



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



Office of the Schools Division Superintendent

16 July 2024

DIVISION MEMORANDUM

No. 500, s. 2024

SUBMISSION OF NATIONAL LEARNING CAMP ATTENDANCE FORMS

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

1. This refers to the issued Division Memorandum 461 s. 2024 titled Attendance Tracking Tool for National Learning Camp.
2. For the division to track submission of schools of the accomplished prescribed attendance forms online, all school heads are directed to:
 - a. Upload the weekly compilation of attendance, on a Google Drive or MS OneDrive (Week 1, Week 2, Week 3). The drive must have the following documents:
 - a.1 Attendance tool in excel format,
 - a.2 Duly accomplished attendance tool in PDF file, and
 - a.3 school daily attendance.
 - b. Indicate/write the URL of the Google Drive or OneDrive of the compilation of attendance in the link: bit.ly/2024NLCAAttendaceDivisionTracking. Make sure that the google drive is not restricted.
4. All schools are reminded to comply with attendance required by central office as indicated in Division Memorandum 461, s. 2024 Attendance Tracking Tool for national Learning Camp.
5. This Office directs immediate and wide dissemination and compliance of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: None

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:
NATIONAL LEARNING CAMP



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