



Republic of the Philippines
Department of Education
REGIONAL VIII- EASTERN VISAYAS
DIVISION OF NORTHERN SAMAR

Office of the Schools Governance and Operations Division

June 16, 2023

DIVISION MEMORANDUM
No. 184, s. 2023

**DIVISION PLANNING AND ORIENTATION ON THE ADMINISTRATION OF
THE NATIONAL LEARNING CAMP (NLC) FOR SCHOOL YEAR 2022- 2023**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
EPSs/PSDS/PICs
Unit/Section Heads
Public Secondary School Heads
District ICT Coordinators
Secondary School ICT Coordinators
All Other Concerned

1. In preparation for the administration of the National Learning Camp (NLC) for Grade 7 & 8 SY 2022-2023, this Office, through the Schools Management Monitoring & Evaluation (SMME) with the coordination of Information and Communication Technology Services Unit, shall conduct a division virtual planning and orientation on June 20, 2023, from 1:00 PM to 5:00 PM.
2. The guidelines on the NLC, including assignment of Testing Center, roles and responsibilities of the field-testing personnel, and installation instructions of *Safe Exam Browser* (SEB) will be discussed during the orientation.
3. Procedures on the administration of Microsoft Office 365 school admin account and Microsoft Office 365 learners account retrieval, distribution, and utilization.
4. The participants to this orientation are PSDS/PICs, public secondary school heads, and secondary school ICT & district ICT.
5. Participants are expected to enter using the following link or QR code:

<https://bit.ly/NorthernSamarNLC2023>



6. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

