



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Division of City Schools – Tagbilaran City

**Office of the Schools Division  
Superintendent**

April 21, 2025

DIVISION MEMORANDUM  
NO.: 243, s. 2025

**SUPPLEMENTAL GUIDELINES FOR THE IMPLEMENTATION  
OF THE 2025 LEARNING CAMP**

TO: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
All Public Elementary and Secondary Principals  
All Others Concerned

1. This Office, through the Curriculum Implementation Division, hereby disseminates DepEd Memorandum No. 036, s. 2025 titled **Supplemental Guidelines for the Implementation of the 2025 Learning Camp**.
2. For more details, please see enclosures.
3. For immediate dissemination and strict compliance.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/JAAL/CID/JTB



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Republic of the Philippines  
**Department of Education**

APR 16 2025

DepEd MEMORANDUM

No. **036**, s. 2025

**SUPPLEMENTAL GUIDELINES FOR THE IMPLEMENTATION  
OF THE 2025 LEARNING CAMP**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors (Regions I, II, VII, XII, CAR, NCR, CARAGA)  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through its 5-Point Reform Agenda, reaffirms its commitment to addressing learning loss as reflected in national and international large-scale assessments through the 2025 Learning Camp designed to improve student learning and enhance teacher capacity. This is an iteration of the National Learning Camp (NLC) through DepEd Order (DO) No. 014, s. 2023, titled Policy Guidelines on the Implementation of the National Learning Camp.

2. This Memorandum is issued pursuant to DO 010, s. 2025 or the Guidelines for the Implementation of the 2025 Department of Education Summer Programs, particularly the provision on the conduct of summer programs that proactively prepare learners for the succeeding school year (SY) through focused remediation efforts. The 2025 Summer Programs are thoughtfully planned to harmonize with and reinforce the goals of the Academic Recovery and Accessible Learning (ARAL) Program.

**SCOPE AND COVERAGE**

3. The 2025 Learning Camp will be implemented in 10 select schools based on the number and percentage of students assessed below the minimum proficiency levels from the MATATAG Pilot Regions. These are Regions I, II, VII, XII, National Capital Region (NCR), Cordillera Administrative Region (CAR), and CARAGA.

**IMPLEMENTING GUIDELINES**

4. Participants in the 2025 Learning Camp will come from Grades 1 to 10 who are enrolled in the current SY in the following 10 schools selected from all pilot schools:

Schools	School ID	Division	Region
Suyangan Elementary School	132160	Siargao	CARAGA
Santiago Syjuco Memorial School	136846	Malabon City	NCR

Rizal Elementary School	136404	Baguio	CAR
Acao Elementary School	100907	La Union	Region 1
Alegria Central Elem. School	118881	Sarangani	Region 12
Dingading Integrated School	500016	Isabela	Region 2
San Fernando North Central Elementary School	132631	Cebu Province	Region 7
Don Rufino Olarte MNHS	300113	La Union	Region 1
Gen. Emilio Aguinaldo NHS	300572	Isabela	Region 2
Alegria National High School	304519	Sarangani	Region 12

5. Insights gathered from the 10 participating schools in the following areas will inform the improvement of the implementation of the 2025 Learning Camp or other summer programs:

- a. Use of assessment data to identify learners' performance;
- b. Participation of learners;
- c. Monitoring of individual learner progress; and
- d. Teacher support and collaborative expertise sessions.

6. The program follows a camp-like approach that blends academic support with fun and engaging activities, fostering an interactive learning environment during school breaks. The 2025 Learning Camp benefits Grades 1 to 10 learners grouped in three camps:

- a. **Intervention Camp:** A mandatory program supporting struggling learners who have not yet grasped foundational Mathematics and/or English skills;
- b. **Consolidation Camp:** Provides further practice and application of **previously taught competencies, helping learners connect concepts** and skills across grade-level competencies; and
- c. **Enhancement Camp:** Enriches learning for advanced learners by offering greater depth, breadth, and complexity of learning area competencies.

### **Grade Level Coverage and Learning Focus**

7. The 2025 Learning Camp is intended for the currently enrolled Grades 1 to 10 learners this SY 2024–2025. It will focus on Reading and Mathematics for Grades 1–3 and English (Reading) and Mathematics for Grades 4–10.

### **Registration and Participation in the 2025 Learning Camp**

8. The registration process will use a Google form that can be accessed through the link <https://bit.ly/2025LCReg>. The learner's participation in the Intervention Camp is mandatory. Teacher advisers will automatically register them by inputting the required information in the registration link, adhering to the provisions of the Data Privacy Act.

9. Participation in the Consolidation and Enhancement Camps is voluntary. Teacher-advisers will facilitate the registration of interested learners through the registration link.

10. The registration period is from April 14 to April 23, 2025, to determine and prepare the necessary resources for implementation. All learner registrants in the three camps must submit to the teacher-adviser the duly accomplished Parent's Permit Template in **Annex 1**.

11. For Grades 7–10, the National Learning Camp Assessment (NLCA) pre-test shall be administered on May 9, 2025. The NLCA results will be used by teachers to better understand the ability of learners in their classes and, hence, guide them in planning and providing more targeted support for learners. The NLCA post-test shall be administered on June 5, 2025.

