



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Benguet

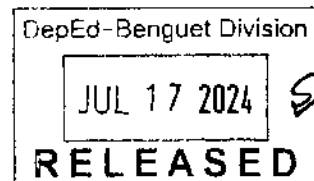
16 Jul 2024

DIVISION MEMORANDUM

No. 240 s. 2024

Administration of the National Learning Camp Assessment (NLCA) Posttest

To: Public Schools District Supervisors/ District In-Charge
Secondary School Heads and Teachers
All Others Concerned



1. Pursuant to the Bureau of Education Assessment (BEA) Memorandum No. 2024-07-933 regarding the Administration of the NLCA Posttest, the posttest will be administered to incoming Grades 8, 9, 10, and 11 learners from July 22 to August 2, 2024, via the DepEd Moodle platform.
2. Before taking the test, NLC learners must meet both criteria.
 - a. The learner should have taken the NLC pre-test.
 - b. The learner should have attended the NLC sessions.
3. Schools Information and Communications Technology (SICT) Coordinators are requested to prepare the test-takers' credentials (specifically for Grade 11 students and transferees) following the usual format (same as the pre-test) and submit them to Sir Eric Wanson, DICT Coordinator, for the enrollment.
4. Immediate dissemination of and strict adherence to this memorandum are strongly encouraged.


SALLY L. BANAKEN-ULLALIM CESOV
Schools Division Superintendent


/CID/RAG/jso/ftp



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Department of Education

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MEMORANDUM

Date: July 16, 2024

TO: **ALL THE FOLLOWING SCHOOL HEADS:**

GIOVANNI P. CAYAT, Sinipsip ES	MARY DON PALBERAS, Bangao ES
MYRNA DONATO, Tin-apan ES	ROY ONIL JR., Nawal ES
LORADEL LUMIDO, Bulalacao ES	TONY TIBAO, Saddle ES
CAROLYN TUFAY, Cotcot ES	SUELA VENCIO, Enrique Jose ES
LYLINE FLORES, Cabitin ES	PACITO CONSINTE, James Calabias ES
VILMA BALADAN, Ampusungan ES	JESSICA FAWAYAN, Lebeng ES
CLAIRE TOCTOCAN, Sumakey MG	SISA NGADI, Tamang ES
MANUAL MARTIN JR, Boklaon ES	ARNULFO PUDDOS, Tawangang ES
JULIET ALBOC, Tingbaoen ES	JOSEPH KONNEK, Ambiong NHS
NORMA CAPIATO, Camilo Lucaben ES	ALEJANDRINA MALUTE, Sinakbat NHS
JERRY ANTON, Luisa Becka ES	THOMAS DACAWI, Tuba NHS
FELISA BATIW-AN, Gadang ES	ELMER SAGUBO, Tuba Central NHS
EDWIN BATERZAL, Pungayan Barrio School	CONCEPCION DAYAGAN, Lubo IS
LINDA BAYAS,	MARICEL AMPARO, Abucot IS
LYDIA BISAYA, Kawal ES	NILO OYAM, Omas Ampaguey IS
ELDRIN ALICO, Wakal ES	JAIME B. COLIGMAN, Daklan NHS
NARCING SUKIL-AP, Longboy ES	AGNES GUIDAN
MARY GRACE MAPANGDOL, ES Alodos ES	MELCHOR BULAYO, Tublay NTHS
REMUS BIRAY, Pontino ES	

Subject: **PERSONAL SUBMISSION OF EXPLANATION FOR IMPROPRIETIES COMMITTED IN THE SUBMISSION OF DTRs and ACCOUNTING OF ABSENCE IN OFFICIAL STATIONS – ON JULY 23, 2024**

As per **CSC MEMORANDUM CIRCULAR NO. 21, June 24, 1991, (POLICY ON WORKING HOURS FOR GOVERNMENT OFFICIALS AND EMPLOYEES)** all government officials and employees are required to render *eight (8) working hours a day for five working days a week or a total of forty (40) hours a week*, exclusive of time for lunch; with normal working hours *from 8:00 a.m. — 12:00 a.m.; and 1:00 p.m. — 5:00 p.m.* In connection, absence from work should be duly accounted for by filing a leave of absence or authority to travel/locator slip, as the case may be.

In case of travel, whether official or personal, local or foreign, this was recently clarified in the **DepEd Order 043, s. 2022** that contains the *“Omnibus Travel Guidelines for all Personnel of the Department of Education.”* This Order provides for the use of Authority to Travel (with appropriate attachment), of Locator slip, as well as the format for each. It also identified the persons who



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are supposed to sign or authorize such travel. This Order has been forwarded to all schools. The same has been discussed in various meetings.

In the light of the foregoing guidelines, previous information disseminations, prior warnings (especially for some school heads), in regards filing of official travels and submission of DTRs, the aforementioned School Heads are hereby directed to submit in person, on July 23, 2024, an explanation as why they should not be dealt with appropriate administrative charge or sanction, corresponding to the commission of one or more of the following acts:

1. No Authority to Travel or Locator Slip for the day/s without entry in the DTR.
2. Unexplained Absence/Blank entry in the DTR/ No purpose stated in the locator slip.
3. Incorrect documentary attachment or incorrect signatory.
4. Inconsistency of entry in the DTR and attached documents.
5. Apparent falsification of Certificate of Appearance, DTR and Tampering of Biometric system.

For compliance.


SALLY B. BANAKEN-ULLALIM
Schools Division Superintendent