



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

JUN 26 2023

MEMORANDUM

**COORDINATION MEETING ON THE NATIONAL LEARNING CAMP
FOR KEY STAGE 1 LEARNERS FOR SCHOOL YEAR 2022-2023**

To: OIC-Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Elementary School Principals/OICs
Others Concerned

1. As part of the ongoing preparations for the National Learning Camp (NLC), this Office will hold a coordination meeting with Elementary School Principals/OICs on June 29, 2023, Thursday (2:00 PM) at Cupang Elementary School Main concerning pre-camp and other essential activities.
2. Please refer to enclosure 1 for the list of participants.
3. Further, the elementary school heads are directed to assign one (1) National Learning Camp (NLC) School Focal Person, preferably a master teacher in key stage 1. They are also expected to constitute the School NLC Committee, which shall perform the duties and responsibilities specified in enclosure 2.
4. The attendance of all concerned is required.
5. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated
To be indicated in the **Perpetual Index**
Under the following subjects

PROGRAMS

ACTIVITIES

JBE/Memo — Coordination Meeting re: National Learning Camp for Key Stage 1 Learners for School Year 2022-203

211 / June 26, 2023

UN-2023-211

211





Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Enclosure 1

COORDINATION MEETING
RE: NATIONAL LEARNING CAMP FOR KEY STAGE 1
LEARNERS FOR THE SCHOOL YEAR 2022-203

LIST OF PARTICIPANTS

No.	Participant	Position
1	Dr. Evangeline P. Ladines	SDS
2	Dr. Nerissa R. Lomeda	OIC-ASDS
3	Ms. Madeline Ann L. Diaz	CID Chief
4	Dr. Ma. Carmen D. Solayao	EPS-English
5	Dr. Armida D. Oblinada	EPS-Math and Science
6	Dr. Gina U. Urquia	EPS, LRMS
7	Mr. Jay Boy E. Evano	PSDS
8	Dr. Ma. Myra E. Namit	PSDS
9	Dr. Ma. Theresa C. Dela Rosa	PSDS
10	Ms. Clarisa C. Avila	PSDS
11	Ms. Alyssa V. Aventurado	PSDS
12	Dr. Mark Joseph C. Fernandez	PSDS
13	Dr. Yaledegler C. Maligaya	PSDS
14	Ms. Evangeline M. Aman	PSDS
15	Ms. Ada Trinidad A. Tagle	PSDS
16	Ms. Ma. Regaele. A. Olarte	EPS-SGOD
17	Dr. Zoren Pepito L. Gubalane	SEPS, M and E
18	Ms. Rochelle A. Jimenez	SEPS, SocMon
19	Ms. Phoebe R. Arroyo	SEPS, Planning and Research
20	Mr. Eduardo L. Kondo	PDO II
21	Ms. Virma U. Amistoso	Administrative Officer V, Budget
22	Ms. Susan M. Labuntong	Accountant III
23	Ms. Joiche I. Luna	AO IV, Property & Supply
24	Ms. Teresa S. Indap	Nurse II
25	Ms. May L. Borjal	ITO
26	Dr. Rosendo E. Sangalang	Principal IV, LIS
27	Dr. Shella C. Navarro	Principal IV, AES
28	Mr. Edizer S. Laqueo	Principal II, BESM
29	Dr. Buena C. Dela Cruz	Principal II, MBHS
30	Ms. Eden G. Cado	Principal II, PNHS





Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

31	Mr. Hilario G. Canasa	Principal I, BES
32	Ms. Rhodora V. Mandap	Principal III, CESM
33	Ms. Marie Ann R. Esmeria	OIC-Principal, CESA
34	Ms. Olivia G. Ellosa	Principal II, FAES
35	Mr. Reynaldo O. Comisario	Principal I, FDMES
36	Dr. Ma. Aurora C. Bartolaba	Principal IV, MES
37	Dr. Raul T. Felix	Principal IV, PoBES
38	Dr. Antonio C. Gagala	Principal III, IES
39	Dr. Jane May C. Valbuena	Principal IV, SES
40	Ms. Alma O. Bituin	OIC-Principal SESSPZ3&4
41	Dr. Jennifer S. Joson	Principal II, TNHS
42	Ms. Noemi B. Zarate	Principal II, SHES
43	Ms. Maria Hazel B. Hernandez	Principal II, VHES
44	Mr. Felipe W. Marapao	OIC-Principal, PES

Note: All school NLC focal persons are also required to attend the meeting.





Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Enclosure 2

**DUTIES AND RESPONSIBILITIES OF THE
NATIONAL LEARNING CAMP (NLC) COMMITTEE**

General Functions: Assist the school head in undertaking NLC-related tasks

Specific Functions:

1.1 Pre-Camp

- Coordinate with concerned personnel regarding the preparation, administration, and reporting activities relative to the NLC pre-assessment
- Prepare consolidated learner registration reports
- Finalize list of participating learners and teachers across camps
- Lead the development of the school-based NLC action plan
- Lead the conduct of the school-based kick-off activity

1.2 Actual Camp

- Manage safekeeping of NLC-related documents, including but not limited to:
 - a. Daily attendance and documentation
 - b. Collaborative practice session reports
 - c. Monitoring and evaluation form
- Monitor the camp implementation and report issues and concerns to the principal for immediate appropriate action
- Track the actions taken in response to the reported CIGPs
- Facilitate the preparation and submission of progress reports

1.3 Post-Camp

- Lead the conduct of the school-based closing program
- Facilitate the preparation and submission of reports, including but not limited to:
 - a. Pre-Assessment and Post-Assessment Comparative Analysis
 - b. SWOT analysis
 - c. Terminal report