**Placement of Learners**

12. To determine the appropriate grouping of learners into the Intervention, Consolidation, or Enhancement Camps within the 2025 Learning Camp framework, the program will use the End of School Year (EoS) results from the Comprehensive Rapid Literacy Assessment (CRLA), Rapid Mathematics Assessment (RMA), and Philippine Informal Reading Inventory (Phil-IRI). The results of assessments combined with teacher recommendations based on the learners' academic performance and learning needs shall form the final basis for the grouping of learners. Below is the grouping of learners based on the EoS assessment results:

<b>2025 Learning Camp</b>	<b>Reading Assessment</b>		<b>Mathematics Assessment</b>
<b>Grade Level</b>	<b>Grades 1 to 3</b>	<b>Grades 4 to 10</b>	<b>Grades 1 to 10</b>
<b>Assessment Tool</b>	<b>CRLA</b>	<b>Phil-IRI</b>	<b>RMA</b>
Intervention	Emerging	Frustration	Not Proficient
	Developing		Low Proficient
Consolidation	Transitioning	Instructional	Nearly Proficient
Enhancement	Grade Level Ready	Independent	Proficient
			Highly Proficient

**Engagement of Learning Camp Volunteers (LCVs)**

13. In support of the implementation of the 2025 Learning Camp, pursuant to DO 014, s. 2023, DepEd shall engage the services of LCVs to facilitate the intervention, consolidation, and enhancement camps in Reading, English, and Mathematics. The engagement of LCVs shall be conducted from **April 14 to 21, 2025**.

14. LCVs may be DepEd teachers and non-DepEd LCVs. Non-DepEd LCVs are as follows:

- a. Remaining Licensure Examination for Teachers (LET)-eligible DepEd applicants in the recent and/or previous Registries of Qualified Applicants (RQAs);
- b. Other LET-eligible teacher applicants in the RQAs who did not meet the cut-off score per existing DepEd hiring guidelines; and
- c. Other LET-eligible teachers in the locality, such as but not limited to teachers from private schools, state universities and colleges/local universities and colleges (SUCs/LUCs), and other teaching practitioners in the community, are subject to the screening

qualification and criteria indicated in the guidelines found in **Annex 2**.

15. In determining the number of LCVs to be engaged, schools division offices (SDOs) and/or schools shall be guided by the guidelines provided in Annex 2. IV. A of this Memorandum.

16. The number of LCVs required is based on the number of learners per camp, per learning area, and per grade level, using the parameters below:

- a. Intervention Camp: maximum of 5 learners per LCV;
- b. Consolidation Camp: maximum of 25 learners per LCV; and
- c. Enhancement Camp: maximum of 25 learners per LCV.

### **Incentives for LCVs**

17. Given that the 2025 Learning Camp requires the services of LCVs beyond regular school days, they will be given incentives, subject to government rules and regulations (DO 014, s. 2023, paragraph 54). Below are the incentives for LCVs for the 2025 Learning Camp.

- a. DepEd LCVs
  - i. Vacation Service Credits
  - ii. National Level Certificate of Recognition
  - iii. Meal Expense of P250.00/day of actual service
- b. Non-DepEd LCVs
  - i. Certificate of Services Rendered based on the Contract supported
  - ii. by Proof of Attendance
  - iii. National Level Certificate of Recognition
  - iv. Meal Expense of P250.00/day of actual service

18. The DO 53, s. 2003, titled Updated Guidelines on Grant of Vacation Service Credits to Teachers, defines a normal teaching load as six hours of actual classroom teaching a day. To qualify for a one-day vacation service credit, DepEd LCVs must complete six teaching hours. Since LCVs in the 2025 Learning Camp render 4.5 hours of actual teaching, they must complete an additional 1.5 hours.

The remaining 1.5 hours can be earned by handling additional load/s in the camp-like interest-based component, such as, but not limited to, basic computer skills, arts, sports activities, and other age-appropriate activities that schools can afford to offer to learners.

19. Both DepEd and non-DepEd LCVs, including the school heads, need to complete the Online Survey Tool (OST), which will be made available on the last day of the 2025 Learning Camp. The LCVs and school heads will be given time to accomplish the OST on June 9 and 10, 2025. A National Certificate of Recognition shall be given upon completion of the OST. All other incentives mentioned above shall be processed by the SDOs.

### **Class Size**

20. The class size for each camp will be determined based on the parameters outlined in paragraph 19. However, school heads shall have the discretion to devise

interventions for flexibility in organizing classes based on the availability of teachers and classrooms.

21. If schools do not have sufficient LCVs and resources, learners in the Intervention Camp shall be given priority in Reading/English and Mathematics in Grades 1 to 10.

### **Learning Delivery Modality**

22. The in-person learning delivery modality shall remain the primary learning delivery modality in all schools. Learners can bring their worksheets home daily, ensuring they are prepared in case of suspension of in-person learning.

23. In the event of a declaration of suspension or cancellation of in-person classes by authorized offices due to emergencies and hazards, as stipulated in DO 22, s. 2024, Revised Guidelines on Class and Work Suspension in Schools During Disasters and Emergencies, schools shall automatically implement Alternative Delivery Modes for Education in Emergencies (EiE-ADM), following their respective Learning and Service Continuity Plan (LSCP) through distance learning delivery modalities (DLDMs), whether modular distance learning (MDL), online distance learning (ODL), television-based instruction (TVI), radio-based instruction (RBI), or blended learning. LCVs handling Intervention Camps must collaborate with family members who have the capacity to tutor learners, supporting their home learning activities.

### **Schedule of Teaching-Learning Engagement and Collaborative Expertise Session**

24. For each LCV, the teaching-learning engagement will be conducted over five days, with the following schedule:

- a. Monday and Friday - 2.25 hours per day
- b. Tuesday to Thursday - 4.5 hours per day or 2.25 hours per class

25. Additionally, collaborative expertise sessions will be held:

- a. Monday (morning) - 2.25 hours per day
- b. Friday (afternoon) - 2.25 hours per day

Suggested LCV Class and Collaborative Expertise Programs are in **Annex 8**.

