



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

March 6, 2024

DIVISIONAL MEMORANDUM

No. *085* , s. 2024

**COMPUTER-BASED ADMINISTRATION OF THE NATIONAL LEARNING CAMP
ASSESSMENT (NLCA) 2024 FOR GRADES 7,8,9 AND 10
PUBLIC SCHOOL LEARNERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Junior High School Heads (Public School)
All Others Concerned

1. In consonance with Memorandum DM-CT-2024-040 re: Administration of the National Learning Camp Assessment (NLCA) 2024 for Grade 7 to 10 public school learners, this Division announces the conduct of NLCA 2024 to be administered to all public junior high school Grade 7 to 10 learners at the identified Testing Centers in Ozamiz City.

2. The NCLA Post Test shall use the online computer-based assessment tool through the Moodle platform. The test shall cover the learning areas in English, Science, and Mathematics. The items shall measure varying levels of skills and competencies in a multiple-choice format using the English language.

3. The NLCA shall be administered on the following dates:

GRADE LEVEL	ACTIVITY	Testing Window
7 and 8	Pre-test	March 11 – April 12, 2024
9 and 10		April 15 – May 17, 2024

4. All PSDSs and School Heads shall arrange the specific schedule of the Pre-Test Administration within the testing window. Furthermore, all PSDSs shall arrange the testing center assignments of the examiners.

5. In compliance with DepEd Order No. 9, s. 2005 (Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith), School Heads must ensure that classes left behind by the teacher serving as NLCA examiner are being attended to and that measures are undertaken to address any potential learning gaps that may arise.

6. School Testing Coordinators and School ICT Coordinators shall provide technical assistance in all activities related to the NLCA.




Address: IBJT Compound, Carangan, Ozamiz City
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Email Address: deped1miz@gmail.com

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7. School Information and Communications Technology Coordinators (SICTs) shall assist Grades 7 to 10 learners in checking or updating their DepEd email addresses before the test administration to ensure they have correct login credentials in their Learning Management System (LMS) Moodle platform. Moreover, school ICTs will oversee the functionality of computer laboratory facilities to guarantee the seamless and uninterrupted administration of the test.
8. Attached are the List of Division Testing Personnel, School Testing Coordinator, School ICT Coordinators, Examiners and List of Testing centers.
9. Meals and travel expenses of the examiners and testing personnel shall be charged against the local funds, subject to the usual accounting and auditing rules and regulations.
10. For queries regarding the activity, channel to Johnnel A. Guangco, EPS-I, SGOD, at 09206034086. For I.T. concerns, contact Division ITO Regie A. Catedral at 09606267878.
11. This Office directs the immediate dissemination of this memorandum to all concerned.

NIMFA R. LAGO, CESO VI 
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

PP **ATTY. VINCENT SHELDON A. ZABALA** 
Legal Officer
OIC, Office of the Schools Division Superintendent

Reference: DM-CT-2024-040 re: Administration of the National Learning Camp
Assessment (NLCA) 2024 for Grade 7 to 10 Public School Learners
To be indicated in the Perpetual Index
Under the following subjects:

SCHOOL	LEARNERS	NATIONAL ASSESSMENT
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JAG/DM - Computer-based Administration of the National Learning Camp Assessment (NLCA) 2024 for Grades 7,8,9 and 10 Public SCHOOL Learners		
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___/ March 6, 2024



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Attachment to Division Memorandum No. ____ s, 2024

Division Officials, Testing Personnel, and Chief Examiners

Name	Designation	Station
Nimfa R. Lago, CESO VI	ASDS, OIC-Office of the SDS	Division Office
Dionesio L. Liwagon, Jr. CESE	ASDS	Division Office
Susan Epifania B. Carpio	Chief Supervisor in SGOD	Division Office
Anaclea A. Gacasan	Chief Supervisor in CID	Division Office
Johnnel A. Guangco	EPS -1, Division Testing Coordinator	Division Office
Regie A. Catedral	Division ITO	Division Office
All EPSs and PSDSs	Division Monitoring Team	Division Office
Ell June S. Abucay	Planning Officer III, OIC SEPS for M and E	Division Office
Samie B. Aso	EPS -2 SMME	Division Office
All School heads of the Testing Centers	Chief Examiners	Junior High Schools

School ICT Coordinators

District	Name of School ICT Coordinator	Contact Number of School ICT Coordinator
D1	Floramie M. Oliver	09494259797
	Maria Leonor Calatay	09635039404
D2	N/A	N/A
D3	Romelyn S. Maestrado	09078730905
D4	Steve B. Gonzales	09759273680
D5	Eugene B. Monteverde	09305499642
D6	Roselie L. pollohan	09303387002
D7	Mylvin I. Omisol	09163602347
D8	Romsan S. Piamonte	09300278553
D9	Haily Joy B. Cañete	09485357705
	Rodolfo R. Saligan, Jr.	09150469915
D10	Abigail L. Lagus/ Sydnie Rose A. Tamsi	
	Pencher O. Medina	09368722944



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School Testing Coordinators

District	Name of School Testing Coordinator (STC)	Contact Number of School Testing Coordinator (STC)
D1	Dani Lyne D. Homecillo	09760697514
	VANESSA E. LIBRES	09487526722
D2	N/A	N/A
D3	Ronald Akiatan	
D4	Matlyn D. Calderon	
D5	Janelle J. Macaindig	09462512189
D6	Poley M Tayong	09127195777
D7	Belenda A. Calinga	09383048820
D8	Marvin S. Tusoy	09300249207
D9	Heldalyn P. Clemeña	09773639573
	Randy P. Hubahib	09106815568
	Joy Corvera	09072501347
D10	Emma A. Acal	09065339111
	Rhea Kristine J. Guldvog	09177770636

Room Examiners

District	Name of Room Examiner	Contact Number of Room Examiner	Station	Testing Center Assignment
D1	Melany P. Sialana Butch Florendo Dana Marie Olio Floramie Oliver	09076356691 09207985879 09606262640 09494259797	OCNHS	To be arranged by PSDS
	Jay Ann O. Rabadon	09938786620	Sancho V Capa IS	To be arranged by PSDS
D2	N/A	N/A	N/A	To be arranged by PSDS
D3	Christian Vic A. Maestrado			To be arranged by PSDS
D4	Gretchiluz A. Arañas			To be arranged by PSDS
D5	Abbie U. Dy	09073641601	Labo NHS	To be arranged by PSDS
D6	Reynald V Pabucaya	09665406523	JLHNHS	To be arranged by PSDS



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D7	Rodelito Ordejan Jr.	09694327624	Montol NHS	To be arranged by PSDS
D8	Jeanrth Marie M. Bugsocan	09399827051	Gala NHS	To be arranged by PSDS
D9	Jem Michael D. Brobo	09272286880	Pulot NHS	To be arranged by PSDS
	Alma Rea A. Ytang	09469338673	Malaubang IS	To be arranged by PSDS
	Elvis R. Canalita	09207397805	Dimaluna IS	To be arranged by PSDS
D10	Drexel P. Dalaygon	09368281965	Labinay NHS	To be arranged by PSDS

Testing Centers

District	Name of Testing Center	Address of Testing Center	School ID of Testing Center
D1	Ozamiz City National High School	Bernad St., Lam-an, Ozamiz City	304167
	Sancho V. Capa Integrated School	Bagakay, Ozamiz City	502051
D2	N/A	N/A	N/A
D3	OCSAT	Maningcol, Ozamiz City	
D4	San Antonio National High School	San Antonio, Ozamiz City	304165
D5	Labo National High School	Labo, Ozamiz City	304163
D6	Jose Lim Ho National High School	Calabayan, Ozamiz City	304164
D7	Montol National High School	Stimson Abordo, Ozamiz City	304166
D8	Marcelino C. Regis IS	Kinuman Norte, Ozamiz City	501209
D9	Pulot National High School	Pulot, Ozamiz City	304169
	Malaubang Integrated School	Malaubang, Ozamiz City	500700
	Dimaluna Integrated School	Dimaluna, Ozamiz City	502410
D10	Labinay National High School	Labinay, Ozamiz City	304161
	Tabid National High School	Tabid, Ozamiz City	304162



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Test Info and Test Timing:

Using the class list, the Last Names of the learners should be arranged alphabetically per batch **regardless of sex**. Refer to the tables below for the sample scheme:

Scheme 1 – Two Grade levels per day				
Batch	Time	Grade Level		Target Number of Learners
Batch 1	AM	8	10	40
Batch 2	AM	8	10	40
Batch 3	PM	7	9	40
Batch 4	PM	7	9	40
Total				160

Scheme 2 – One Grade level for the whole week				
Batch	Time	Grade Level		Target Number of Learners
		Week 1	Week 2	
Batch 1	AM	7/9	8/10	40
Batch 2	AM	7/9	8/10	40
Batch 3	PM	7/9	8/10	40
Batch 4	PM	7/9	8/10	40
Total				160

The total time allotment for each batch of test takers is two hours and ten minutes. There will be **19 working days** of administration for the NLCA pre-test for Grades 7 and 8 (March 11-April 12, 2024 and **23 working days** of administration for grades 9 and 10 (April 15 to May17, 2024).

Refer to the table below:

Time Allotment	
Activity	Time
1. Preliminaries	40 minutes
<i>Student assembly in the computer laboratory</i>	<i>5 minutes</i>
<i>Accessing the Moodle platform</i>	<i>20 minutes</i>
<i>Student Questionnaire</i>	<i>15 minutes</i>
2. Test Proper	1 hour and 30 minutes
<i>English</i>	<i>30 minutes</i>
<i>Science</i>	<i>30 minutes</i>
<i>Mathematics</i>	<i>30 minutes</i>
Total Time Allotment	2 hours and 10 minutes



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Test Administration Procedure

- See to it that the seats are correctly arranged, with the provision of sturdy barriers between computer units to prevent any attempt on their part to communicate with each other, and the date and time in the computer units are correct.
- Ensure learners have already activated and accessed their DepEd Microsoft Accounts.
- Ensure that the Moodle platform is already running using the Safe Exam Browser before the students go to their seats.
- Students should be advised to put their cellphones and other electronic devices inside their bags and place these belongings in the holding area.
- Cellphones, calculators, smart watches, and other forms of electronic devices shall not be allowed during the test.
- Make sure all the learners have/know their login credentials.
- The test administrator will discuss other procedures during the test proper

Breach of Security in National Examinations and Corresponding Sanctions (Section 13 of the DepEd Order No. 55, s. 2016)

The following acts are deemed as violations/infractions of security pertaining to national examinations

1. Reading of test booklets other than by the examinee
2. Supplying answers to examinees
3. Cheating
4. Plagiarizing
5. Loss of test booklets
6. Photocopying of test booklets
7. Capturing test items through electronic gadgets



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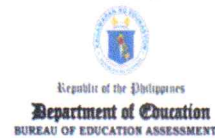


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8. Distribution and posting of photos of the test booklet in any form of media
9. Opening the test materials before the testing schedule
10. Late submission of test booklets and answer sheets
11. Tampering of examinees' answer sheets
12. Infringement of copyright
13. Allowing impostors and substitute examinees
14. Misrepresentation concerning age, residence, and status
15. Failure to closely monitor test procedures resulting in test Irregularities

Oath of Confidentiality Agreement for the Test Administrator

Submit scanned forms to:
<https://forms.office.com/r/EZq9DVakyx>



OATH OF CONFIDENTIALITY

As the _____ of the computer-based assessment for Grades 8 and 9
 (Role)
 of the Bureau of Education Assessment – Education Assessment Division (BEA-EAD),
 I, _____ of _____
 (Full name) (Institution, Office)
 hereby solemnly swear to observe strict security measures pertaining to this testing program. I will not reveal to anyone any information about this assignment and will ensure the confidentiality of the test items as well as the integrity of this agreement.

Signature: _____
 Printed Name: _____
 Position: _____
 Date Signed: _____

2nd Floor, Northside Bldg., Dagupit Complex, Marikina Avenue, Pangasinan
 Office of the Director: 9252 49-52 (Mobile); 9252-25-88
 Education Assessment Division: 9252-25-85, 9252-25-71
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**Oath of
 Confidentiality
 Agreement
 for the
 Learners**

Submit scanned forms to:

<https://forms.office.com/r/EZq9DVAKyx>



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 BUREAU OF EDUCATION ASSESSMENT

OATH OF CONFIDENTIALITY AGREEMENT

I express my consent for and authorize DepEd to record this activity and to collect, process, and keep my personal information for lawful purposes in compliance with the Data Privacy Act of 2012 (RA 10173). I certify that I have agreed to the above information and that I am well-informed of the purposes of this endeavor.

That I will strictly uphold the security and integrity of the whole test administration process and observe strict confidentiality of the test and test materials shared by the Bureau of Education Assessment. I am aware that any violation/infractions of security pertaining to national examinations including but not limited to **cheating, supplying answers to examinees, reading of test items, plagiarizing, infringement of copyright, and capturing test items through electronic gadgets**, etc. as stipulated in **DepEd Order 55 s. 2016, Section 13** has its corresponding sanctions and may result to the invalidation of my test results.

In view whereof, I am affixing my signature to confirm that I have read and understood the content of this agreement.

No.	Name	Signature
1		
2		
3		
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9		
10		
11		
12		

2nd Floor, Bonifacio Bldg., DepEd Complex, Marikina Avenue, Pasig City
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