



Republic of the Philippines  
**Department of Education**  
REGION I




**REGIONAL MEMORANDUM**

No. 743 s. 2024

**ATTENDANCE TRACKING TOOL FOR NATIONAL LEARNING CAMP**

To: All Schools Division Superintendents  
All Others Concerned

1. In reference to Memorandum dated June 27, 2024, the Department of Education-Bureau of Learning Delivery through the Curriculum and Learning Management Division ensure the successful implementation of the National Learning Camp (NLC) Year 2 on July 1-19, 2024. This Office puts premium to a full engagement of learners with the Learning Camp Volunteers (LCVs) throughout the three-week program
2. Relative to this, all NLC implementers are required to track and record the daily attendance of learners using the attached tracking tool with steps and procedures.
3. A brief orientation to the LCVs on how to access, accomplish, and submit the tool shall be conducted on July 1 during the first collaborative expertise sessions. The attendance tracking data will inform schools, Schools Division Offices (SDOs), Regional Offices (ROs), and Central Office (CO) on viable action steps needed to support and strengthen ongoing program implementation.
4. For any further questions and clarifications, kindly contact the Bureau of Learning Delivery, through telephone number 8637-4346 / 8637-4347 or email at bld.od@deped.gov.ph.
5. For immediate dissemination and compliance.



**TOLENTINO G. AQUINO**  
Director IV

Encl: Memorandum dated June 27,2024  
Reference: Memorandum dated June 27,2024  
To be indicated in the Perpetual Index  
Under the following subjects

ATTENDANCE TRACKING TOOL  
NATIONAL LEARNING CAMP

CLMD/rap/RM\_AttendanceTrackingToolforNLC  
July 1, 2024



Flores St., Catbangan, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324

DepEd Region I | region1@deped.gov.ph | www.depedro1.com



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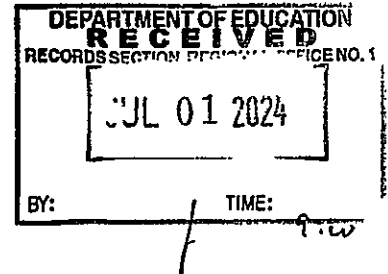
**MEMORANDUM**

TO : **REGIONAL DIRECTORS**

FROM : **GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

SUBJECT : **ATTENDANCE TRACKING TOOL FOR  
NATIONAL LEARNING CAMP**

DATE : June 27, 2024



1. As part of the Department of Education's ongoing efforts to ensure the successful implementation of the National Learning Camp (NLC), this office puts premium to a full engagement of learners with the Learning Camp Volunteers (LCVs) throughout the three-week program.
2. All school NLC implementers are required to track and record the daily attendance of learners using the attached tracking tool with steps and procedures.
3. A brief orientation to the Learning Camp Volunteers (LCVs) on how to access, accomplish, and submit the tool shall be conducted on Day 1 (July 1) during the first collaborative expertise session.

The attendance tracking data will inform schools, Schools Division Office (SDOs), Regional Offices (ROs), and Central Office (CO) on viable action steps needed to support and strengthen ongoing program implementation.

4. For questions or clarifications, please contact the Bureau of Learning Delivery (BLD) at email address [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) or by phone at 8637-4346 or 8637-4347.



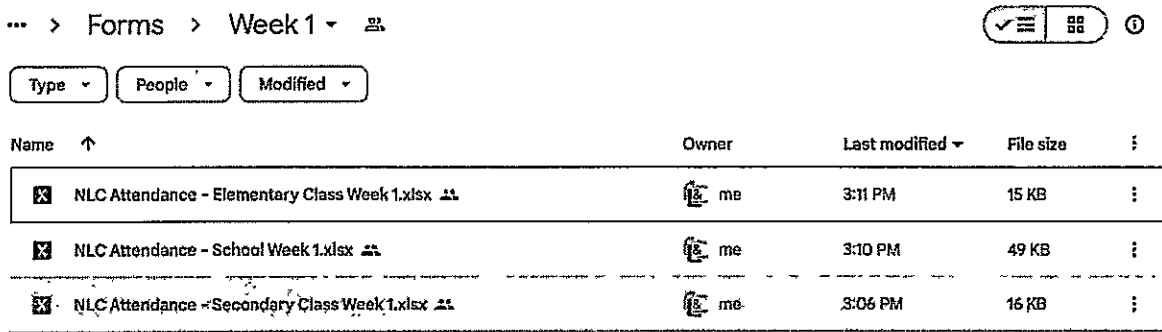
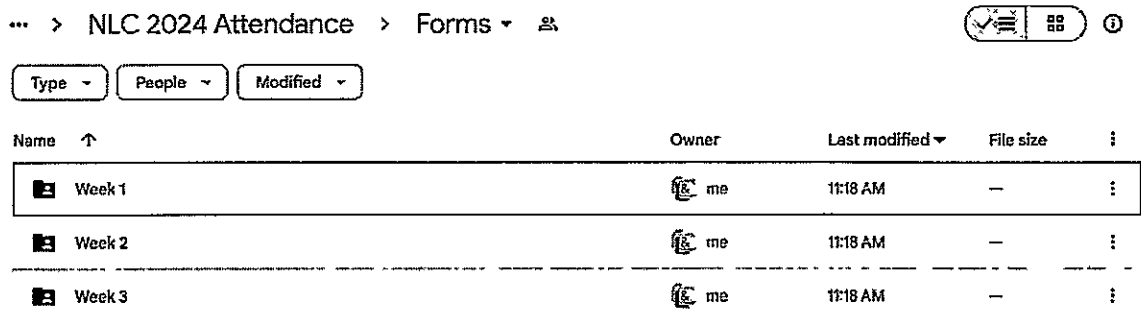


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**Annex A**

**FOR LEARNING CAMP VOLUNTEERS (LCVs)**

1. Download the attendance forms from [https://bit.ly/NLC\\_AttendanceForms](https://bit.ly/NLC_AttendanceForms).



2. Input the names of the learners in the required format in the attendance sheet. Use separate attendance sheet for each camp that you teach.