26. Schools shall have the flexibility to design the class program provided that the suggested teaching-learning materials are adequately covered and the targeted learning competencies are not compromised. See **Annex 7** for the sample class program.

### **Capacity Building Activities for School Leaders and LCVs**

27. Aligned with DO 014, s. 2023, teachers shall be capacitated on content and pedagogical knowledge and skills required for the 2025 Learning Camp, guided by the Philippine Professional Standard for Teachers (PPST), including those on child rights and child protection, and their roles through the orientation activities organized by the SDOs, through the supervision of regional offices (ROs) and the Central Office (CO).

### **Advocacy, Stakeholder Engagement, and Safety Protocols**

28. Pursuant to DO 014, s. 2023, advocacy and information dissemination for the 2025 Learning Camp shall be carried out to raise awareness and mobilize support from local government units (LGUs), parent-teacher associations (PTAs), school governing councils (SGCs), industry partners, and non-government organizations (NGOs), among others.
29. To enhance the overall learner experience in the 2025 Learning Camp, SDOs and schools may collaborate with relevant stakeholders to conduct fun-filled activities after classes that stimulate learner interest.
30. Schools shall devise creative ways and designate spaces within school grounds conducive to the conduct of these activities where learners can feel free to participate and build interests in meaningful ways.
31. SDOs or schools may request stakeholders to sponsor comprehensive eye and/or hearing examinations for learners to diagnose any signs of visual and/or hearing impairment and help address these concerns that may be affecting the learners' academic performance.
32. Schools shall ensure the security and safety of all learners, LCVs, and other parties involved pursuant to Republic Act (RA) No. 11313, or the Safe Spaces Act, DO 031, s. 2022 (Child Rights Policy: Adopting the Rights-Based Education Framework in Philippine Basic Education), and DO 40, s. 2012 (DepEd Child Protection Policy).

### **PROGRAM TIMELINE**

33. The implementation of the 2025 Learning Camp shall be conducted from May 13, 2025, to June 6, 2025.

The key dates in the program's implementation are as follows:

<b>Date</b>	<b>Activity</b>
May 9, 2025	Conduct of Collaborative Expertise Sessions Administration of National Learning Camp Assessment (NLCA) to Grades 7-10 by the CT Strand
May 13, 2025	Start of Tutorial Sessions
June 5, 2025	Administration of NLCA Post-Test, Online Survey for Learners
June 6, 2025	End of Tutorial Sessions Administration of CRLA, Phil-IRI, RMA Post-Test
June 9-10, 2025	Completion of Online Survey for LCVs and School Heads
June 20, 2025	Post-program Evaluation

## FUNDING

34. Anchored on Section VII of DO 010, s. 2025, the implementation of the 2025 Learning Camp shall be funded through the Basic Education Curriculum-National Learning Camp (NLC) PSF downloaded to the DepEd ROs from the fiscal year (FY) 2024 (RA 11975) Continuing Funds and from the directly released funds to the DepEd ROs from the FY 2025 (RA 12116) Current Funds, subject to the existing budgeting, accounting, auditing, and procurement rules and regulations.

## MONITORING AND EVALUATION

35. Pursuant to DO 014, s. 2023, the CO, ROs, SDOs, and schools shall monitor the implementation of the 2025 Learning Camp using the existing Monitoring and Evaluation (M&E) Tool.

36. The school heads shall be primarily responsible for supervising the implementation of these guidelines in their schools, ensuring that the provisions are communicated to all concerned stakeholders in the school community.

37. The Curriculum Implementation Division and Curriculum and Learning Management Division in the SDO and RO, respectively, shall lead in monitoring schools' compliance with these guidelines. The RO-Quality Assurance Division and the SDO-School Governance Operations Division shall have an oversight function on the M&E process. They may also be consulted for their expertise and guidance in conducting the M&E activities.

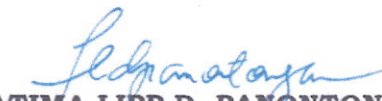
38. At the school level, the school heads shall monitor and evaluate the implementation of this policy. At the end of the 2025 Learning Camp, the SH shall prepare a report that includes the highlights and challenges encountered throughout the policy implementation. The report shall be submitted to the SDO for collation and analysis. The SDO will then prepare a consolidated report analysis for submission to the RO.

39. Overall feedback from the RO shall be provided to the DepEd CO, Curriculum and Teaching Strand, through the Bureau of Learning Delivery to evaluate the program and inform policy enhancements when needed.

40. The consolidated report is submitted to the **Bureau of Learning Delivery-Office of the Director**, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [bld.od@deped.gov.ph](mailto:bld.od@deped.gov.ph) or at telephone numbers (02) 8637-4346 or 8637-4347. The Accomplishment Report template is provided in **Annex 10** of this Memorandum.

41. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

  
**ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff



Encls:

As stated

References:

DepEd Order (Nos. 010, s. 2025, 014, s. 2023, and 53, s. 2003)

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

CLASSES  
CURRICULUM  
LEARNERS  
POLICY  
SCHOOL

MCDK, MPC, DM Supplemental Guidelines for 2025 Learning Camp  
0115 - April 14, 2025

**ANNEX 1**  
**PARENT/LEGAL GUARDIAN CONSENT FORM**

\_\_\_\_\_  
(Region)

\_\_\_\_\_  
(Division)

\_\_\_\_\_  
(School)

\_\_\_\_\_  
(School Address)

\_\_\_\_\_  
Date

**PARENTAL CONSENT**

I/We hereby willingly and voluntarily give consent to the participation of my/our son/daughter \_\_\_\_\_ (*name of learner*) \_\_\_\_\_ in the 2025 Learning Camp from May 8, 9, 14 to 16, 19 to 23, 26 to 30, June 2 to 6, 2025.

