



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



Office of the Schools Division Superintendent

01 June 2024

DIVISION MEMORANDUM

No. 461, s. 2024

ATTENDANCE TRACKING TOOL FOR NATIONAL LEARNING CAMP

To: Assistant Schools Division Superintendent
Chief, Curriculum and Teaching Division
CTD and SGOD Personnel
All Public Elementary and Secondary School Heads
This Division

1. The field is hereby informed of the Memorandum dated 01 June 2024 signed by Undersecretary for Curriculum and Teaching titled Attendance Tracking Tool for the National Learning Camp.
2. This Office directs immediate and wide dissemination and compliance of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

NATIONAL LEARNING CAMP

JSM/DM- attendance tracking tool for national learning camp
June 1, 2024



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

TO : **REGIONAL DIRECTORS**

FROM : 
GINA D. GONONG
Undersecretary for Curriculum and Teaching

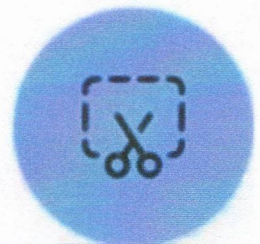
SUBJECT : **ATTENDANCE TRACKING TOOL FOR
NATIONAL LEARNING CAMP**

DATE : June 27, 2024

1. As part of the Department of Education's ongoing efforts to ensure the successful implementation of the National Learning Camp (NLC), this office puts premium to a full engagement of learners with the Learning Camp Volunteers (LCVs) throughout the three-week program.
2. All school NLC implementers are required to track and record the daily attendance of learners using the attached tracking tool with steps and procedures.
3. A brief orientation to the Learning Camp Volunteers (LCVs) on how to access, accomplish, and submit the tool shall be conducted on Day 1 (July 1) during the first collaborative expertise session.

The attendance tracking data will inform schools, Schools Division Office (SDOs), Regional Offices (ROs), and Central Office (CO) on viable action steps needed to support and strengthen ongoing program implementation.

4. For questions or clarifications, please contact the Bureau of Learning Delivery (BLD) at email address bld.od@deped.gov.ph or by phone at 8637-4346 or 8637-4347.





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Annex A

FOR LEARNING CAMP VOLUNTEERS (LCVs)

1. Download the attendance forms from https://bit.ly/NLC_AttendanceForms.

... > NLC 2024 Attendance > Forms ▾

Type ▾ People ▾ Modified ▾

Name ↑	Owner	Last modified ▾	File size	
Week 1	me	11:18 AM	—	
Week 2	me	11:18 AM	—	
Week 3	me	11:18 AM	—	

... > Forms > Week 1 ▾

Type ▾ People ▾ Modified ▾

Name ↑	Owner	Last modified ▾	File size	
NLC Attendance - Elementary Class Week 1.xlsx	me	3:11 PM	15 KB	
NLC Attendance - School Week 1.xlsx	me	3:10 PM	49 KB	
NLC Attendance - Secondary Class Week 1.xlsx	me	3:06 PM	16 KB	

2. Input the names of the learners in the required format in the attendance sheet. Use separate attendance sheet for each camp that you teach.
3. Complete the attendance sheet for each class daily.

1	School Name	e.g. Indang National High School														
2	School ID:	e.g. 301201														
3	LCV Teacher Name:	e.g. Mark Anthony F. Papa														
4	Grade Level	e.g. 1														
5	Total number of learner in Class:	e.g. 30														
6	Class Name	e.g. G1 Class														
7																
8																
9																
10	#	Name (Last Name, First Name, MI.)	LRN	Reading						Mathematics						
11				Intervention		Consolidation		Enhancement		Intervention		Consolidation		Enhancement		
12				Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	
13																

- Remember to fill out one Learning Camp per Class only to get the total number of learners present per class.

4. Save your file using the following file name convention:
File name convention



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Include the following without spaces

- a. School ID Number
- b. Learning area code: R for Reading or E for English or M for Mathematics or S for Science)
- c. Grade level (1,2,3,7,8,9 or 10)
- d. Camp Level code (I or C or E)
- e. Class Number e.g., C14

Example

301201E1CC1

- 5. Accomplished attendance sheets to the School Head/ NLC Focal Person/Non-Teaching Staff assigned. You may submit the digital attendance sheets by email or use a USB drive or submit hard copies.



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Annex B

FOR SCHOOL HEADS/NLC FOCAL PERSON/NON-TEACHING STAFF

1. At the school level, the school head/ the NLC focal person/Non-Teaching Staff gathers all accomplished attendance sheets from all grade levels and learning areas.
2. Record the total daily attendance for each grade level, learning area and Learning Camp using the school template for the week. Add additional rows if needed. The total attendance numbers will be automatically calculated and shown in the last row of the table.

School Name	Indang National High School																			
School ID	301201																			
Week	1																			
Grade																				
#	Class	Number of Learners	English						Mathematics						Science					
			Intervention		Consolidation		Enhancement		Intervention		Consolidation		Enhancement		Consolidation		Enhancement			
			22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	

3. Open the url for weekly attendance sheets and fill out the required information.

National Learning Camp Attendance - Day 1

Welcome to the National Learning Camp! Please complete this form to record your attendance at your chosen camp session. Your responses will help us track participation and improve future events.

bld.tld@deped.gov.ph [Switch account](#)

Not shared

[Next](#) [Clear form](#)



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***Use DepEd Email Only**

****Responses can be changed after being submitted**

4. Upload the compilation and consolidated attendance weekly to a Google Drive or MS OneDrive and share the URL for viewing.

Compilation of Attendance

Please upload the compilation of attendance, on a Google Drive or MS OneDrive and Share the URL for viewing.

Please attach the URL of the Shared Google Drive or OneDrive here *

Your answer

[Back](#) [Next](#) [Clear form](#)

5. Click Submit to Finish

Thank you for your cooperation

[Back](#) [Submit](#) [Clear form](#)



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Annex C

Please use the URLs below:

Attendance Form:

https://bit.ly/NLC_AttendanceForms

Online Daily Attendance:

Day 1: <https://bit.ly/NLC2024Day1>

Day 2: <https://bit.ly/NLC2024Day2>

Day 3: <https://bit.ly/NLC2024Day3>

Day 4: <https://bit.ly/NLC2024Day4>

Day 5: <https://bit.ly/NLC2024Day5>

Day 6: <https://bit.ly/NLC2024Day6>

Day 7: <https://bit.ly/NLC2024Day7>

Day 8: <https://bit.ly/NLC2024Day8>

Day 9: <https://bit.ly/NLC2024Day9>