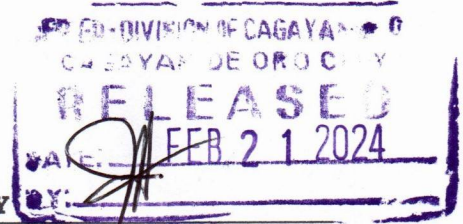




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

February 20, 2024

DIVISION MEMORANDUM
No. 131 s. 2024

**ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT
(NLCA) 2024**

TO: Asst. Schools Division Superintendent
Chief Education Program Supervisors – CID and SGOD
Public Schools District Supervisors
Division NLCA Testing personnel
Public Secondary School Heads

1. With reference to OUA-OUT-020724-22-1 from the Office of the Undersecretary for Administration, the 2024 National Learning Camp Assessment shall be conducted to Grades 7 to 10 public schools learners nationwide. **Details on the schedule of the orientation and actual test administration shall be announced in a separate memorandum.**
2. As part of the preparation, **designated School ICT Coordinators** are requested to perform the following tasks:
 - a. Ensure that the learners have access to their DepEd Microsoft account and have access to the DepEd LMS before the test administration;
 - b. Assist in the preparation of Testing Centers and devices used during the 2023 NLCA and ensure that these are ready before the conduct of the NLCA;
 - c. Ensure that the Safe Exam Browser is installed on the devices to be used for the test administration;
 - d. Provide password recovery support for Microsoft learner accounts as needed; and
 - e. Coordinate with their respective School Testing Coordinators (STCs) and DITOs for any concern during the Assessment period.
3. Immediate and widest dissemination of this memorandum is enjoined.


ROY ANGELO E. GAZO
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

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Encl: As indicated

Reference: None

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

NLCA

ASSESSMENT

ECHR/NLCA
February 20, 2024



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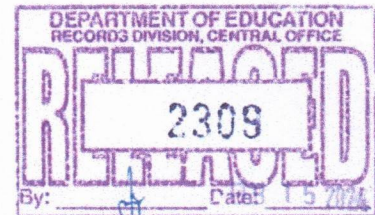
Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

07 February 2024

MEMORANDUM

OUA-OUT-020724-I1-1



TO : **REGIONAL DIRECTORS**

ATTENTION : **REGIONAL INFORMATION TECHNOLOGY OFFICERS**

FROM : **NOLASCO A. MEMPIN**
Undersecretary for Administration

SUBJECT : **ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT (NLCA) 2024**

The Information and Communications Technology Service (ICTS) will be providing support in the administration of the National Learning Camp Assessment (NLCA), which will be conducted by the Bureau of Education Assessment (BEA) tentatively starting on February 19, 2024. For this year, it will cover Grades 7 to 10 public school learners nationwide.

To ensure the smooth administration of the NLCA, the Information and Communications Technology Service (ICTS), Regional Information Technology Officers (RITOs), Division Information Technology Officers (DITOs), and School ICT Coordinators are strongly encouraged to conduct preparatory activities prior to its conduct.

Please be guided by the following roles and responsibilities of everyone involved before and during the conduct of the NLCA:

1. Information and Communications Technology Service (ICTS):

- a. Ensure that all Grades 7-10 public school learners, enrolled in the Learner Information System (LIS) as of 31 January 2024, have their respective DepEd Microsoft account which will be used to register and login to the Learning Management System (LMS); and
- b. Provide technical support to Regional and Division Information Technology Officers during the conduct of the NLCA.



2. Regional Information Technology Officers (RITOs):

- a. Ensure that Division Information Technology Officers have access to their respective Microsoft admin consoles;
- b. Provide password recovery support for Division Information Technology Officers; and
- c. Coordinate with the Regional Testing Coordinators (RTCs) and ICTS for any concerns during the Assessment period.

3. Division Information Technology Officers (DITOs):

- a. Ensure that School ICT Coordinators have access to their respective Microsoft admin consoles;
- b. Assist in the preparation of Testing Centers and devices used during the 2023 NLCA and ensure that these are ready before the conduct of the NLCA;
- c. Provide password recovery support for Microsoft learner accounts as needed; and
- d. Coordinate with their respective Division Testing Coordinators (DTCs) and RITOs for any concerns during the Assessment period.

4. School ICT Coordinators:

- a. Ensure that the learners have access to their DepEd Microsoft account and have access to the DepEd LMS before the test administration;
- b. Assist in the preparation of Testing Centers and devices used during the 2023 NLCA and ensure that these are ready before the conduct of the NLCA;
- c. Ensure that the Safe Exam Browser is installed on the devices to be used for the test administration;
- d. Provide password recovery support for Microsoft learner accounts as needed; and
- e. Coordinate with their respective School Testing Coordinators (STCs) and DITOs for any concerns during the Assessment period.

Moreover, in preparation for the administration of the NLCA, BEA will conduct a virtual orientation tentatively on 15 February 2024. Other roles and responsibilities of the ICTS, RITOs, DITOs and School ICT Coordinators shall be discussed during the virtual orientation.

The final schedule for the conduct of the NLCA, specifications of testing centers and devices, and other details will be released by BEA through a separate memorandum.

For information and compliance.