I have considered the benefits that my son/daughter will get from his/her participation in this activity provided that due care and precaution will be observed to ensure the comfort and safety of my son/daughter and that DepEd employees and personnel may not be held responsible for any untoward incident that may happen beyond their control.

\_\_\_\_\_  
Signature of Father over  
Printed Name/Date

\_\_\_\_\_  
Signature of Mother over  
Printed Name/Date

\_\_\_\_\_  
Signature of Guardian over  
Printed Name/Date

\_\_\_\_\_  
Relationship with the Learner

Verified By:

\_\_\_\_\_  
Teacher

Date: \_\_\_\_\_

*Note: If No Parent/s, submit an Affidavit of Guardianship duly verified by the teacher.*

**ANNEX 2**  
**GUIDELINES ON THE ENGAGEMENT OF LEARNING CAMP**  
**VOLUNTEERS (LCVs)**

**I. Rationale**

1. In support of the implementation of the 2025 Learning Camp, pursuant to DepEd Order (DO) No. 014, s. 2023, *Policy Guidelines on the Implementation of the National Learning Camp*, the Department of Education (DepEd) shall engage the services of Learning Camp Volunteers (LCV) to facilitate the enhancement, consolidation, or intervention programs in critical learning areas, particularly on Reading, English, Science, and Mathematics.
2. DepEd in-service teachers, as well as other licensed teachers external to DepEd who are willing and able to facilitate learning in the three camps, may take part in the 2025 Learning Camp program as LCV.

**II. Scope**

3. This Guidelines provides for the mechanisms, procedures, and standards that shall guide all DepEd offices and schools, as well as other stakeholders, in the selection and engagement of Learning Camp Volunteers in identified Learning Camps.

**III. Definition of Terms**

4. For purposes of this Memorandum, the following term shall be defined and understood as follows:
  - a. **Learning Camp Volunteer** refers to a DepEd or non-DepEd licensed teacher who renders tailored instructional services to a target group of learners within a specific period.

**IV. Procedures**

**A. Determining the Need for Learning Camp Volunteers**

5. In determining the need to employ Learning Camp Volunteers, SDOs and/or schools shall observe the following parameters:
  - a. Schools shall be guided by the provisions of DepEd Order No. 14, s. 2023, *Policy Guidelines on the Implementation National Learning Camp* on the conduct of early registration, and administration of post-assessment for incoming Grades 1 to 10 for 2025 Learning Camp.
  - b. Based on the assessment results, schools do the placement of the pre-registered learners into three (3) camps - intervention, consolidation, and enhancement.
  - c. Guided by the standard class size per camp (*Intervention Camp - maximum of 5, Consolidation Camp - maximum of 25, and Enhancement Camp- maximum of 25*), the schools determine the number of LCVs needed per camp, per learning area and per grade level.

- d. SDOs report to the ROs the total number of LCVs needed for computing the fund requirement to be requested by the central office.

## **B. Functions and Nature of Engagement**

6. The following 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 2025 Learning Camp 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. Coordinate with the teacher-adviser before and after the 2025 Learning Camp duration.
7. LCVs shall be engaged on a voluntary basis, 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 teaching and collaborative expertise sessions for 4.5 hours on Mondays and Fridays.
  - c. Engagement as LCVs shall be considered as relevant L&D earned through collaborative expertise sessions with job-embedded learning.
  - d. They shall be provided by the previous learning area teacher, adviser, or school head with the assessment results of individual learners in class and shall be required to turn over the records/documents showing learner progress after the 2025 Learning Camp.
  - e. 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.

### C. Selection and Engagement Process

8. The SDO shall issue a Memorandum or Call for Volunteers duly signed by the SDS stipulating the following, such as, but not limited to:
  - a. School
  - b. Functions, Nature of Engagement and corresponding incentives
  - c. Minimum Qualifications
  - d. Selection Criteria
  - e. Documentary Requirements and Deadline of Submission of Documents
  - f. Timeline of Selection Activities.
  
9. Interested LCVs 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. Preferably resident of the community/barangay where the school is located
  - f. Other preferred qualifications 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**.
  
10. Consistent with Item 11, the following may signify their intent to volunteer as LCV. The following order of priority shall be observed in the selection and engagement of LCVs:
  - 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);
  - c. Other LET-eligible teacher applicants in the RQAs who did not meet the cut-off score per existing DepEd hiring guidelines; and
  - d. 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, subject to the screening qualification and criteria indicated in the Guidelines.
  
11. Interested LCVs mentioned in **12 (a, b, and c) shall no longer undergo assessment**. They shall only be required to submit a Letter of Intent addressed to the SDS, or to the highest human resource officer designated by the SDS (*prescribed template is attached in Annex 3*).
  
12. **Interested LCVs in 12(d) who meet the minimum and preferred qualifications** shall undergo the assessment and selection process. They 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 Annex 3*);
- 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.

13. The Assessment and Selection Report (**Annex 9**) will serve as the tool for consolidating the evaluation of LCVs' eligibility requirements and alignment with specialization, for submission to the SDO.

