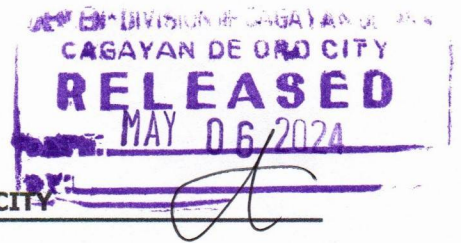




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



May 06, 2024

DIVISION MEMORANDUM

No. 338 s. 2024

**GUIDELINES ON THE ADMINISTRATION OF THE
2024 NATIONAL LEARNING CAMP ASSESSMENT (NLCA) PRE-TEST**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor - CID
Chief Education Supervisor – SGOD
School Heads, Public Secondary and Integrated Schools

1. With reference to the Advisory from the Bureau of Education Assessment (BEA), the **National Learning Camp Assessment PRETEST for English, Science and Math shall be administered in the following dates:**

GRADE LEVEL	SCHEDULE	REMARKS
Grades 7&8	May 6 to 10, 2024	Re-Opened
Grades 9&10	May 6 to 24, 2024	Re-adjusted

2. All public secondary and integrated schools are required to participate in this assessment program. Hence, schools located in hinterland shall augment their ICT resources and collaborate with nearby schools to be able to conduct the said test.

School Testing and IT Coordinators should ensure that the learners have access to their DepEd Microsoft account and have accessed the DepEd LMS platform before the test administration.

The STC and SITC shall collaborate with the Division ITO in the bulk enrolment process. The DITO shall enroll the learners to their respective test per grade level and Division.

3. Specific Requirements for the Testing Centers
- With an interrupted power supply, preferably with a standby power generator.
 - With computer laboratories that can accommodate 20-40 learners per room
 - With 20-40 functional desktop/laptops per computer lab
 - With at least 50 mbps dedicated internet connection. However, the school is highly encouraged to augment the internet speed up to 200 mbps
 - Preferably, the computer laboratories to be used as testing rooms are in a quiet and unpopulated area in the school and with a nearby restroom for student use.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

- f. In case the computer laboratory cannot accommodate 40 computers and learners, 2 adjacent rooms may be used as testing rooms.
- g. One room shall serve as a holding area for the test takers to prepare them before entering the testing rooms. One teacher/support staff should be stationed in the room.

4. Specific Requirements for the Desktop/Laptop Computer Units

- a. With keyboard and mouse
- b. With at least two (2) GB in RAM, 30 GB hard disk, an Intel processor or its equivalent
- c. Internet ready' antivirus program, and windows auto-update are disabled
- d. With installed and working Safe Exam Browser
- e. With Windows 8 or 10 Operating System

5. Schedule of the Exam. Two schemes may be followed by the school as illustrated below:

Scheme 1 Two Grade levels per day	BATCH	TIME	GRADE LEVEL	Target No. of Participants
	Batch 1	AM	Grade 8 or 10	40
	Batch 2	AM	Grade 8 or 10	40
	Batch 3	PM	Grade 7 or 9	40
	Batch 4	PM	Grade 7 or 9	40

Scheme 2 One Grade level for the whole week	BATCH	TIME	GRADE LEVEL		Target No. of Participants
			Week 1	Week 2	
	Batch 1	AM	Grade 7 or 9	Grade 8 or 10	40
	Batch 2	AM	Grade 7 or 9	Grade 8 or 10	40
	Batch 3	PM	Grade 7 or 9	Grade 8 or 10	40
	Batch 4	PM	Grade 7 or 9	Grade 8 or 10	40

6. The test will take a total of 2 hours and 10 minutes. To ensure orderly transition of takers per batch, the next batch shall be gathered in an adjacent waiting room. Below is the board work on Time Allotment:

Preliminaries	40 mins
Student Assembly in the Computer Laboratory/Testing Room	5 mins
Accessing the Moodle Platform	20 mins
Student Questionnaire	15 mins
Test Proper	1 hour and 30 mins
English	30 mins
Science	30 mins
Mathematics	30 mins
TOTAL TIME	2 HOURS and 10 MINUTES



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
 Telephone: (08822)-8550048
 Email: cagayandeoro.city@deped.gov.ph

7. To ensure successful administration of the NLCA, the following Division Personnel shall constitute the Technical Working Committee to monitor the conduct of the test:

Committee	Focal Persons	Tasks
Technical Assistance on Enrolment to the Enrolment of Learners in the Moodle Platform	Chairperson: James Roberto Sijo	1.Facilitate enrolment of learners in the moodle platform 2.Provide technical assistance to school ICT Coordinators
Monitoring on School Readiness and Test Proper		
Overseeing	SGOD Chief ES CID Chief ES Division Testing Coordinator	
East 1	Cynthia Yañez Derrold Marl Aves	1.Before the Test: Check readiness of the schools in terms of ICT equipment, internet connectivity, testing room, holding area, list of examinees per batch per schedule, health protocols, and other preparations. 2.During the Test: Monitor the conduct of the test.
East 2	Charlyn Baylon Romeo Aclo	
North 1	Milagros Recamadas Amor Radaza	
North 2	Paraída Orangot Jerly Eluna	
South	Margie Andrade Ray Maghuyop	
Central	Anita Gochuco Sylvio Carceller	
West 1	Marife Ramos Jean Loquillano	
West 2	Shirley Merida Helen Lucman	
Southwest 1	Jinky Arnejo Ryan Blanco Joel Potane	
Southwest 2	Angelito Felisilda Juan Mingo Roy Lumban	

8. Daily monitoring report shall be submitted through: **bit.ly/2024NCLADAILYREPORT** and the summative report at the end of the administration by grade level shall be submitted through: **bit.ly/NLCAPRETEST78**

9. In assigning room examiners, respective school heads shall assign a teacher or teachers (Teacher I - Master Teacher I) as room examiner(s) to be deployed to their respective partner schools. Room Examiners should be properly oriented on the guidelines of the test.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

TESTING CENTERS	PARTNER SCHOOLS WHO WILL PROVIDE ROOM EXAMINERS TO THE TESTING CENTERS
1.Bugo NHS	Balubal NHS
2.Bulua NHS	PN Roa Sr. HS
3.Bulua NHS-Patag Extension	Bulua NHS
4.CDONHS	Indahag NHS
5.Canitoan NHS	Pagatpat NHS
6. Baikingon NHS	San Simon NHS
7. San Simon NHS	Baikingon NHS
8.Carmen NHS	Balulang NHS
9.Cugman NHS	Lapasan NHS
10.East Gusa NHS	Gusa RSHS
11.Gusa RSHS	East Gusa NHS
12.FS Catanico NHS	Camansi Integrated School
13.Camansi IS	Cugman NHS (Testing Center)
14.Indahag NHS	CDONHS JHS
15.Iponan NHS	Bulua NHS
16.Lapasan NHS	East Gusa NHS
17.Lumbia NHS	Mambuaya NHS
18.Cadayonan IS	Besigan NHS
19.Besigan NHS	Dungguan IS
20.Dungguan IS	Tignapoloan NHS (Testing Center)
21.Man-ai NHS	Tignapoloan NHS (Testing Center)
22.Dansolihon NHS	Tignapoloan NHS
23.Tignapoloan NHS	Dansolihon NHS
24.Iba IS	Balongkot IS
25.Balongkot IS	Iba IS
26.Magayad IS	Tignapoloan NHS
27.Midkiwan IS	Bayanga NHS
28.Bayanga NHS	Midkiwan NHS
29.Pagalungan NHS	Tagpangi NHS
30.Pigsag-an NHS	Tumpagon NHS
31.Tumpagon NHS	Pigsag-an NHS
32.Taglimao NHS	Tuburan NHS
33.Tuburan NHS	Taglimao NHS
34.Macabalan NHS	Puntod NHS
35.Macasandig NHS	Camaman-an NHS
36.Mambuaya NHS	Lumbia NHS
37.PN Roa NHS	Bulua NHS
38.Puerto NHS	Bugo NHS
39.Balubal NHS	Puerto NHS
40.Puntod NHS	Macabalan NHS
41.Tablon NHS	Agusan NHS
42.Agusan NHS	Tablon NHS
43.Palalan IS	Tablon NHS
44.Angeles Sisters NHS	Bonbon NHS
45.Balulang NHS	Carmen NHS
46.Bayabas NHS	Kauswagan NHS
47.Bonbon NHS	Bayabas NHS
48.Camaman-an NHS & Macapaya Extn	Macasandig NHS
49.Kauswagan NHS	Angeles Sisters NHS
50. Pagatpat NHS	Canitoan NHS



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandero.city@deped.gov.ph

10. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, sexual orientation, disability, religion and ethnicity.

11. Immediate dissemination and compliance to this memorandum is required.

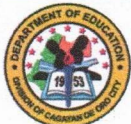

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As indicated

Reference: None

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

ECHR/DM-NLCA
May 6, 2024



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph