



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



18 APR 2024

DIVISION MEMORANDUM  
 OSDS-CID-DM-220 S. 2024

**CALL FOR APPLICATION FOR LEARNING CAMP VOLUNTEERS (LCVs) FOR THE NATIONAL LEARNING CAMP (NLC) IMPLEMENTATION FOR EOSY 2023-2024**

To: Chief Education Supervisor, CID  
 Education Program Supervisors  
 Public Schools District Supervisors/In Charge of the Districts  
 Public and Private Elementary and Secondary School Heads  
 Public and Private Elementary and Secondary Teachers  
 Teachers in the SUCs and LUCs  
 All Others Concerned

1. The Department of Education Schools Division Office of Catanduanes announces the Application for Learning Camp Volunteers (LCVs) for the National Learning Camp (NLC) Implementation for EOSY 2023-2024. All applicants shall be evaluated in accordance with Department Memorandum No. 97 s, 2024 Re: Specific Guidelines for the Effective Implementation of the National Learning Camp and Other Activities for 2024 End-of-School-Year (EOSY) break specifically Annex 3: Guidelines on the Engagement of Learning Camp Volunteers (LCV's).

2. Applicants for the Learning Camp Volunteer must meet following minimum qualifications:
- a. Education: Bachelor's degree in education; or Bachelor's degree in relevant subject or learning area with 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 community/ barangay where the school is located
  - g. Other preferred qualifications:

Grades 1-3 Reading	Grades 1-3 Mathematics	Grades 7-10 English	Grades 7-10 Mathematics	Grades 7-10 Mathematics
with training or experience in teaching reading	with training or experience in teaching mathematics	with specialization in English	with specialization in Science	with specialization in Mathematics



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3. The following are eligible to volunteer:
  - 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) who are not given appointments;
  - c. 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
  - d. Other LET-eligible teacher applicants in the above-mentioned RQAs who did not meet the cut-off score per existing DepEd hiring guidelines.
  
4. Eligible applicants mentioned in **3 (a, b, and d) shall no longer undergo assessment** but need to submit a letter of intent to the HRMPSB sub-committee. **Only the application in 3(c) who meets the minimum and preferred qualification shall undergo the assessment and selection process to be conducted by the designated sub-committee.** Public Schools District Supervisors shall submit to the SDO the consolidated list of LCVs mentioned in 3 (a, b and d) including the letter of intent from elementary and secondary schools in their respective districts. These documents shall be submitted to the CID Office on or before **May 6, 2024.**
  
5. Learning Camp Volunteers (LCVs) shall perform the following functions, duties, and responsibilities such as but not limited to:
  - a. Facilitate the learning delivery in one (1) or more learning camp/s in a learning area assigned 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. Coordinates with teacher-adviser before and after the NLC duration.
  
6. Non-DepEd LCVs shall be hired under Job Order status, 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 (3) to five (5) weeks.
  - b. They shall render four 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. They shall work in collaboration with the previous teacher adviser or school head to get the assessment results of the individual learners in class and turn over the records/documents showing progress after NLC. They shall be under the overall supervision of the school head, regardless of the source of funds for incentives. All administrative actions and decisions about the engagement relations shall be exercised by SDS or school head as designated by the SDS.

d. They shall receive remuneration for services rendered the amount of which shall not be below the minimum daily wage rates set by the National Wages Productivity Commission per region.

7. Interested applicants shall submit the following documentary requirements to the HRMPSB school/district sub-committee arranged as listed and placed in one (1) long folder and fastened on the upper portion:

- 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 of DepEd Memo 97, s. 2024*);
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017); and
- c. Other documents
  - 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 Employment, if there is any;
  - iv. Photocopy of Certificates of Training, if there is any;
  - v. Photocopy of latest Performance Rating if there is any.

8. The applicants assume full responsibility and accountability on the validity and authenticity of the documents submitted. Any violation will automatically disqualify the applicants from the selection process.

9. To facilitate the selection process, the following schedule shall be observed:

DATE	ACTIVITIES	RESPONSIBLE PERSON/COMMITTEE
April 18- 30, 2024	<ul style="list-style-type: none"> <li>• Submission of Letter of intent to the school/district sub-committee</li> <li>• Preparation of List of the LCV applicants</li> </ul>	Applicants, School, and District Sub-committee (School Heads and Public Schools District Supervisors)
May 1 -7, 2024	<ul style="list-style-type: none"> <li>• Conduct of evaluation of the documents submitted by the applicants</li> </ul>	School and District Sub-committee (School Heads and PSDS)
(May 10, 2024)	<ul style="list-style-type: none"> <li>• Submission of the Assessment and Selection Report in soft and hard copies to SDO</li> </ul>	School and District Sub-committee (School Heads and PSDS)

May 11-13, 2024	<ul style="list-style-type: none"> <li>• Review and Finalization of the Assessment and Selection Report</li> <li>• Submission of the Assessment and Selection Report to the SDS</li> </ul>	Romel G. Petajen Nino Gerard C. Ceneta Gina B. Pantino Jezrahel T. Omadto
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10. The following are the composition of the school/district selection sub-committee: For Elementary (Grades 1-3)

District	PSDS/In Charge of the District	Members
Bagamanoc North	Noe Villamartin	3 Key School Heads
Bagamanoc South	Brenda V. Villarey	3 Key School Heads
Baras North	Juan O. Geromo	3 Key School Heads
Baras South	Jose Arcilla	3 Key School Heads
Bato East	Timmy T. Alcantara	3 Key School Heads
Bato West	Belen T. Tapas	3 Key School Heads
Caramoran North	Irma Miraran	3 Key School Heads
Caramoran South	Delfin De Leon	3 Key School Heads
Gigmoto	Joselito Ruiz	3 Key School Heads
Pandan East	Arnel Bonifacio	3 Key School Heads
Pandan West	Amalia I. Domingo	3 Key School Heads
Panganiban	Arnold Valledor	3 Key School Heads
San Andres East	Ruth Sorrera	3 Key School Heads
San Andres West	Jayson M. Floranza	3 Key School Heads
San Miguel North	Analyn P. Carpio	3 Key School Heads
San Miguel South	Marisol T. Lim	3 Key School Heads
Viga East	Nieva DJ Tuibeo	3 Key School Heads
Viga West	Cynthia Usero	3 Key School Heads
Virac North	Elias Abundo	3 Key School Heads
Virac South	Miguilito Rodriguez	3 Key School Heads

For Secondary (Grades 7-10), the respective school heads will be in-charge of their respective schools with at least 3 key teachers as members of the sub-committee. The results shall be submitted to the EPS in-charge of ESM following the timelines.

11. The special HRMPSB sub-committee shall:
- Receive applications and check completeness, authenticity, and veracity of the documents submitted by the applicants;
  - Conduct initial evaluation of the applicants' qualifications vis-avis the minimum and preferred qualifications stipulated in items 2 and 3, and submit to the SDS a list of applicants along with the results of initial

evaluation using the prescribed form, Appendix B: Assessment and Selection Report; and

- c. Assess the qualified non-DepEd applicants based on the evaluation and selection criteria as defined in this Memorandum.

12. Guided by the Assessment and Selection Report validated and recommended by the LCV sub-committee and in the exercise of sound discretion, the SDS shall select from the list of recommended applicants, insofar as practicable, the candidate deemed most qualified for hiring.

13. For immediate dissemination and strict compliance

  
**SOCORRO V. DELA ROSA, CESO V**  
Schools Division Superintendent