14. An LCV Screening Committee shall be designated to evaluate the qualifications of interested LCVs. The Committee shall:

- a. Receive applications and check the completeness, authenticity, and veracity of documents submitted by the applicants;
- b. Conduct the initial evaluation of the applicants' qualifications vis-a-vis the minimum and preferred qualifications stipulated in Items 11 and 12, and submit to the SDS a List of Learning Camp Volunteers, along with the result of the screening using the prescribed form in *Annex 4* as **List of Interested Learning Camp Volunteers**; and
- c. Assess the qualified non-DepEd applicants based on the evaluation and selection criteria as defined in this Memorandum.

15. The LCV Screening Committee shall adopt the following evaluative assessments. They may devise the evaluation and selection criteria, tools, and rubrics for each evaluative assessment based on the needs of the learning camps.

- a. **Document Review.** Applicants with the following qualifications/credentials shall be **preferred** based on the needs of the program:
  - i. LET/PBET Eligibility
  - ii. Tertiary units above the minimum Education requirement that is relevant to the learning area/specialization
  - iii. Training in relevant to the learning area/specialization
  - iv. Previous experience, such as tutoring, relevant to the learning area/specialization

*Note: For applicants with previous experience, performance rating, should there be any, shall be taken into consideration.*

- v. Other qualifications in the applicants' portfolio aligned with the needs of the program.
  - b. **Interview.** The interview shall focus on the collection of detailed and complete information about the applicant relative to the job function of an LCV. The objective of the interview is to assess potential, characteristics, traits, and fitness to the position and to predict how the applicant will perform on the job. The interview shall also be an avenue to validate the qualifications and credentials submitted by the applicant.
16. It is the responsibility of the LCV Screening Committee to finalize the *List of Interested Learning Camp Volunteers (Annex 4)* with corresponding scores based on the assessment conducted. They shall recommend the final list of applicants to be engaged based on the following parameters:
- a. **Merit and fitness.** The SDS shall select the candidate deemed most qualified for 2025 Learning Camp based on learning area specialization (Reading/English, Science, and Mathematics).
  - b. **Location.** Applicants who reside within the community/barangay where the school and/or households in need are located shall be prioritized in the engagement.
  - c. Other parameters may be defined by the LCV Screening Committee.
17. Guided by the assessment results validated and recommended by the LCV Screening Committee and in the exercise of sound discretion, the SDS shall select from the list of recommended LCVs, insofar as practicable, the volunteer applicant deemed most qualified for the engagement.
18. Upon receipt of the SDS' approval of the list of selected LCVs, the HRMO shall facilitate the execution of the Volunteer Engagement Agreement with the selected volunteer applicant (prescribed template attached in *Annex 5*).

#### **D. Capacity Building**

19. Aligned with DepEd Order No. 14 s, 2023, Policy Guidelines on the Implementation of National Learning Camp, teachers shall be capacitated on content and pedagogical knowledge and skills required for the 2025 Learning Camp, guided by the Philippine Professional Standard for Teachers (PPST), including those on child rights and child protection, and their roles through the orientation activities organized by the SDOs, through the supervision of ROs and the CO.
20. Expenses relative to the conduct of the orientation of LCVs shall be charged to the funds downloaded to the ROs and SDOs in support of the operationalization of the 2025 Learning Camp and can be augmented with local funds subject to the usual accounting rules and regulations.

#### **E. Incentives and Benefits**

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

- a. Vacation Service Credits (VSC) on top of the 15 days maximum allowable VSCs, as provided in Section 55 of DO 14, s. 2023, to wit:
 

*“55. All teachers involved in these NLRP-related EASY break activities shall be granted vacation service credits for the services rendered during the NLC. One (1) workday of vacation service credit shall be granted per accumulated eight (8) hours of service rendered, as certified by their respective SHs. The number of service credits authorized is **exclusive** of the fifteen (15) days maximum vacation service credits allowed as stipulated in DO 53, s. 2003 (Updated Guidelines on the Grant of Vacation Service Credits to Teachers)”;*
- b. Certificate of Recognition;
- c. Certificate of L&D, with indicated actual number of hours which may be considered as relevant L&D (earned through collaborative expertise with job-embedded learning) for hiring/promotion, subject to the existing DepEd guidelines; and
- d. Meal expense of Php 250.00/day of actual service and/or other incentives, contingent upon the availability of funds and in adherence to the set guidelines.

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

- a. Certificate of Recognition;
- b. Certificate of L&D, with indicated actual number of hours which may be considered as relevant L&D (earned through collaborative expertise with job-embedded learning) for hiring/promotion, subject to the existing DepEd guidelines; and
- c. Meal expense of Php 250.00/day of actual service, and/or other incentives, contingent upon the availability of funds and in adherence to the set guidelines

**V. Monitoring and Evaluation**

23. Schools Division Offices shall accomplish the *Registry of Learning Camp Volunteers per Learning Area*, using the provided template attached as *Annex 6*. Regional Offices, through the Curriculum and Learning Management Division (CLMD), shall oversee the proper conduct of this activity and provide support to SDOs and schools by facilitating linkages to potential partners.

24. The Regional and Schools Division Offices, shall ensure strict adherence to these guidelines and other relevant issuances in the engagement of LCVs. The Schools Division Superintendents and HRMOs in the SDOs shall regularly monitor and evaluate the implementation of this policy and submit program report to the Regional Director.

## 25. References

DO 003, s. 2024, *Implementing Guidelines on the School Calendar and Activities for the School Year 2023–2024*

DepEd Order No. 014, s. 2023, *Policy Guidelines on the Implementation of the National Learning Camp*

COA-DBM Joint Circular (J.C.) No. 1, s. 2020, *Interim Guidelines Contract of Service (COS) and Job Order (JO) Workers in Government for the Duration of the State of Calamity and Community Quarantine Due to the Corona Virus Disease 2019 (Covid-19)*

CSC-COA-DBM J.C. No. 1, s. 2018, *Amendment to the CSC-COA-DBM Joint Circular No. 1, S. 2017*

CSC-COA-DBM JC 1, s. 2017: *Rules and Regulations Governing Contract of Service and Job Order Workers in the Government*

DepEd Order No. 012, s. 2020 (*Adoption of the Basic Education Learning Continuity Plan for School Year 2020-2021 in Light of the COVID-19 Public Health Emergency*)

DepEd Order No. 21, s. 2019 (*Policy Guidelines on the K to 12 Basic Education Program*)

**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 2025 Learning Camp, scheduled this May 13 1 to June 6, 2025. 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 engagement of learning camp volunteers in the Department.

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

<b>Academic and Employment Details</b>	
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: \_\_\_\_\_

**ANNEX 4  
LIST OF INTERESTED LEARNING CAMP VOLUNTEERS**

Name of Schools Division: \_\_\_\_\_

Name of School: \_\_\_\_\_

Total Number of LCVs \_\_\_\_\_

NAME OF APPLICANT	BASIC INFORMATION			QUALIFICATIONS						ASSESSMENT RESULTS	REMARKS	RECOMMENDATION OF THE SCREENING COMMITTEE	FUND SOURCE	APPROVAL	
	ADDR. ESS.	SEX (by birth)	LET/PBET (indicate Yes or No)	EDUCATION (indicate highest educational attainment)	TRAINING (indicate relevant training attended)	EXPERIENCE (indicate previous relevant experience, at least 6 months)	PERFORMANCE (indicate performance rating, if any)	OTHERS (indicate other relevant qualifications)	INTERVIEW (indicate score)						
1 JUAN C. DELA CRUZ															
2															
3															

**Note:** Attach the assessment criteria, tool, and rubrics used in the interview, learning facilitation demonstration/ exercise, and written examination.

**ANNEX 5**

**VOLUNTEER ENGAGEMENT AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This Agreement, made and entered into by and between:

The Department of Education - (Schools Division, DepEd Region NO. \_\_\_\_), a government agency with office address at \_\_\_\_\_, represented by (Schools Division Superintendent), (Designation, Office), herein referred to as the "First Party",

-and-

\_\_\_\_\_, of legal age, Filipino and with residence address at \_\_\_\_\_, hereinafter referred to as the "Second Party".

-WITNESSETH -

1. That the First Party, in the exigency of the service, engages the services of the Second Party to facilitate the effective and efficient implementation of the Learning Camp;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to voluntarily provide the services needed by the latter;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in his/her Personal Data Sheet, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that he/she has not been previously dismissed from government service by reason of an administrative offense; and that he/she has not already reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second Party is hereby engaged to render service as Learning Camp Volunteer for the period \_\_\_\_\_ to \_\_\_\_\_, and shall be provided Two Hundred Fifty Pesos (PhP250.00) for meal expenses to be given \_\_\_\_\_; subject to existing rules and guidelines and subject to applicable taxes and liabilities, if any, and corresponding deductions for tardiness, undertime and absence incurred during the engagement-;
6. That the Second Party is expected to perform the following functions:
  - a. Facilitates the learning delivery in one (1) or more learning camps with the supervision of the school head or other authorized representative/s;
  - b. Contextualizes lesson plans that would facilitate learning through relevant, appropriate, and responsive teaching strategies and learning resources and contextualizes 2025 Learning Camp resources to ensure developmental, age, and cultural appropriateness of lessons for the target learners;
  - c. Monitors and evaluates learners' progress during the 2025 Learning Camp;

- d. Participates actively in collaborative expertise sessions to ensure readiness in content and pedagogy for effective lesson delivery;
  - e. Maintains updated learners' records, and tracks their academic and behavioral progress, which may be provided as feedback to the learner's parents/guardians; and
  - f. Coordinates with the teacher-advisers before and after the program duration.
7. That the Second Party shall observe the standards of personal conduct in the discharge and execution of functions/services in accordance with the Code of Conduct and Ethical Standards for Public Officials and Employees under RA 6713;
  8. That the Second Party shall hold and maintain the confidential information in strict confidence; and shall carefully restrict access by third parties without clearance from the authorized First Party officer;
  9. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies); and
  10. That either party may terminate this Agreement for causes authorized by law and upon written notification to the other party, to be submitted prior to the termination of this Agreement.

IN WITNESS WHEREOF, both parties have hereunto set their hands this \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ City, Philippines.

DEPARTMENT OF EDUCATION:

\_\_\_\_\_  
First Party

\_\_\_\_\_  
Second Party

Signed in the presence of:

\_\_\_\_\_

\_\_\_\_\_

ACKNOWLEDGMENT  
REPUBLIC OF THE PHILIPPINES     )  
CITY OF                                     ) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued
_____	_____	_____
_____	_____	_____
_____	_____	_____

known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of three (3) pages including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this \_\_\_\_\_ day of \_\_\_\_\_ at Pasig City, Philippines.

