM-OUCT-2024-097 titled **Specific Guidelines for the Effective Implementation of the National Learning Camp and Other Activities for the 2024 End-of-School-Year (EOSY) Break**, this Office announces a call for **applications for Learning Camp Volunteers (LCV)** for schools who need additional manpower.
2. 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. The engagement of the LCVs is a crucial part of the National Learning Recovery Program (NLRP) of DepEd's strategic initiatives aligned with the MATATAG: Bansang Makabata, Batang Makabansa Agenda.
3. In determining the need to employ LCVs, SDOs and/or schools shall be guided by the provisions of DepEd Order No. 14, s. 2023 titled **Policy Guidelines on the Implementation of 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. Guided by the standard size per camp, **the schools determine the number of LCVs needed per camp, per learning area, and per grade level.** Schools shall

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report to the number of LCVs needed to SDO. SDOs shall report to the regional offices the total number of LCVs needed for computing the fund requirement to be requested by the Central Office.

4. With the adjustment of the school calendar for SY 2023-2024 in accordance with DepEd Order No. 003, s. 2024 titled 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 Camp, and Enhancement Camp from **July 1 to 19, 2024**.

Functions of LCVs

5. The following job functions, duties, and responsibilities shall be performed by the Learning Camp Volunteer, 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;
 - b. 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.

Nature of engagement of non-DepEd LCVs

6. Non-DepEd LCVs shall be hired under **Job Order** status, subject to relevant and applicable policies, issuances, rules, and regulations.

Corresponding Remunerations/Salary and incentives

7. Since the NLC entails the services of LCVs beyond regular school days, they shall be provided with incentives, subject to government rules and regulations (DepEd Order

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14, s. 2023 paragraph 54). Below are the incentives of LCVs for NLC 2024 and Other EOSY Break Activities.

a. DepEd LCVs

- i. Vacation Service Credits
- ii. National Level Certificate of Recognition
- iii. Meal Expense of Php 250.00 / day of actual service

b. Non-DepEd LCVs

- i. Certificate of Services Rendered based on the Contract supported by Proof of Attendance
- ii. National Level Certificate of Recognition
- iii. Remuneration for services rendered, the amount of which shall not be below the minimum wage rates set by the National Wages Productivity Commission per region (*Note: Minimum daily wage divided by 8 hours , multiplied by the number of actual teaching hours. A teacher may have a maximum teaching load of 4.5 hours a day*).

Qualification Standards

8. Applicants for Learning Camp Volunteer 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. Age: At least 21 years old but not more than 59 years old
- f. Preferably resident of the community / barangay where the school is located
- g. 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.**

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9. Consistent with the qualifications mentioned in Item 8, the following are **eligible to volunteer**:
- DepEd incumbent teachers who are willing to volunteer;
 - Remaining LET-eligible applicants in the recent and/or previous Registries of Qualified Applicants (RQAs) who are not given appointments;
 - 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; and
 - Other LET-eligible teacher applicants in the above-mentioned RQAs who did not meet the cutoff score per existing DepEd hiring guidelines;

Selection Criteria

- Eligible applicants mentioned in **9 (a, b, and d)** shall **no longer undergo assessment**.
- Only applicants in **9(c)** who meet the minimum and preferred qualification shall undergo the assessment and selection process to be conducted by the designated LCV sub-committee.
- A special HRMPSB sub-committee for LCVs shall be designated to evaluate the applications for LCVs. The sub-committee shall:
 - Receive applications and check the completeness, authenticity, and veracity of documents submitted by the applicants;
 - 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 applicants along with the result of the initial evaluation using the prescribed form in Appendix B of Annex 3 as Assessment and Selection Report; and
 - Assess the qualified non-DepEd applicants based on the evaluation and selection criteria as defined in this Memorandum.

Documentary Requirements

- Interested qualified applicants must submit the following requirements **directly to the School Heads** where the applicants tend to apply on or before **May 3, 2024 (Friday) until 5:00 P.M.** No additional documents shall be accepted after the deadline:

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- 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 3);
- 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.
- f. Interested applicants for LCVs from DepEd incumbent teachers and potential non-DepEd LCVs shall express their interest using the **Expression of Intent template** (see Appendix A of Annex 3, *Template for Expression of Intent as a Volunteer Teacher* of DM-OUCT-2024-097). All applicants who are qualified to serve as LCVs are welcome to apply regardless of age, gender, civil status, disability, religion, ethnicity, social status, income, class or political affiliation.

Timeline of Selection

14. A Special Human Resource Merit Promotion and Selection Board (HRMPSB) Sub-Committees shall be formed per school to evaluate LCV applications from **May 6 (Saturday) to May 15, 2024 (Monday)**. This period may be extended for larger SDOs to ensure thorough consideration of applications. The Assessment and Selection Report shown in Appendix B of Annex 3 of DM-OUCT-2024-097 shall serve as the tool for consolidating the evaluation of LCVs' eligibility requirements and alignment with specialization, for submission to the Schools Division Office.
15. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Pertop04/22/2024

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Appendix A of Annex 3. Template for Expression of Intent as a Volunteer Teacher

Expression of Intent

I, _____ hereby express my intent to be a Learning
Camp
(Complete Name)

Volunteer in _____,

(Name of School) (Address of the School)

during the implementation of the 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.

Furthermore, I hereby grant the Department of Education the right to
collect and process my personal information and profile as provided below, for
purposes relevant to the hiring of learning camp volunteers in the Department.

Personal Information	
Age:	
Sex:	
Complete Residential Address:	
Mobile/Telephone Number:	

Academic and Employment Details	
Bachelor's Degree & Specialization:	
Master's Degree & Specialization (if any):	
Present Employment (if any):	
Present Position (if any):	
Grade Level Assignment (if any):	
Length of Service as a Teacher (if any):	

Signature Over Printed Name
Date Signed: _____

Appendix B of Annex 3

**DEPARTMENT OF EDUCATION
ASSESSMENT AND SELECTION REPORT ON HIRING LEARNING CAMP VOLUNTEERS**

Name of Schools Division: _____
 Name of School: _____
 Date of Final Deliberation: _____
 Total Number of Applicants: _____

PART A. List of Applicants Recommended for Hiring and Assessment Results

NAME OF APPLICANT	BASIC INFORMATION		QUALIFICATIONS						ASSESSMENT RESULTS	REMARKS	SSC RECOMMENDATION <i>(Indicate 'Recommended' if applicant is deemed qualified for hiring based on the set parameters)</i>	FUND SOURCE <i>(To be accomplished by the SDO)</i>	APPROVAL <i>(To be accomplished by the SDS. Affix signature if approved)</i>
	ADDRESS	SEX (by birth)	LET/PBET <i>(Indicate Yes or No)</i>	EDUCATION <i>(Indicate highest educational attainment)</i>	TRAINING <i>(Indicate relevant training attended)</i>	EXPERIENCE <i>(Indicate previous relevant experience; at least 6 months)</i>	PERFORMANCE <i>(Indicate performance rating, if any)</i>	OTHERS <i>(Indicate other relevant qualifications)</i>					
1 JUAN C. DELA CRUZ									INTERVIEW <i>(Indicate score)</i>				
2													
3													

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