



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF AKLAN**

May 22, 2024

**DIVISION MEMORANDUM**

No. 218, s. 2024

**REITERATION ON THE GUIDELINES FOR THE ENGAGEMENT OF LEARNING CAMP VOLUNTEERS FOR THE NATIONAL LEARNING CAMP AND OTHER ACTIVITIES FOR THE 2024 END-OF-SCHOOL-YEAR (EOSY) BREAK**

To: **OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/Principals-In-Charge of the  
Districts/Head Teacher-In-Charge of the District  
Heads of Elementary, Secondary and Integrated Schools Concerned  
All Others Concerned**

1. Attached is DM-OUCT-2024-097 titled **“Specific Guidelines for the Effective Implementation of the National Learning Camp and Other Activities for the 2024 End-Of-School-Year (EOSY) Break.”**

2. In line with the implementation of the National Learning Camp and Other Activities for the 2024 End-Of-School-Year (EOSY) Break as stipulated in is DM-OUCT-2024-097 titled **“Specific Guidelines for the Effective Implementation of the National Learning Camp and Other Activities for the 2024 End-Of-School-Year (EOSY) Break,”** special attention is called for in Annex 3, par. 1-24 of the said Memorandum. To ensure the effective evaluation of applicants for Learning Camp Volunteers (LCVs), applicants must submit the following to their respective Human Resource Merit Promotion and Selection Board (HRMPSB) Sub-Committee in the District (templates are attached on the said memorandum):

- a. Letter of intent addressed to the SDS (Appendix A Annex 3);
- b. Duly accomplished PDS (CS Form 212, Revised 2017);
- c. Photocopy of Certificate of LET Eligibility/Rating/License/ID;
- d. Photocopy of Certificates of Training/s (relevant to the subject/s applied for);
- e. Latest Comparative Assessment Result - Registry of Qualified Applicants (CAR-RQA) where the applicant’s application code appeared;
- f. Photocopy of Service Record/Certificates of Employment (Non-DepEd LCVs); and
- g. Signed Certificate of authenticity and veracity of submitted documents.

3. The HRMPSB Sub-Committee in the District are therefore assigned as special sub-committees for LCV selection, and shall:

- a. Receive applications and check the completeness, authenticity and veracity of documents;
- b. Conduct initial evaluation of the applicant’s qualifications vis-à-vis the minimum and preferred qualifications as stipulated in the memorandum;
- c. Assess the qualified Non-DepEd applicants based on the evaluation criteria stipulated in the memorandum;



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- d. Conduct the assessment and selection process of LET-eligible applicants in the locality from the private schools, SUCs/LUCs, and other teaching practitioners in the community as stipulated in Annex 3, par. 17;
- e. Finalize the assessment and selection report and recommend the final list of applicants recommended for hiring;
- f. Prepare and submit the employment contract (Appendix C Annex 3) to the Division Office for approval of the Schools Division Superintendent; and
- g. Submit the Assessment and Selection Report (Appendix B Annex 3) and Registry of Learning Camp Volunteers (Appendix D Annex 3) to the Division Office.

4. Interested LCV applicants and the HRMPSB Sub-Committee in the District are therefore reminded to adhere to the following timeline on the engagement of LCVs:

| <b>Date</b>         | <b>Activity</b>   |
|---------------------|---|
| May 28, 2024        | Submission of Requirement for LCV   |
| May 29-June 5, 2024 | Documentary Assessment and Selection of LCVs<br>a. DepEd LCVs<br>b. Remaining LET-eligible applicants in the RQA who are not given appointments<br>c. LET-eligible applicants in the RQA who did not meet the cut-off score |
| June 10-11, 2024    | Documentary Assessment, Interview and Selection of LCVs (LET-eligible applicants in the locality from the private schools, SUCs/LUCs, and other teaching practitioners in the community)                                    |
| June 14, 2024       | Submission of Employment Contracts, Assessment and Selection Report, and Registry of Learning Camp Volunteers Report to the Division Office   |
| June 17-21, 2024    | Signing and Notarization of Contracts (Division Office)   |
| June 24-28, 2024    | Release of Contracts to the Districts   |

8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**FELICIANO C. BUENAFE, Jr., CESO VI**  
 Schools Division Superintendent

Enclosure: None  
 Reference: DM-OUCT-2024-097 - Specific Guidelines for the Effective Implementation of the National Learning Camp and Other Activities for the 2024 End-Of-School-Year (EOSY) Break  
 To be indicated in the Perpetual Index  
 under the following subjects:

**CURRICULUM                      EDUCATION                      SCHOOLS                      TEACHERS**

/mqt, mtb



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