Doc. No. : \_\_\_\_\_

Page No. : \_\_\_\_\_

Book No. : \_\_\_\_\_

Series of \_\_\_\_\_

**ANNEX 6  
REGISTRY OF LEARNING CAMP VOLUNTEERS**

School: \_\_\_\_\_ SDO: \_\_\_\_\_  
 Region: \_\_\_\_\_ School ID: \_\_\_\_\_  
 Complete School Address: \_\_\_\_\_

**Registry of Learning Camp Volunteer for Reading Grades 1 to 3**

Name	Specialization	Tick (√) the Volunteer Category	
		Non-DepEd	DepEd

**Registry of Learning Camp Volunteer for Mathematics Grades 1 to 3**

Name	Specialization	Tick (√) the Volunteer Category	
		Non-DepEd	DepEd

**Registry of Learning Camp Volunteer for English Grades 7 to 10**

Name	Specialization	Tick (√) the Volunteer Category	
		Non-DepEd	DepEd

**Registry of Learning Camp Volunteer for Science Grades 7 to 10**

Name	Specialization	Tick (√) the Volunteer Category	
		Non-DepEd	DepEd

**Registry of Learning Camp Volunteer for Mathematics Grades 7 to 10**

Name	Specialization	Tick (√) the Volunteer Category	
		Non-DepEd	DepEd

Prepared by:

\_\_\_\_\_  
LCV Screening Committee

**ANNEX 7**  
**SAMPLE CLASS PROGRAM IN THE 2025 LEARNING CAMP**

<b>Time</b>	<b>No. of Minutes</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00 – 9:45 AM	45	Reading Lesson 1	Reading Lesson 1	Reading Lesson 1	Reading Lesson 1	Reading Lesson 1
9:45 – 9:50 AM	5	Break	Break	Break	Break	Break
9:50 – 10:35 AM	45	Math Lesson 1	Math Lesson 1	Math Lesson 1	Math Lesson 1	Math Lesson 1
10:35 – 10:40 AM	5	Break	Break	Break	Break	Break
10:40 – 11: 25 AM	45	Reading Lesson 2	Reading Lesson 2	Reading Lesson 2	Reading Lesson 2	Reading Lesson 2
Lunch Break						
1:00 – 1:45 AM	45	Math Lesson 2	Math Lesson 2	Math Lesson 2	Math Lesson 2	Math Lesson 2
1:45 – 1:50 AM	5	Break	Break	Break	Break	Break
1:50 – 2:35 AM	45	Reading Lesson 3	Reading Lesson 3	Reading Lesson 3	Reading Lesson 3	Reading Lesson 3
2:35 – 2:40 AM	5	Break	Break	Break	Break	Break
2:40 – 2:35 AM	45	Math Lesson 3	Math Lesson 3	Math Lesson 3	Math Lesson 3	Math Lesson 3

**ANNEX 8**

**SAMPLE LCV CLASS AND COLLABORATIVE EXPERTISE PROGRAM**

Name of LCV: \_\_\_\_\_

Specialization: English

**A. Teaching-Learning Engagement and Collaborative Expertise Session (Mondays)**

Activity/ Learning Focus	Time	No. of Minutes	Class	Camp
English Lesson 1	1:00 – 1:45	45 minutes	Grade 7 Section A	Intervention Camp
English Lesson 2	1:50 – 2:35	45 minutes		
English Lesson 3	2:40 – 3:25	45 minutes		
Collaborative Expertise Session	9:00 to 11:15	135 minutes	N/A	N/A
<b>Total Teaching Load &amp; CES in minutes</b>		<b>270 minutes</b>		
<b>Total Teaching Load &amp; CES in hours</b>		<b>4.5 hours</b>		

**B. Teaching-Learning Engagement (Tuesdays, Wednesdays, Thursdays)**

Learning Focus	Time	No. of Minutes	Class	Camp
English Lesson 1	8:25 - 9:10	45 minutes	Grade 7 Section A	Intervention Camp
English Lesson 2	9:15 - 10:00	45 minutes		
English Lesson 3	10:05 - 10:55	45 minutes		
English Lesson 1	11:00 - 11:45	45 minutes	Grade 7 Section B	Intervention Camp
English Lesson 2	1:00 - 1:45	45 minutes		
English Lesson 3	1:50 - 2:35	45 minutes		
<b>Total Teaching Load in minutes</b>		<b>270 minutes</b>		
<b>Total Teaching Load in hours</b>		<b>4.5 hours</b>		

**C. Teaching-Learning Engagement and Collaborative Expertise Session (Fridays)**

Learning Focus	Time	No. of Minutes	Class	Camp
English Lesson 1	8:25 - 9:10	45 minutes	Grade 7 Section B	Intervention Camp
English Lesson 2	9:15 - 10:00	45 minutes		
English Lesson 3	10:15 - 11:00	45 minutes		
Collaborative Expertise Session	1:00 - 3:15	135 minutes	N/A	N/A
<b>Total Teaching Load &amp; CES in minutes</b>		<b>270 minutes</b>		
<b>Total Teaching Load &amp; CES in hours</b>		<b>4.5 hours</b>		

**D. LCV Timetable for Collaborative Expertise (Monday)**

Start Time	Activity	Time (Minutes)	Notes on Focus
8:00 am	Personal reading of materials	Pre-work	Focus is on teacher personally understanding what is expected and provided
8:45 am	Collaborative discussion and sharing of ideas on materials presented	40	Focus is on lesson plans and approach/content and teacher notes as well as students' worksheets
9:30 am	RECESS		
9:45 am	Personal reading and initial planning	Pre-work	Teachers think of lesson goals, what they will do and how they will do it

10:30 am	Collaborative discussion and sharing on initial planning Personal Reading & Initial Planning: Teachers think of lesson goals, what they will do and how they will do it	45	Teachers share their perspectives and discuss any issues, and seek clarification
11:15 am	Personal lesson preparation	Pre-work	With gathered information teachers finalize their approach
12:00 pm	LUNCH BREAK		
1:00pm	Collaborative discussion and sharing	40	Final approach shared with peers
2:00pm	Insights and Closure	10	Teachers wrap up discussion
2:10 pm	End of Day	135 Minutes	
		<b>Estimated Duration: 2.25 hours</b>	

**E. LCV Timetable for Collaborative Expertise (Friday)**

Start Time	Activity	Time (Minutes)	Notes on Focus
	Personal organization of ideas and feedback about lessons: content, components, learnings within a grade and a subject	Pre-work	Focus is on each teacher to reflect on their point of view about the lesson content and how the content was presented
1:00 to 1:35 pm	Collaborative discussion and sharing about lessons: content, components, learnings, key observations noted within a grade and a subject	35	Focus on sharing teacher observations and hearing from peers in the same grade and subject area
	Personal organization of ideas and feedback about student performance: abilities, processes used, interesting occurrences, teacher learnings within a grade and a subject.	Pre-work	Focus is on each teacher reflecting on how students performed in class
1:40 to 2:10 pm	Collaborative discussion and sharing about student performance: abilities, processes used, interesting occurrences, teacher learnings. Key observations noted within a grade and a subject	30	Focus is on sharing teacher perspectives on how students performed in class, how they reacted to the lesson, and how the content was presented with peers from the same grade and subject
2:15 to 2:45 pm	Collaborative discussion and sharing with teachers within a grade and a subject	30	Focus is on sharing and hearing teacher perspectives on how students performed in class and how they reacted to the lesson, and how the content was presented.
2:50 to 3:20 pm	Collaborative discussion and sharing with teachers. 1. Key global observations. 2. Celebrate the week's work	30	Focus on sharing and hearing perspectives across different grades and subjects
3:25 to 3:35 pm	Insights and Closure	10	Teachers wrap up discussion
3:35 pm	End of Day	135 Minutes	
		<b>Estimated Duration: 2.25 hours</b>	

I hereby accept the teaching loads and engagement in collaborative expertise sessions above and shall fulfill this in the 2025 Learning Camp from Mondays to Fridays, May 8 to June 6, 2025.

\_\_\_\_\_  
Signature Over Printed Name  
Learning Camp Volunteer

Date Signed: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Signature Over Printed Name  
School Head  
Date Signed: \_\_\_\_\_

**ANNEX 9**

**ASSESSMENT AND SELECTION REPORT ON HIRING OF LEARNING CAMP VOLUNTEERS**

Name of Schools Division: \_\_\_\_\_  
 Name of School: \_\_\_\_\_  
 Date of Final Deliberation: \_\_\_\_\_  
 Total Number of Applicants: \_\_\_\_\_

**PART A. List of Applicants Recommended for Hiring and Assessment Results**

NAME OF APPLICANT	BASIC INFORMATION			QUALIFICATIONS						ASSESSMENT RESULTS	REMARKS	SSC RECOMMENDATION <i>(Indicate 'Recommended' if applicant is deemed qualified for hiring based on the set parameters)</i>	FUND SOURCE <i>(To be accomplished by the SDO)</i>	APPROVAL <i>(To be accomplished by the SDS; Affix signature if approved)</i>
	ADDRESS	SEX <i>(by birth)</i>	LET/PBET <i>(Indicate Yes or No)</i>	EDUCATION <i>(Indicate highest educational attainment)</i>	TRAINING <i>(Indicate relevant training attended)</i>	EXPERIENCE <i>(Indicate previous relevant experience, at least 6 months)</i>	PERFORMANCE <i>(Indicate performance rating, if any)</i>	OTHERS <i>(Indicate other relevant qualifications)</i>						
1 JUAN C. DELA CRUZ									INTERVIEW <i>(Indicate score)</i>					
2														
3														

**Note:** Attach the assessment criteria, tool, and rubrics used in the interview, learning facilitation demonstration/ exercise, and written examination

**ANNEX 10  
2025 LEARNING CAMP ACCOMPLISHMENT REPORT**

**ACCOMPLISHMENT REPORT FOR THE 2025 LEARNING CAMP**

<b>Region:</b>	<b>Office Address:</b>		
<b>Total No. of SDOs in the RO:</b>	<b>No. of SDOs downloaded with funds:</b>		
<b>Total No. of Schools in the RO:</b>	<b>No. of Schools that participated in 2025 Learning Camp:</b>	<b>No. of Schools that participated Remedial Classes:</b>	
<b>Total Budget Downloaded to RO from BEC 2025 Current Funds:</b>	Php _____	<b>Amount Obligated:</b>	Php _____
<b>Obligation Rate for BEC 2025 Funds</b>	_____ %		
<b>Total Amount for BEC 2024 Continuing Funds</b>	Php _____	<b>Amount Obligated:</b>	Php _____
<b>Total Budget of the RO: (2025 Current Funds + 2024 Continuing Funds)</b>	Php _____	<b>Total:</b>	Php _____
<b>Utilization Rate for BEC FY 2024 Continuing Funds:</b>	_____ %		
<b>Average Obligation Rate: (2025 BEC Current Funds + 2024 Continuing Funds / 2)</b>	_____ %		

**A. Printing of Teaching-Learning Resources, Meal Expense for Learning Camp Teachers**

Schools Division Office	Budget Allocation	Expenditure Items	Performance Indicator	Physical Accomplishment		Financial Accomplishment	
				Target	Actual	Target	Actual
Total							

**B. Challenges, Actions, and Recommendations:**

Schools Division Office	Challenges	Actions	Recommendations

Prepared by:

Reviewed by:

Noted:

2025 Learning Camp Regional Coordinator

Regional Accountant & Budget Officer

CLMD Chief

Recommending Approval:

Assistant Regional Director

Approved: