



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

March 8, 2024

DIVISION MEMORANDUM

No. **165**, s. 2024

**MONITORING AND EVALUATION OF THE PREPARATIONS AND
ADMINISTRATION OF THE NATIONAL LEARNING CAMP
ASSESSMENT (NLCA) 2024 PRE-TEST**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. In view of the preparations, administration, monitoring, and evaluation of the National Learning Camp Assessment (NLCA) 2024 Pre-test, intensive technical assistance and quality assurance monitoring and evaluation shall be conducted by the Regional Testing Coordinator, Division Testing Coordinator, Division ITO, Education Program Supervisors, and Public Schools District Supervisors within the following testing windows:

Grade Level	Activity	Testing Window
7 and 8	Pre-test	March 11 – April 12, 2024
9 and 10		April 15 – May 17, 2024

2. Anent to the foregoing, schools are required to encode their schedule of test administration including the test venue/s for the information of the supervising and monitoring team through the link shared by the Division Testing Coordinator in the Facebook group chat of School Testing Coordinators.
3. Enclosure No. 1 provides the list of district/cluster assignments of the supervising and monitoring team for the NLCA. Enclosure No. 2 is the monitoring tool for the administration of the NLCA, which shall be used by the Education Program Supervisors and Public Schools District Supervisors and shall submit the monitoring report to the Division Testing Coordinator for consolidation.
4. This Memorandum shall also serve as their travel authority. All teaching personnel who render services during the preparation and conduct of this activity which may fall on weekends, holidays or special non-working days are entitled to service credits as stipulated in DepEd Order No. 53, s. 2003, re: Updated Guidelines on Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel shall be provided Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service rendered.




Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

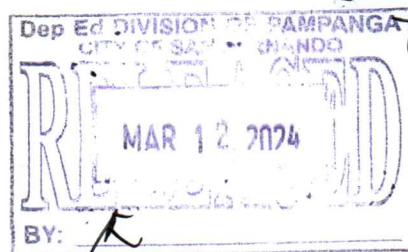


Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF PAMPANGA

5. Immediate and wide dissemination of this Memorandum is earnestly desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

000000029287



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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

Enclosure No. 1 to Division Memorandum No. ____, s. 2024

District	Monitoring Team	Cluster	Monitoring Team
Arayat East Arayat West Magalang North Magalang South	Marites S. Mallari Irene C. Lulu Ruby M. Jimenez, PhD (OIC) Andrea T. Gutierrez, PhD, LLB	1	Ruel F. Bondoc
Porac East Porac West Guagua East Guagua West Sasmuan Santa Rita	Bernadette C. Tiongco, PhD Abelardo I. Garcia Emyleen C. Samonte, EdD Ma. Rita Alicia S. Alipio Donfermin M. Mercado Emily R. Maninang	2	Arceli S. Lopez, PhD Jane P. Valencia, EdD
Lubao North Lubao East Lubao West Floridablanca East Floridablanca West	Randy N. Batac Gloria M. Pineda, EdD Raquel R. Yuzon, EdD Ignacia P. Quiros Bernabeth B. Manio, PhD	3	Garry L. Pangan, PhD Cherry G. Vinluan, EdD
Bacolor North Bacolor South Mexico West Mexico North Mexico South Sta Ana	Philip T. Paulino, EdD Lolita L. Molano, PhD Delapaz T. Waje, EdD Bernadette V. Lerit, PhD Edna L. Pineda Eloida N. Labrador	4	Celia R. Lacanlale, PhD
San Luis Candaba East Candaba West Candaba North	Madilyn V. Ayson, EdD Constancio L. Rodriguez Elizer M. Dimarucut, EdD Nenita G. Salas, EdD	5	June D. Cunanan
Apalit Sto Tomas Minalin San Simon	Marlene G. Manansala, EdD Anna Liza I. Pineda Edna L. Severo, PhD Julieta V. Sagum	6	Mary Anne Bernadette M. Samson
Masantol North Masantol South Macabebe East Macabebe West	Renato B. Canilao Aurelio B. Canilao Alvin G. Gozun, EdD Mark Ermel G. Reyes (OIC)	7	Vilma T. Arcilla



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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

Enclosure No. 2 to Division Memorandum No. ____, s. 2024

MONITORING TOOL FOR NATIONAL LEARNING CAMP ASSESSMENT

Direction: Please accomplish this monitoring tool appropriately and honestly.

1. School/Visitor Profile	
Name of School:	
School Address:	
Division:	
School I.D.:	
Name of School Head/Principal:	
Position:	
Contact Nos.:	
Email address:	
No. of Testing Rooms:	
No. of Computers per Testing Room:	
Name of Visiting Supervisor/Personnel:	
Designation:	
Date of Visit:	
Time Arrived:	

2. Enrolment Data & Actual Test Takers of the School (MOV: List of Learners)		
Grade Level	Number of Enrollees	Total No. of Test Takers
Grade 7		
Grade 8		
Grade 9		
Grade 10		
Total		

3. Direction: Tick the box with your answer. Put remarks if possible/necessary.

Key Elements	MOVS	Evident	Not Evident	Remarks
A. School Readiness				
The testing center has visible signages and information desk for examinees' guide during entrance and exit.				
The examination room has enough computers/laptops with one 1:1 ratio per examinee				
The testing room has provision of sanitation and protective gears like masks, alcohol, sanitizers, etc.				



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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

The physical arrangement of computers, chairs, and tables inside the examination room displays proper distancing.				
The School Head secured the copies of the confidentiality agreement form of learners and testing personnel				
All the testing materials were ready before the date of the NLCA.				
The School Head ensured the readiness of testing facilities, computer units (with back-up), and internet connectivity in the school.				
The School Head coordinated with the LGU to ensure the security and safety of the school during the administration of the NLCA.				
Schools Information and Communications Technology Coordinators (SICTs) checked and updated the email addresses of all examinees to ensure correct log-in credentials in the Learning Management System (LMS) Moodle Platform.				
B. School Personnel Readiness				
The school head formed a work committee and technical working group for the NLCA.				
The school head scheduled and conducted an orientation and planning meeting with school personnel/teachers to ensure understanding of roles and responsibilities.				
The School Principal/School Testing Coordinator coordinated with the concerned Division Testing Coordinator and Division Information Technology Officer on the implementation of the NLCA.				



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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

Teachers administering the test received copies of appropriate directions before the administration of test.				
Teachers were familiar with the content of the directions for administering the test.				
The teacher administering the examinations gave directions in answering the test to students.				
The teacher strictly prohibited the use of communication devices during the administration of the test.				
The teacher appropriately monitored the test administration, ensuring all students worked independently.				
The teacher ensured that students completed their examination in the appropriate allotted time and were afforded the allowable preparation time at the beginning of the examination.				
Examination rooms were conducive for conducting a test (adequate lighting, comfortable seating, minimal distractions, proper ventilation).				
Room facilities were equipped with necessary materials (e.g., desks, chairs, writing materials) for students to complete the test.				
C. Learners Readiness				
All NLCA takers were oriented prior to the conduct of the assessment				
All NLCA takers were familiar with the NLCA type of test/ Computer-Based Assessment (CBA) <i>(able to manipulate and navigate the features of CBA)</i>				
All NLCA takers answered and finished the test items on a given time.				



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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

D. After the Conduct of the NLCA				
The school head prepared and submitted consolidated reports to division and regional offices.				
The concerned Division Testing Coordinator submitted a comprehensive report and feedback for further enhancements.				

4. Issues, Concerns, and Problems encountered during the Administration of the NLCA	5. Remedies, Solutions, and Actions taken

6. Findings, Suggestions, and Recommendations

<i>Monitored:</i> _____ EPS/PSDS	<i>Conformed:</i> _____ School Head	<i>Noted:</i> _____ Chief, CID
Date:	Date:	Date:



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph