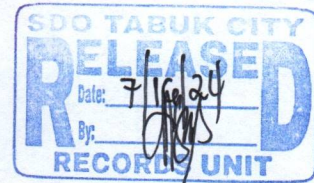




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

16 July 2024

DIVISION MEMORANDUM

No. 256, s. 2024

SUBMISSION OF NLC COMPLETION REPORT AND DOCUMENTS FOR THE MEAL INCENTIVE AND SERVICE CREDIT

To : Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Learning Camp Volunteers
 All others Concerned

1. To facilitate the processing of Learning Camp Volunteers (LCV) meal incentive, service credit and certificate of services rendered for non-DepEd LCV, the documents required for submission for each are the following:

A. Meal incentive (one folder per school)

1. Daily Attendance following the template

Date	Name of LCV	Signature	Name of non-DepEd LCV	Signature
July 1, 2024				
July 2, 2024				
July 3, 2024				

2. Certificate of expense not requiring receipt @ Php 250 per day

B. Service Credit (one folder per school)

1. Daily Time Record (1 copy only)
2. Photocopy of minutes of collaborative expertise planning and review
3. Daily Attendance
4. School class program (1 copy per week)

2. The school Learning Camp Accomplishment Report shall be submitted online in this link: <https://tinyurl.com/NLC2024SCAccomReport> . The excel template of the accomplishment report can be downloaded through this link:



Address: [BCS Compound, Purok 2 Bulanao Norte, Tabuk City](#)

Email: tabuk.city@deped.gov.ph


Website: <https://www.depedtabukcity.com>

SDO Tabuk City L & D Databank System Link: <https://tinyurl.com/SDOTabukCityLNDaBaSy>

<https://tinyurl.com/SchComReTemplate> . Do not delete, insert column and merge cell but you can add rows. Accomplish and upload the report in normal page format.

3. Submission of all these documents shall be on or before July 23, 2024.

3. Immediate dissemination and compliance of this Memorandum is earnestly desired.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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