**Office of the Schools Division
Superintendent**

[JAN 09 2025

MEMORANDUM
No. __006__ s. 2025

SCHOOLS TEST MANAGEMENT COMMITTEE (TMC) FOR THE NATIONAL LEARNING CAMP ASSESSMENT (NLCA) ADMINISTERED FROM MARCH 11 – AUGUST 2, 2024

To: Assistant Schools Division Superintendent
        Chief Education Supervisor, Curriculum Implementation Division
        OIC-Chief Education Supervisor, School Governance and Operations Division
        Public Secondary School Heads/ OICs
        Administrative Officer V
        All Others Concerned

1.   In line with the implementation of the NLCA Pre and Post Assessments, this Division requires all concerned Secondary Schools, through their School Testing Coordinators to submit copy of the School Test Management Committee (TMC) on or before January 17, 2025, to the School Management Monitoring and Evaluation Section.

2.   For purposes of uniformity, please use the attached template.

3.   For information and immediate compliance.

VIOLETA M. GONZALES
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:
              TESTING   EXAMINATION   ASSESSMENT

ZPLG/ DM / SCHOOLS TEST MANAGEMENT COMMITTEE (TMC) FOR THE NATIONAL LEARNING CAMP ASSESSMENT (NLCA) ADMINISTERED FROM MARCH 11 – AUGUST 2, 2024

006
NUM-2025-006

NATIONAL LEARNING CAMP ASSESSMENT (NLCA)
PRE & POST ASSESSMENT
(Administration Date Based on Testing Windows: March 11 – August 2, 2024)

SCHOOL TEST MANAGEMENT COMMITTEE

A. Program Management

Name	Position/Designation
1.	*School Head*
2.	*School Testing Coordinator*
3.	*ICT Coordinator*
4.	*LIS Coordinator*
5.	*School Guidance*
6.	*School Nurse*
7.	*School DRRM Coordinator*
8.	*SGC Chair/Representative*

B. Test Administrators (Must be based on the actual number of personnel involved)

Name	Position/Designation
1.	*Grade Level Coor-Grade 7*
2.	*Grade Level Coor-Grade 8*
3.	*Grade Level Coor-Grade 9*
4.	*Grade Level Coor-Grade 10*
5.	*Test Administrator*
6.	*Test Administrator*
7.	*Test Administrator*
8.	*Test Administrator*
9.	*Test Administrator*
10.	*Test Administrator*
11.	*Test Administrator*
12.	*Test Administrator*
13.	*Test Administrator*
14. and so on. (You may add more rows.)	*Test Administrator*

C. Support Personnel (Maximum of 2 personnel)

Name	Position/Designation
1.	
2.	

Prepared by:
SCHOOL TESTING COORDINATOR

Approved:
SCHOOL HEAD