



June 15, 2023

Division Memorandum
No. 312 s. 2023

**MEETING AND WORKSHOP ON THE CONDUCT OF THE
ENGLISH, SCIENCE AND MATHEMATICS ASSESSMENT FOR THE
NATIONAL LEARNING CAMP (NLC)**

TO: **All Secondary School ICT Coordinators**

1. In reference to **Office of the Undersecretary for Curriculum and Teaching (OUCT) Memorandum** issued DM-OUCT-2023-148 for the preliminary meeting and Virtual Orientation on the National Learning Camp (NLC) Assessment, the Division ICT unit will conduct a meeting and workshop for all Secondary School ICT Coordinators at Dipolog Training Center (DTC), Miputak, on June 17, 2023 in the morning.
2. The training aims to;
 - Ensure that all Grade 7 and 8 learners for SY 2022-2023 in their respective school have active individual DepEd Microsoft accounts.
 - Facilitate the distribution and accessing of the individual DepEd Microsoft accounts to all Grade 7 & 8 learners.
 - Reset the password of locked accounts in their respective schools.
 - Evaluate if the school is compliant to the requirements set by BEA as a testing center.
 - Prepare the school's computer laboratory for NLC assessment.
 - Install Safe Exam Browser and its configuration.
3. Participants are required to bring their laptop and extension wire for the workshop.
4. Prepare the access details of their Microsoft Office 365 School Admin Account Management Portal.
5. One day COC/Service credit will be granted to all secondary school ICT coordinators and non-teaching personnel present during the meeting and workshop.
6. For immediate dissemination of this memorandum is enjoined.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

