



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

2024-02453

DM - 2024-04-160  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**

DATE: \_\_\_\_\_ Time: 10:25  
By: APR 11 2024

**DIVISION MEMORANDUM**

No. 166, s. 2024

To: **Assistant Schools Division Superintendent  
Chief Education Supervisors – CID and SGOD  
Public Schools District Supervisors  
Division NLCA Testing Personnel  
Public Secondary School Heads**

From:  **CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent

Date: **April 11, 2024**

Subject: **ADMINISTRATION OF THE NATIONAL LEARNING CAMP ASSESSMENT 2024**

1. With reference to OUA-OUT-020724-1 from the Office of the Undersecretary for Administration, the 2024 National Learning Camp Assessment shall be conducted to Grades 7 to 10 public school learners nationwide.
2. As part of the preparation, **designated School ICT Coordinators** are requested to perform the following tasks.
  - 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 Division Information Technology Officer (DITO)
3. The Testing Window for Pre-Test is on March 11 – May 15, 2024 for Grades 7 – 10 SY 2023-2024 and the Post-Test will be on August 2024 for Grades 8 – 11 SY 2024-2025.
4. The participating schools are the following:
  - a. Bukidnon National High School
  - b. Bangcud National High School
  - c. Casisang National High School
  - d. Malaybalay City National High School
  - e. Malaybalay City National Science High School
  - f. Managok National High School
5. For information and compliance.



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