



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2024- 189

To : Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Teaching and Non-Teaching Personnel
All Others Concerned

Subject : CALL FOR APPLICATION FOR LEARNING CAMP VOLUNTEERS
(LCV)

Date : May 13, 2024

In support of the implementation of the National Learning Camp (NLC) pursuant to DepEd Order (DO) No. 014, s. 2023, Policy Guidelines on the Implementation of the National Learning Camp, this Office announces the acceptance of applications for Learning Camp Volunteers in the Schools Division Office of Digos City.

Minimum Qualifications

Applicants for Learning Camp Volunteer must meet the following minimum qualifications:

- a. **Education:** Bachelor's degree in Education; or Bachelor's degree in relevant subject or learning area with at least 18 professional units in Education
- b. **Training:** None required
- c. **Experience:** None required
- d. **Eligibility:** Licensed Professional Teacher (LPT)
- e. **Age:** At least 21 years old but not more than 59 years old
- f. **Preferably** resident of the community/barangay where the school is located



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- g. **Other preferred qualifications** as may be determined by the OUCT/SDO and/or school relative to the specific considerations of the specific school/s concerned such as but not limited to the **subject area specialization** most preferably **Reading, English, Science, and Mathematics**.

Selection Criteria

The following are **eligible** to volunteer:

- a. DepEd incumbent teachers who are willing to volunteer;
- b. Remaining LET-eligible applicants in the recent and/or previous Registries of Qualified Applicants (RQAs) who are not given appointments;
- c. Other LET-eligible in the locality such as but not limited to teachers from private schools, SUCs/LUCs, and other teaching practitioners in the community; and
- d. Other LET-eligible teacher applicants in the above-mentioned RQAs who did not meet the cut-off score per existing DepEd hiring guidelines;

Documentary Requirements

Interested applicants shall **submit** the following documentary requirements:

- a. Letter of intent addressed to the SDS, or to the highest human resource officer designated by the SDS (*prescribed template is attached in Appendix A of Annex 3, please see attached template*);
- b. Duly accomplished PDS (CS Form No. 212, Revised 2017); and
- c. Other documents as may be required such as but not limited to the following:
 - i. Photocopy of Certificate of LET Eligibility/Rating/License/ID;
 - ii. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and True Copy of Grades;
 - iii. Photocopy of Service Record or Certificate of Employment, if there is any;
 - iv. Photocopy of Certificates of Training, if there is any;
 - v. Photocopy of the latest Performance Rating, if there is any.



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Job Functions and Nature of Engagement

The following job functions, duties, and responsibilities shall be performed by the Learning Camp Volunteer, depending on the needed support identified by the schools:

- a. Facilitate the learning delivery in one (1) or more learning camp/s in a learning area aligned to his/her specialization with the supervision of the school head or other authorized representative/s;
- b. Contextualize lesson plans and other NLC resources to facilitate learning through relevant, appropriate, and responsive teaching strategies;
- c. Track learners' progress, update learners' records, and provide feedback to the learner's parents/guardians;
- d. Participate actively in collaborative expertise sessions to ensure readiness in content and pedagogy for effective lesson delivery;
- e. Coordinates with the teacher-adviser before and after the NLC duration.

Non-DepEd LCVs shall be hired under **Job Order** status, subject to relevant and applicable policies, issuances, rules, and regulations. Furthermore, the following guidelines shall be observed:

- a. They shall be engaged for a period of three (3) to five (5) weeks.
- b. They shall render four hours and thirty minutes (4.5 hours) of actual teaching from Tuesdays to Thursdays, with collaborative expertise sessions for 4.5 hours on Mondays and Fridays.
- c. They shall work in collaboration with the previous teacher adviser or school head to get the assessment results of individual learners in class and turn over the records/documents showing progress after the NLC. They shall be under the overall supervision of the school head, regardless of the source of funds for their incentives. All administrative actions and decisions about the engagement relations shall be exercised by the SDS or the School Head as designated by the SDS.
- d. They shall receive remuneration for services rendered, the amount of which shall not be below the minimum daily wage rates set by the National Wages Productivity Commission per region.

Incentives and Benefits

DepEd incumbent teachers who will volunteer as LCVs shall be granted:

- a. Vacation Service credits, subject to the Department's existing policies
- b. National Certificate of Recognition



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- c. Other incentives, contingent upon the availability of funds and in adherence to the set guidelines.

LCVs external to DepEd shall be provided with the following incentives subject to government rules and regulations:

- a. Certificate of Services Rendered /Certificate of Engagement (as applicable)
- b. National Certificate of Recognition
- c. Remuneration for services rendered not below the minimum daily wage rates set by the National Wages Productivity Commission per region

NLC Duration and Specific Dates

LCVs shall render services in the Intervention Camp, Consolidation, and Enhancement Camp from **July 01 to 19, 2024**.


The HRMPSB sub-committee for LCVs shall deliberate the applicant's documents pursuant to **Annex 3: Guidelines on the Engagement of Learning Camp Volunteers (LCVs)** of DM-OUCT-2024-097 entitled *Specific Guidelines for the Effective Implementation of the National Learning Camp and Other Activities for the 2024 End-of-School-Year (EOSY) Break*.

The deadline for the submission of the applications for interested applicants to the **Division Office – Record Section** is on **May 17, 2024**. You may submit to the guard during weekends and holidays who shall likewise officially acknowledge receipt of the document.

This Office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity, and expression (SOGIE), to apply.

Widest dissemination of this Memorandum is earnestly desired.


MELANIE P. ESTACIO, Ph.D, CESO VI
Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION
RELEASED
24-12/187
DATE: MAY 14 2024 TIME: 8:00am
BY: 

/HR/dbc



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Appendix A of Annex 3. Template for Expression of Intent as a Volunteer Teacher

Expression of Intent

I, _____ hereby express my intent to be a Learning
Camp
(Complete Name)

Volunteer in _____,

(Name of School) (Address of the School)

during the implementation of the National Learning Camp for 2024 EOSY
break, scheduled this July 1 to July 19, 2024. I am willing to attend an
orientation activity on the program implementation.

Furthermore, I hereby grant the Department of Education the right to
collect and process my personal information and profile as provided below, for
purposes relevant to the hiring of learning camp volunteers in the Department.

Personal Information	
Age:	
Sex:	
Complete Residential Address:	
Mobile/Telephone Number:	

Academic and Employment Details	
Bachelor's Degree & Specialization:	
Master's Degree & Specialization (if any):	
Present Employment (if any):	
Present Position (if any):	
Grade Level Assignment (if any):	
Length of Service as a Teacher (if any):	

Signature Over Printed Name
Date Signed: _____