



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
Name: 001272
Signature: _____
Date: APR 29 2024

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary/Secondary Schools Principals/TICs/Head Teachers
Heads, Administrative Units
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD ✓
OIC - Schools Division Superintendent

SUBJECT: **HIRING FOR LEARNING CAMP VOLUNTEERS (LCV) FOR THE 2024 END-OF-SCHOOL-YEAR (EOSY) BREAK**

DATE: April 22, 2024

1. Consistent with DepEd Memorandum DM-OUCT-2024-097 (*Specific Guidelines for the Effective Implementation of the National Learning Camp and Other Activities for the 2024 End-of-School-Year (EOSY) Break*), this Office announces the conduct of Division Assessment for Learning Camp Volunteers (LCV) for the 2024 End-of-School-Year (EOSY) Break.

2. Applicants for Learning Camp Volunteer 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. **Age:** at least 21 years old but not more than 59 years old
- f. Preferably resident of the community/barangay where the school is located
- g. Preferably with specialization in Reading, English, Science and Mathematics

3. The following are eligible to volunteer:

- a. DepEd incumbent teachers who are willing to volunteer;

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- b. Remaining LET-eligible applicants in the recent and/or previous Registries of Qualified Applicants (RQAs) who are not given appointments;
 - c. 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; and
 - d. Other LET-eligible teacher applicants in the above-mentioned RQAs who did not meet the cut-off score per existing DepEd hiring guidelines.
4. Eligible applicants mentioned in Item 3 (a, b, d) **shall no longer undergo assessment.**
5. **Only the applicants in Item 3 (c) who meet the minimum and preferred qualification** shall undergo the assessment and selection process to be conducted by the designated LCV Sub-Committee.
6. The schedules of important activities relative to the assessment are hereunder presented for the smooth flow of the process.

DATE	ACTIVITY	PERSON/S INVOLVED	NEEDED DOCUMENT/S TO BE SUBMITTED / PREPARED
April 22 to May 3, 2024	Submission and Acceptance of the documents in the Division Sub-Committee addressed to the SDS	HRMPSB Sub-Committee	Documentary Requirements
May 13 to 15, 2024	Initial Evaluation on the Qualification of Applicants (Education, Training, Experience and Eligibility)	HRMPSB Sub-Committee	Copy of the Initial Evaluation Result (IER)

7. There shall be no discrimination in the selection of applicants on account of age, sexual orientation, gender identity, civil status, disability, religion, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of equal employment opportunity.

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8. Documents submitted after the deadline shall not be accepted.
9. For uniformity purposes, attached are the forms to be used.
10. Wide dissemination of and strict compliance with this Memorandum is desired.

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Enclosure 1

List of 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 Enclosure 3*)
- b. Duly accomplished Personal Data Sheet (CSC Form No. 212, Revised 2017)
- c. Photocopy of Certificate of LET Eligibility/Rating/License/ID;
- d. Photocopy of scholastic/academic records, such as but not limited to Transcript of Records (TOR) and True copy of grades;
- e. Photocopy of Service Record or Certificate of Employment, if there is any;
- f. Photocopy of Certificates of Training, if there is any;
- g. Photocopy of the latest Performance Rating, if there is any;

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Enclosure 2
Division Screening Sub-Committee

