



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 26, 2024

REGIONAL MEMORANDUM

No. **207** s. 2024

**ADMINISTRATION OF THE NATIONAL LEARNING CAMP
ASSESSMENT (NLCA) 2024**

To: Schools Division Superintendents
All Others Concerned

1. Attached is OUA-OUT-020724-I1-1 titled "ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT (NLCA) 2024".
2. The Division Information Technology Officers and School ICT Coordinators are directed to conduct preparatory activities prior to the conduct of the aforementioned assessment.
3. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director

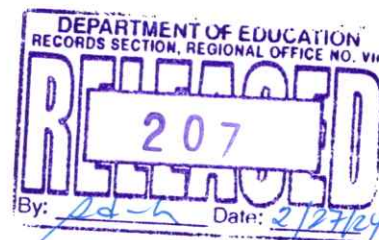
Enclosures: As stated

References: None

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

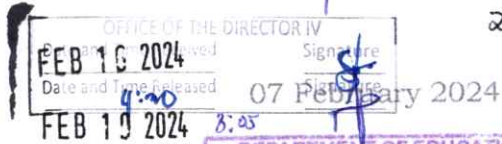
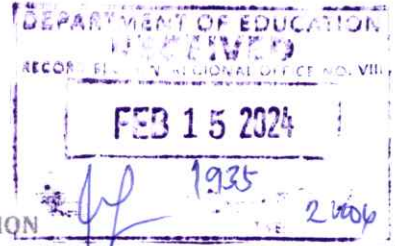
ADMINISTRATION ASSESSMENT

ORD-ICTU-JAL





Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION



MEMORANDUM
 OUA-OUT-020724-I1-1

TO : REGIONAL DIRECTORS

ATTENTION : REGIONAL INFORMATION TECHNOLOGY OFFICERS

FROM : **NOLASCO A. MEMPIN**
 Undersecretary for Administration

SUBJECT : ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT (NLCA) 2024

The Information and Communications Technology Service (ICTS) will be providing support in the administration of the National Learning Camp Assessment (NLCA), which will be conducted by the Bureau of Education Assessment (BEA) tentatively starting on February 19, 2024. For this year, it will cover Grades 7 to 10 public school learners nationwide.

To ensure the smooth administration of the NLCA, the Information and Communications Technology Service (ICTS), Regional Information Technology Officers (RITOs), Division Information Technology Officers (DITOs), and School ICT Coordinators are strongly encouraged to conduct preparatory activities prior to its conduct.

Please be guided by the following roles and responsibilities of everyone involved before and during the conduct of the NLCA:

- 1. Information and Communications Technology Service (ICTS):**
 - a. Ensure that all Grades 7-10 public school learners, enrolled in the Learner Information System (LIS) as of 31 January 2024, have their respective DepEd Microsoft account which will be used to register and login to the Learning Management System (LMS); and
 - b. Provide technical support to Regional and Division Information Technology Officers during the conduct of the NLCA.



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2. Regional Information Technology Officers (RITOs):

- a. Ensure that Division Information Technology Officers have access to their respective Microsoft admin consoles;
- b. Provide password recovery support for Division Information Technology Officers; and
- c. Coordinate with the Regional Testing Coordinators (RTCs) and ICTS for any concerns during the Assessment period.

3. Division Information Technology Officers (DITOs):

- a. Ensure that School ICT Coordinators have access to their respective Microsoft admin consoles;
- b. Assist in the preparation of Testing Centers and devices used during the 2023 NLCA and ensure that these are ready before the conduct of the NLCA;
- c. Provide password recovery support for Microsoft learner accounts as needed; and
- d. Coordinate with their respective Division Testing Coordinators (DTCs) and RITOs for any concerns during the Assessment period.

4. School ICT Coordinators:

- a. Ensure that the learners have access to their DepEd Microsoft account and have access to the DepEd LMS before the test administration;
- b. Assist in the preparation of Testing Centers and devices used during the 2023 NLCA and ensure that these are ready before the conduct of the NLCA;
- c. Ensure that the Safe Exam Browser is installed on the devices to be used for the test administration;
- d. Provide password recovery support for Microsoft learner accounts as needed; and
- e. Coordinate with their respective School Testing Coordinators (STCs) and DITOs for any concerns during the Assessment period.

Moreover, in preparation for the administration of the NLCA, BEA will conduct a virtual orientation tentatively on 15 February 2024. Other roles and responsibilities of the ICTS, RITOs, DITOs and School ICT Coordinators shall be discussed during the virtual orientation.

The final schedule for the conduct of the NLCA, specifications of testing centers and devices, and other details will be released by BEA through a separate memorandum.

For information and compliance.