3. Complete the attendance sheet for each class daily.

1	School Name	e.g. Indang National High School														
2	School ID:	e.g. 301201														
3	LCV Teacher Name:	e.g. Mark Anthony F. Papa														
4	Grade Level	e.g. 1														
5	Total number of learner in class:	e.g. 30														
6	Class Name	e.g. G1 Class														
7		Reading									Mathematics					
8		Intervention			Consolidation			Enhancement			Intervention		Consolidation		Enhancement	
9		Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3

- Remember to fill out one Learning Camp per Class only to get the total number of learners present per class.

4. Save your file using the following file name convention:

**File name convention**



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Include the following without spaces

- a. School ID Number
- b. Learning area code: R for Reading or E for English or M for Mathematics or S for Science)
- c. Grade level (1,2,3,7,8,9 or 10)
- d. Camp Level code (I or C or E)
- e. Class Number e.g., C14

**Example**

301201E1CC1

5. Accomplished attendance sheets to the School Head/ NLC Focal Person/Non-Teaching Staff assigned. You may submit the digital attendance sheets by email or use a USB drive or submit hard copies.



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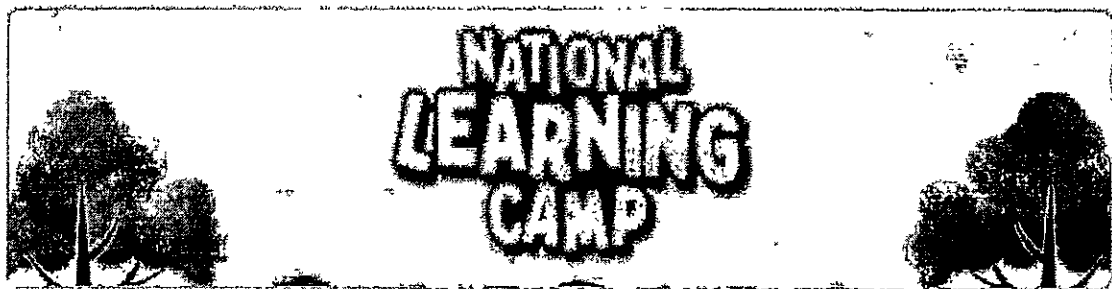
**Annex B**

**FOR SCHOOL HEADS/NLC FOCAL PERSON/NON-TEACHING STAFF**

1. At the school level, the school head/ the NLC focal person/Non-Teaching Staff gathers all accomplished attendance sheets from all grade levels and learning areas.
2. Record the total daily attendance for each grade level, learning area and Learning Camp using the school template for the week. Add additional rows if needed. The total attendance numbers will be automatically calculated and shown in the last row of the table.

School Name		Indang National High School																							
School ID		301201																							
Week		2																							
Class	Number of Learners	English									Mathematics									Science					
		Intervention			Consolidation			Enhancement			Intervention			Consolidation			Enhancement			Consolidation		Enhancement			
650 Conf	30	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 3	Day 1	Day 2	Day 1	Day 2		

3. Open the url for weekly attendance sheets and fill out the required information.



## National Learning Camp Attendance - Day 1

Welcome to the National Learning Camp! Please complete this form to record your attendance at your chosen camp session. Your responses will help us track participation and improve future events.

[bid.tld@deped.gov.ph](mailto:bid.tld@deped.gov.ph) Switch account

Not shared

Next

Clear form



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**\*Use DepEd Email Only**

**\*\*Responses can be changed after being submitted**

4. Upload the compilation and consolidated attendance weekly to a Google Drive or MS OneDrive and share the URL for viewing.

**Compilation of Attendance**

Please upload the compilation of attendance, on a Google Drive or MS OneDrive and Share the URL for viewing.

Please attach the URL of the Shared Google Drive or OneDrive here \*

Your answer

5. Click Submit to Finish

**Thank you for your cooperation**



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**Annex C**

Please use the URLs below:

**Attendance Form:**

[https://bit.ly/NLC\\_AttendanceForms](https://bit.ly/NLC_AttendanceForms)

**Online Daily Attendance:**

Day 1: <https://bit.ly/NLC2024Day1>

Day 2: <https://bit.ly/NLC2024Day2>

Day 3: <https://bit.ly/NLC2024Day3>

Day 4: <https://bit.ly/NLC2024Day4>

Day 5: <https://bit.ly/NLC2024Day5>

Day 6: <https://bit.ly/NLC2024Day6>

Day 7: <https://bit.ly/NLC2024Day7>

Day 8: <https://bit.ly/NLC2024Day8>

Day 9: <https://bit.ly/NLC2024Day9>