DISTRICT	SUB-COMMITTEE	
BOAC NORTH	Chairperson: Mrs. Aurea L. Mazo	
	Co-Chairperson: Dr. Ma. Shiela Saet	
	Elementary	JHS/SHS
	Mr. Romualdo Magculang	Mr. Democrito Nazareno
	Mr. Ricardo Maano Mr. Romeo Malacas	Mr. Rogelito Lazares Mrs. Rowena Loto
BOAC SOUTH	Chairperson: Mrs. Myra R. Labay	
	Co-Chairperson: Mrs. Florie Regencia	
	Elementary	JHS/SHS
	Mrs. Mary Amor Jandusay	Mr. Dino Nepomuceno
	Mrs. Maribel Orpalas Mr. Joemar Linga	Mrs. Aida Pelaez Mrs. Anita Opis
BUENAVISTA	Chairperson: Mrs. Maridel G. Lincallo	
	Co-Chairperson: Mrs. Jelly L. Sore	
	Elementary	JHS/SHS
	Mrs. Arlene Lumagui	Mrs. Thelma Salvacion
	Mrs. Adelaida Saguid Mr. Alfin Jambalos	Mrs. Mae Laarni Saporna Mr. Ray Alben Manaog
GASAN	Chairperson: Dr. Elvin C Perlas	
	Co-Chairperson: Mrs. Maita Lazares	
	Elementary	JHS/SHS
	Mr. Erlan Maming	Mrs. Marivic Zamora
	Dr. Kathryn Asuncion Mr. Jhonrex Sapunto	Mrs. Marlita Vitto Mrs. Norminda Mabao
MOGPOG	Chairperson: Dr. Josephine Marciano	
	Co-Chairperson: Mr. Rolito M. Dela Cruz	
	Elementary	JHS/SHS
	Mr. Leo Mapacpac	Dr. Ma. Corazon Borja
	Dr. Gina Mapacpac Mrs. Alita Marciano	Mr. Jayson Luna Mr. Ramer Mansalapus
SANTA CRUZ EAST	Chairperson: Dr. Maria Lourdes Ricohermoso	
	Co-Chairperson: Mr. Dingson De Sena	
	Elementary	JHS/SHS
	Mrs. Josephine Pastorfide	Mrs. Lourdes Balagwis
	Mrs. Rona Mae Paradero Mr. Mateo Garcia	Mrs. Lorna Alojado Mrs. Bernadette Ricafrente
SANTA CRUZ NORTH	Chairperson: Mrs. Constanca Vasco	
	Co-Chairperson: Dr. Nestor Rualo	
	Elementary	JHS/SHS
	Mrs. Lina Rolluqui	Mr. Lino Penaredonda

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DISTRICT	SUB-COMMITTEE	
	Mr. Ronnel Real Mrs. Analyn Monterozo	Mr. Rowel Laririt Mrs. Madilyn Quirona
SANTA CRUZ SOUTH	Chairperson: Mr. Warlito Constantino	
	Co-Chairperson: Dr. Mariam Rivamonte	
	Elementary	JHS/SHS
	Mrs. Marivic Plamio Mr. Apollo Pernia Mrs. Ma. Cecilia Par	Mrs. Maxima Marquez Mr. Miguelito Ricaplaza Mrs. Annaliza Retardo
TORRIJOS	Chairperson: Dr. Jay Peña	
	Co-Chairperson: Ms. Cristina Raza	
	Elementary	JHS/SHS
	Mr. Jaime Almonte Mr. Norman Romasanta Mrs. Edna Jalos	Dr. Cherry Ann Del Mundo Mrs. Elizabeth Paralejas Mr. Jerome Catamio
Secretariat:	All Administrative Officers assigned in the Schools	

The Sub-Committee for LCVs shall be designated to evaluate the applications for LCVs and shall:

- a. Receive applications and check the completeness, authenticity, and veracity of documents submitted by the applicants;
- b. Conduct the initial evaluation of the qualifications vis-à-vis the minimum and preferred qualifications stipulated in Item 2 and 3, and submit to the SDS a list of applicants along with the result of the initial evaluation using the prescribed form (*attached is Enclosure 4*).
- c. Assess the qualified non-DepEd applicants based on the evaluation and selection criteria as defined in this Memorandum.

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Enclosure 4

DEPARTMENT OF EDUCATION
ASSESSMENT AND SELECTION REPORT ON HIRING LEARNING CAMP VOLUNTEERS

Name of Schools Division: **MARINDUQUE**

Name of School: _____

Date of Final Deliberation: _____

Total Number of Applicants: _____

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

NAME OF APPLICANTS	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	LET /PBET <i>(Indicate Yes/ 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>	INTERVIEW				

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

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Enclosure 3

Expression of Intent

I, _____ hereby express my intent to be a Learning
Camp Volunteer in _____,
_____ during the implementation of the National
Learning Camp for 2024 EOSY Break, scheduled this July 1 to July 19, 2024. 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 hiring of learning camp volunteers in the Department.

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

Academic and Employment Details	
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 Teacher (if any):	

Signature over Printed Name
Date Signed: _____

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