



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

July 8, 2024

**DIVISION MEMORANDUM**


No. 292, s. 2024

**ATTENDANCE TRACKING TOOL FOR NATIONAL LEARNING CAMP**

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

- Attached is DepEd Memorandum dated July 2, 2024, and Regional Memorandum No. 583, s. 2024 titled "**Attendance Tracking Tool for National Learning Camp.**"
- Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**ROLAND F. DEMOCRITO**  
 Administrative Officer V  
 In-Charge of the Division

Enclosure: As stated

Reference: None

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

**CURRICULUM**                      **EDUCATION**                      **SCHOOLS**                      **TEACHERS**

/mqt



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Republic of the Philippines  
**Department of Education**  
REGION VI-WESTERN VISAYAS

JUL 04 2024

REGIONAL MEMORANDUM  
No. **583**, s. 2024

**ATTENDANCE TRACKING TOOL FOR NATIONAL LEARNING CAMP**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is an Unnumbered Memorandum titled Attendance Tracking Tool for National Learning Camp.
2. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

Reference: Unnumbered Memorandum dated June 27, 2024

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

CURRICULUM

LEARNERS

TEACHERS

JOB/CLMD-RM ATTENDANCE TRACKING TOOL FOR NATIONAL LEARNING CAMP  
124/June 28, 2024

DepEd



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

JUL 01 2024  
2728

**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

JUL 02 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 [bid@deped.gov.ph](mailto:bid@deped.gov.ph) or by phone at 8637-4346 or 8637-4347.



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**Annex A**

**FOR LEARNING CAMP VOLUNTEERS (LCVs)**

- Download the attendance forms from [https://bit.ly/NLC\\_AttendanceForms](https://bit.ly/NLC_AttendanceForms).



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

1	School Name	
2	School ID	
3	LCV Teacher Name	
4	Grade Level	
5	Total number of learners in class	
6	Class Name	

Name (Last Name, First Name, MI)	LRN	Reading			Mathematics		
		Intervention	Consolidation	Enhancement	Intervention	Consolidation	Enhancement

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

- 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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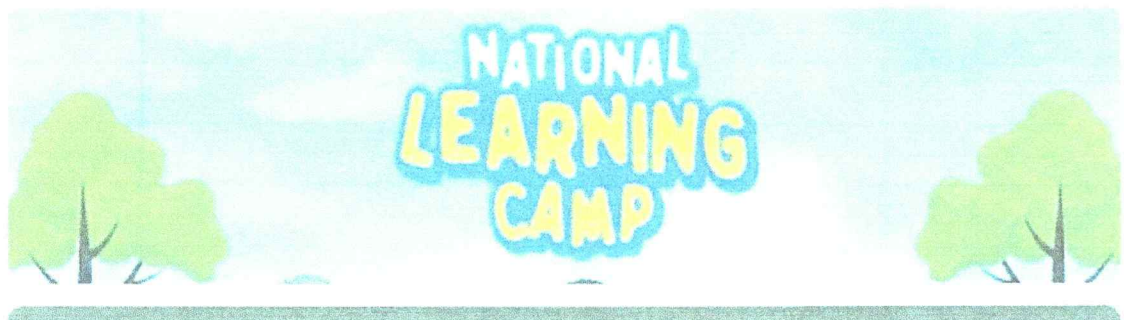
**Annex B**

**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.

Class	Number of Lessons	English			Mathematics			Science	
		Intervention	Consolidation	Enhancement	Intervention	Consolidation	Enhancement	Consolidation	Enhancement

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.

[ddp.deped.gov.ph](http://ddp.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

[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](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>