



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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03 May 2024

**DIVISION MEMORANDUM**

No. **117** , s. 2024

CALL FOR APPLICATIONS FOR NATIONAL LEARNING CAMP VOLUNTEERS

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads

1. In preparation to the conduct of National Learning Camp 2024, all interested incumbent teachers of Sarangani Division and Non-DepEd Teachers are all enjoined to submit their letter of intent and other necessary documents to express their interest in becoming Learning Camp Volunteers (LCVs).

2. To define:

- a. Incumbent DepEd Teachers: Teachers currently serving in Elementary and Secondary teaching positions within Sarangani Division.
- b. Non-DepEd Teachers:
  - LET eligible applicants from the recent Registered Qualified Applicants who have not yet been appointed.
  - Other LET-eligible individuals within the locality, including teaching practitioners in the community.
  - Other LET-eligible teacher applicants who did not meet the cut-off score per existing DepEd Guidelines

3. The National Learning Camp will focus on Grades 1-3, emphasizing Reading and Mathematics, and Grades 7-10, with a focus on English, Mathematics, and Science. Therefore, applicants should meet the following criteria:

- a. Licensed Elementary teachers with experience or training in Teaching Reading and Mathematics.
- b. Licensed Secondary teachers with specialization in English, Mathematics, and Science.

4. All interested applicants shall submit the following documentary requirements duly fastened in a folder on or before 10 May 2024 at the Office of the Chief Education Supervisor for Curriculum Implementation Division:

- a. Letter of Intent address to the SDS
- b. Duly Accomplished PDS
- c. Other documents such as but not limited to:
  - Photocopy of Certificate of LET eligibility/ Rating/ License/ ID
  - Photocopy of scholastic/academic records such as but not limited to Transcript of Records and True Copy of Grades



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- Photocopy of Service Record or Certificate of Employment, if there is any
- Photocopy of the latest performance rating, if there is any.

5. The following shall compose the special HRMPSB for Learning Camp volunteers:

Chairperson: Donna S. Panes, CID Chief  
Members: John Jerson P. Constantino, EPS  
Reynaldo Tagala, EPS  
Marlou De Arce, EPS  
Analiza A. Domingo, EPS  
Secretariat: Emily Alicer  
Maridel R. Banaston

6. Please find attached excerpt from the DepEd Memorandum-OUCT-2024-097, which outlines the Guidelines on the Engagement of Learning Camp Volunteers (LCVs). This document serves as a reference for all interested parties regarding the criteria and expectations for LCVs participating in the National Learning Camp 2024.

7. For inquiries, contact John Jerson P. Constantino, English and Reading Supervisor, at 09285059602.

8. For the information and guidance of all concerned.

  
**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

PROGRAMS

JJPC/CID-IMS/DM - call for applications for national learning camp volunteers  
0588/03 May 2024



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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**Annex 3: 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. While DepEd incumbent/in-service teachers may take part in the NLC program, the department recognizes the importance of affording them (public school teachers) a well-deserved break during the End-of-School Year (EOSY). As such, other licensed teachers external to DepEd who are willing and able to facilitate learning in the three camps shall be engaged as LCVs.
4. The engagement of the LCVs is a crucial part of the National Learning Recovery Program (NLRP) of the Department of Education's (DepEd) strategic initiatives aligned with the MATATAG: *Bansang Makabata, Batang Makabansa* Agenda.

**II. Scope**

5. 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 recruitment, selection, and engagement of Learning Camp Volunteers in public elementary and secondary schools, including senior high schools, in 2024 EOSY break.

**III. Definition of Terms**

6. For purposes of this Memorandum, the following terms shall be defined and understood as follows:

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**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
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- 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.
- b. **Job Order** refers to piece of work (pakyaw) or intermittent or emergency jobs needed for a short duration and for a specific piece of work.

#### IV. Procedures

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

7. In determining the need to employ Learning Camp Volunteers, 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 pre-registered 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. Job Functions and Nature of Engagement

8. 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. Coordinates with the teacher-adviser before and after the NLC duration.

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Development. The template of the report is enclosed in *Appendix E of Annex 3* which details the following information:

- a. Number of LCVs hired
- b. Nature of Engagement
- c. Funding Source
- d. Amount of remuneration and other compensation and benefits received
- e. Challenges encountered
- f. Anticipated future needs

**28. 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*)



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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.

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

<b>Academic and Employment Details</b>	
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: \_\_\_\_\_