



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



July 15, 2024

REGIONAL MEMORANDUM

No. 735 s. 2024

To: Schools Division Superintendents

2024 NATIONAL LITERACY AWARDS

1. The Department of Education through the Literacy Coordinating Council (LCC) announces the conduct of the 2024 National Literacy Awards (NLA) and issues the guidelines which provide guidance to all in recognizing outstanding programs that significantly contribute to the universalization of literacy in the Philippines.
2. In view of this, the Literacy Coordinating Council (LCC) is calling for entries from concerned agencies, organization and offices which aims to recognize best literacy practices carried out by the Local Government Units (LGU) and Non-Government Organizations (NGO) which help alleviate poverty, provide livelihood opportunities, address welfare needs, promote freedom and make education facilities accessible.
3. Please find the attached DepEd Memorandum No. 030, s. 2024 and Advisory from Gina O. Gonong, Undersecretary for Curriculum and Teaching, contents of which are self-explanatory, for reference.
4. Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA
 Director IV



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Republic of the Philippines
Department of Education
LITERACY COORDINATING COUNCIL

July 10, 2024

ADVISORY

**DEADLINE FOR SUBMISSION OF REGIONAL ENTRIES
FOR THE 2024 NATIONAL LITERACY AWARDS**

Relative to Enclosure No. 2 to DepEd Memorandum 030, s. 2024 titled 2024 National Literacy Awards (NLA), please be advised that the deadline for submission of official NLA regional entries to the LCC Secretariat, as indicated on the Timetable of Activities has been extended from July 19, 2024 to **August 2, 2024** (Friday). As provided for under Section VIII – Submission of the Official Regional NLA Entries of the abovementioned issuance, “entries submitted beyond the due date shall no longer be accepted.”

Immediate dissemination of this advisory is desired. For your information and guidance.



GINA O. GOFONG

Undersecretary for Curriculum and Teaching *10*
DepEd's Permanent Representative to the LCC



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Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **030**, s. 2024

JUN 18 2024

2024 NATIONAL LITERACY AWARDS

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Literacy Coordinating Council (LCC), issues the enclosed **National Literacy Awards (NLA) Guidelines**, which provide guidance to all DepEd Central and field offices and other concerned agencies and organizations in recognizing outstanding programs that significantly contribute to the universalization of literacy in the Philippines.

2. In accordance with the provisions of Republic Act (RA) No. 7165¹, as amended by RA 10122², the LCC conducts the NLA biennially to recognize local government units (LGUs) and nongovernment organizations (NGOs) for their dedication, commitment, and contribution to eradicating illiteracy in their respective communities through the implementation of exemplary community-based literacy programs and interventions. As stipulated under Presidential Proclamation No. 239, s. 1993³, these literacy champions are **deserving of recognition for dedicating their life's work to reaching out to illiterate individuals and communities**. The NLA aims to inspire and encourage further efforts to promote the universalization of literacy in the country.

3. The NLA shall have two major categories namely, (a) **Gawad *Liyab***, and (b) **Gawad MATATAG**.

a. **Gawad *Liyab*** shall be awarded to outstanding LGUs and NGOs. This award shall be given to LGUs and NGOs that have implemented literacy policies, programs, and projects that have created positive and remarkable impact on the quality of life of their respective localities and communities. *Liyab* or blaze, as depicted in the LCC logo, symbolizes the fervent pursuit of the Council to achieve its goal of universalizing literacy in the country with the support of stakeholders and partners, which is a fitting title for this award.

¹ An Act Creating the Literacy Coordinating Council, Defining Its Powers and Functions, Appropriating Funds Therefor and for Other Purposes

² An Act Strengthening the Literacy Coordinating Council by Amending Republic Act No. 7165

³ Declaring the Period from September 2 to 8 of Every Year as Literacy Week

Encls.:

As stated

Reference:

DepEd Memorandum No. 051, s. 2023

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

AWARDS
BUREAUS AND OFFICES
CELEBRATIONS AND FESTIVALS
CONFERENCES
OFFICIALS
PROGRAMS
RULES AND REGULATIONS
SCHOOLS
SEARCH

JDMC, APA, MPC, DM 2024 National Literacy Awards
0157 – May 9, 2024



III. NLA CATEGORIES

1. Outstanding LGU Category

The Outstanding LGU Award for this category shall be given to LGUs that have developed and implemented literacy policies, programs, and projects that created positive and remarkable impacts on the quality of life of their constituents. Starting in 2024, the Outstanding LGU category shall have four (4) sub-categories, namely:

- a. Highly Urbanized/Independent Component City;
- b. Component City;
- c. 1st to 3rd Class Municipality; and
- d. 4th to 6th Class Municipality.

2. Outstanding Literacy Program Category

The Outstanding Literacy Program Award shall be given to NGOs, private organizations, or academic institutions that have developed and implemented literacy programs that created positive and remarkable impact on the lives of their learners and their respective communities.

3. Hall of Fame Award

The Hall of Fame (HOF) Award shall be given to 1st place NLA winners that receive the award three times. HOF awardees shall no longer be eligible to join the regular Search for Outstanding LGU and Outstanding Literacy Program categories. Qualified candidates for the HOF Award shall be subjected to the LCC's onsite validation to evaluate the sustainability of the implementation of their literacy programs one (1) year after the third 1st-place award was received.

4. Special Award of Excellence in Literacy

The Special Award of Excellence in Literacy (SAEL) shall be given to HOF awardees three (3) years after receiving their award, subject to LCC's evaluation and onsite validation.

5. UNESCO International Literacy Prizes

The UNESCO International Literacy Prizes accord prestigious recognition to excellent and innovative literacy programs that are being carried out by governments, NGOs, and individuals around the world. The LCC endorses to UNESCO the NLA winners, depending on existing qualification requirements, and on the category that the literacy program would fit.

IV. PROCEDURES

1. Information Dissemination and Awareness Campaign

Members:

- Regional Director, Philippine Information Agency (PIA) or a designated representative
- Regional Director, National Economic and Development Authority (NEDA) or a designated representative
- President, State or Local University/College or designated representative

The DepEd RO shall initiate coordination with their regional counterparts from the DILG, NEDA, and PIA, as well as with local universities/colleges concerned with the organization, convening, and activities of the NLA RSC.

3. Formation of the NLA National Board of Evaluators

At the national level, the LCC shall form the NLA Board of Evaluators (BOE), consisting of three (3) members per category. Representatives from the different Council member agencies and other experts from various government and non-government organizations shall compose the BOE, following the set criteria for selection.

The BOE shall be responsible for screening, evaluating, and validating regional NLA entries and determining national winners in each of the NLA categories for the Council's final approval. The BOE shall ensure the integrity and confidentiality of the evaluation, validation, and ranking results, following the guidelines set by the LCC.

4. Functions of the LCC Secretariat

The LCC Secretariat at the DepEd Central Office (CO) shall serve as the NLA overall secretariat of the NLA. With the support of technical personnel from the DepEd's Curriculum and Teaching (CT) Strand and supervision of the Council, this office shall be in charge of facilitating all activities relative to the conduct of the NLA, including but not limited to the preparation and dissemination of guidelines and procedures, downloading of program support funds to the ROs, provision of technical assistance, acceptance of regional entries, endorsement of entries to the BOE, onsite validation, holding of awarding ceremonies, correspondence, and documentation, as well as other related activities, as may be instructed by the Council.

5. Provision of Technical Assistance

The LCC Secretariat shall conduct orientation sessions on the NLA Guidelines. Participants in this capacity-building activity are the representatives from LGUs, NGOs, private organizations, academic institutions, LCC member agencies, DepEd CO, ROs, SDOs, ALS implementers, and other relevant stakeholders and partners. Details about the orientation session shall be disseminated through LCC's various digital and social media platforms.

6. Provision of NLA Program Support Funds

VI. NOMINATION PROCESS

1. Qualified LGUs, NGOs, and other private organizations or academic institutions shall fill out the Gawad *Liyab* Nomination Form in their respective categories found in Annex 1A.
2. Nominee/s shall seek the favorable endorsement and signature of the DepEd Schools Division Superintendent (SDS) of the DepEd SDO where the LGU is located or where the literacy program is being implemented, together with **any or both** of the following:
 - a. For the Outstanding LGU category
 - i. Provincial Governor, District Representative, or Board Member; and/or
 - ii. Head of a relevant government agency or a private/people's organization in the city or municipality.
 - b. For the Outstanding Literacy Program category
 - i. Local Chief Executive where the literacy program is being implemented; and/or
 - ii. Head of a relevant government agency or a private/people's organization in the city or municipality where the literacy program is being implemented.
3. The Nominee/s shall prepare the following requirements and submit them to the DepEd ROs:
 - a. Three (3) copies of the fully accomplished Gawad *Liyab* Nomination Form; and
 - b. Three (3) copies of the Executive Summary. The summary must be a clear, simple, and straightforward summary of not more than five (5) pages in A4 bond paper size, double-spaced, describing, but not limited to, the following:
 - General profile of the LGU or the NGO/Private academic institution
 - Literacy profile of the community
 - Legal bases such as executive orders, ordinances, etc.;
 - Implementation strategies and approaches;
 - Resources used (human, physical, and financial)
 - Outstanding and remarkable accomplishments
 - c. Copy of relevant documents (e.g., municipal/city development plan related to literacy, legal bases, etc.) should be attached, or Google Drive links should be provided).

VII. REGIONAL SELECTION PROCESS

1. NLA nominations shall be submitted to DepEd ROs, through their respective Regional NLA/Gawad *Liyab* Coordinators.

- 8.1 Three (3) copies of fully accomplished Gawad *Liyab* Nomination Forms of the official regional NLA entries (only one official entry per category, except for the Highly Urbanized/Independent Component City Category where two (2) entries will be allowed);
- 8.2 Three (3) copies of the official regional NLA entries' Executive Summary;
- 8.3 Three (3) copies of the official regional NLA entries' portfolio;
- 8.4 One (1) USB drive/flash disk containing the electronic copy of the official regional NLA entry's documents and its Annexes;
- 8.5 Individual score sheets of the RSC members duly signed by the rater and countersigned by the RSC Chairperson;
- 8.6 Accomplished NLA Documentation Report Form signed by the Regional NLA/Gawad *Liyab* Coordinator and approved by the RSC Chairperson; and
- 8.7 Transmittal sheet with a checklist of enclosures addressed to the LCC Chairperson.

VIII. SUBMISSION OF THE OFFICIAL REGIONAL NLA ENTRIES

1. The winning regional entries validated by the DepEd ROs shall be submitted to the LCC Secretariat. They shall be declared as the official regional NLA entries that will vie for the national-level awards. It shall be composed of the following:
 - a. One (1) entry for the Outstanding Literacy Program category
 - b. Five (5) entries for the Outstanding Local Government Unit category comprised of:
 - Two (2) entries from the sub-category of Highly Urbanized/Independent Component City
 - One (1) entry from the sub-category of Component City
 - One (1) entry from the sub-category of 1st to 3rd Class Municipality
 - One (1) entry from the sub-category of 4th to 6th Class Municipality
2. Hard copies of the documentary requirements of all official Gawad LIYAB entries, including the USB drive/flash disks containing the electronic files of the documents, shall be transmitted to the DepEd Central Office, addressed to the LCC Chairperson, using the following mailing address:

The Secretary

Department of Education

LCC Chairperson

c/o LCC Secretariat

2nd Floor Bonifacio Building

DepEd Complex, Meralco Avenue, Pasig City

1600, Metro Manila

Expenses incurred in the submission of hard copies of the documentary requirements (i.e., transportation and modes of delivery through courier or parcel services) may be charged to the allotted LCC program support funds or to the local funds.

2. Any misrepresentation made in any of the documents submitted shall be grounds for disqualification and possible disciplinary action pursuant to existing laws and applicable rules and regulations.

XI. AWARDS AND PRIZES

1. The DepEd ROs may conduct their local awarding ceremonies to recognize regional NLA winners and nominees.
2. All national NLA winners shall receive distinguished recognition with both monetary and non-monetary prizes from the LCC and DepEd.
3. LCC partner organization for the NLA, the Cebuana Lhuillier Foundation, Inc., (CLFI) shall provide the trophies and cash awards to the winners of the LCC's Special Award of Excellence in Literacy, if any. CLFI may also confer special awards to organizations with outstanding financial literacy programs and ALS teachers under the National ALS Teachers Achievement and Recognition (NALSTAR) Award.

Copy of the guidelines on the NLA shall also be available on the LCC Website at <https://lcc.deped.gov.ph>, as well as at the LCC's official Facebook page at www.facebook.com/LiteracyCoordinatingCouncil.

For inquiries, all concerned may contact:

Ms. Marikka Mampusti

Project Development Officer II
LCC Secretariat
Department of Education
2nd Floor, Bonifacio Bldg., DepEd Complex,
Meralco Avenue, Pasig City

Or contact/email at:

Tel. nos.: (02) 8631-0567; (02) 8631-0590; (02) 8635-9996,

Telefax: (02) 8631-0579

Email: marikka.mampusti@deped.gov.ph or lcc@deped.gov.ph

XII. REFERENCES

1. Republic Act No. 7165 titled "*An Act Creating the Literacy Coordinating Council*"
2. Republic Act No. 10122 titled "*An Act Strengthening the Literacy Coordinating Council by Amending Republic Act No. 7165*"
3. Presidential Proclamation No. 239, s. 1993 titled "*Declaring the Period from September 2 to 8 of Every Year as Literacy Week*"
4. DepEd Order No. 09, s. 2002 titled "*Establishing the Program on Awards and Incentives for Service Excellence (PRAISE) of the Department of Education*"

GAWAD LIYAB NOMINATION FORM
Outstanding LGU Category

DATA PRIVACY NOTICE: The data and information in this form are intended to conduct the Gawad *Liyab* Search. The data will be kept by the process owner for verifying and authenticating the identity of the nominee. Likewise, the use, storage, retention, and disposal of all information herein shall be done by the Data Privacy Act of 2012. Furthermore, data subjects voluntarily provided these data and information.

Please ensure the completion and accuracy of answers as well as strict compliance with the instructions as these are essential for the paper evaluation of entries. You may also use additional sheets if deemed necessary. An electronic copy of this form may also be downloaded from the LCC website for your reference.

A. LGU PROFILE

| | |
|--------------------------------------|--|
| Region: | |
| Name of City/Municipality, Province: | |

| | | |
|--|--|--|
| Type: | | |
| <input type="checkbox"/> Highly Urbanized/Independent Component City | <input type="checkbox"/> Component City | |
| <input type="checkbox"/> 1 st to 3 rd Class Municipality | <input type="checkbox"/> 4 th to 6 th Class Municipality | |

| | |
|---|--|
| Name of the City/Municipal Mayor: | |
| Name of LGU's NLA Focal Person: | |
| Contact Details of the Regional NLA Focal Person: | |
| E-mail Address: | |
| Mobile Phone Number/s: | |

| |
|--|
| Has the LGU joined the National Literacy Awards (NLA) before? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> When? Year/s _____ |
| If yes, did the LGU qualify for the regional-level validation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> When? Year/s _____ |

Copy of relevant documents (e.g., municipal/city development plan related to literacy, legal bases, etc.) shall be attached, or Google Drive link provided.

NOMINATED BY:

(One of the nominators must be the Schools Division Superintendent where the LGU is located as indicated in the nomination process of the NLA).

| Name | Office and Position |
|------|---------------------|
| 1. | |
| 2. | |
| 3. | |

We hereby attest to the best of our knowledge that all information contained in this nomination form is true and that the supporting documents are authentic.

| Date Submitted | Signature of Nominators |
|----------------|-------------------------|
| | 1. |
| | 2. |
| | 3. |

Important: Please submit the accomplished Nomination Form, together with the Executive Summary to the LGU's respective DepEd Regional Office. Refer to the NLA Timetable of Activities for the details on the date of submission.

If yes, what award/s did the organization receive?

B. LITERACY PROGRAM PROFILE

Fill out the details of the literacy program (or umbrella program) that serves as the organization’s entry to the NLA:

| No. | Title of Literacy Program/s | Year Started | Year Completed | Type of Specific Literacy Skills being addressed by the program*: | Type of Beneficiaries | Number of Beneficiaries | Number of Literacy Workers | Amount of Budget Allocated |
|-----|-----------------------------|--------------|----------------|---|-----------------------|-------------------------|----------------------------|----------------------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |

**Kindly refer to the 19 types of literacy skills identified on the Technical Research Report on the National Literacy Framework developed by the Literacy Coordinating Council that may be accessed through the LCC website under the National Literacy Information System – Research on Literacy tab.*

C. EXECUTIVE SUMMARY

Attached in this nomination form an **Executive Summary** of your NLA entry. It must be a clear, simple, and straightforward summary of not more than five (5) pages in A4 bond paper size, double-spaced, describing, but not limited to, the following:

- General profile of the LGU
- Literacy profile of the community
- Policy support including but not limited to executive orders, ordinances, resolutions, etc.
- Narrative on the implementation strategies and approaches including resource management (human, physical, and financial) and stakeholder engagement
- Monitoring and evaluation mechanisms including the impact made on the community
- Outstanding and remarkable accomplishments

Copy of relevant documents (e.g., program implementation plans, legal bases, etc.) should be attached, or a Google Drive link should be provided.

NOMINATED BY:

(One of the nominators must be the Schools Division Superintendent where the LGU is located as indicated in the nomination process of the NLA).

(Annex 1C to Enclosure 1 of the DepEd Memorandum 030, s. 2024)

SCORE SHEET FOR GAWAD LIYAB

Outstanding LGU and Outstanding Literacy Program Categories

(Sub-categories for the Outstanding LGU: Highly Urbanized City/Independent Component City, Component City, 1st to 3rd Class Municipality, 4th to 6th Class Municipality)

| | |
|--|--|
| Name of the LGU/Literacy Program: | |
| Sub-category <i>(For the Outstanding LGU category only; put N/A if Not Applicable):</i> | |
| Name of Organization <i>(For the Outstanding Literacy Program Category only; put N/A if Not Applicable):</i> | |

| CRITERIA FOR EVALUATION | | MEANS OF VERIFICATION | SCORE |
|--|--|--|-------|
| 1. Quality Leadership and Management (30%) <i>This is evident through the presence of strong leadership and political will; formulation and implementation of resolutions and ordinances; sustainable implementation and management of the program despite the transition of leadership (Denbel, 2013); and the presence of a quality management system.</i> | Leadership (10%) | <ul style="list-style-type: none"> Awards and recognitions received from reputable award-giving bodies Satisfaction survey results Performance rating forms Documentation reports such as, but not limited to, financial reports publicly posted and accomplishment reports containing budget utilization, liquidation reports, and others | |
| | Policy Support (10%) | <ul style="list-style-type: none"> Executive Orders (EO), ordinances, resolutions, memoranda, guidelines, policies, and other forms of legislation support on literacy (including the establishment of a functional LCC for the <i>Outstanding Local Government Unit category</i>) | |
| | Participatory and Evidence-based Planning and Decision-Making (10%) | <ul style="list-style-type: none"> Community-based Monitoring System (CBMS) data Community literacy mapping results or other similar data Data on out-of-school children, youth, and adults Documentation reports such as, but not limited to, minutes of meetings, project proposals, list of programs and beneficiaries, needs assessment, and analysis report | |

| CRITERIA FOR EVALUATION | MEANS OF VERIFICATION | SCORE |
|--|---|-------|
| <p><i>This is evident in the impact of the whole program including the recorded evidence and participant narratives.</i></p> | <p>in the CBMS and community literacy mapping data</p> <ul style="list-style-type: none"> • Enrolment reports showing the increased enrolment in schools and/or ALS CLCs • Accomplishment reports showing the decreased number of OSCYAs • Education assessment results showing the improved learners' performance/learning outcomes | |
| <p>Quality of life (10%)</p> | <ul style="list-style-type: none"> • Documentation of financial literacy programs and data on employment, provision of livelihood opportunities, and financial assistance showing the improved economic status/development in the community • Documentation reports, including accomplishment reports and data on health literacy programs and interventions showing the improved health and nutrition, sanitation, and hygiene of the community • Accomplishment reports and data on environmental protection initiatives showing the improved environmental protection of the community • Accomplishment reports and data on disaster preparedness showing the improved disaster resiliency of the community • Accomplishment reports and data on peace and order in crime prevention showing the improved peace and order conditions of the community | |
| <p>Ability to influence other communities (10%)</p> | <ul style="list-style-type: none"> • Documentation reports of the adoption or replication of programs made | |
| TOTAL SCORE | | |



(Enclosure No. 2 to DepEd Memorandum 030, s. 2024)

**2024 NATIONAL LITERACY AWARDS
TIMETABLE OF ACTIVITIES**

| DATE | ACTIVITY | RESPONSIBLE OFFICE/PERSON |
|------------------------|---|--|
| July 2024 | National Orientation on the 2024 National Literacy Awards Guidelines and Other LCC Programs | <ul style="list-style-type: none">• DepEd Regional NLA Coordinators• NLA Regional Selection Committee Members• NLA Secretariat |
| June to July 18, 2024 | Conduct of regional validation and selection of winning regional entries | <ul style="list-style-type: none">• DepEd ROs/DepEd Regional NLA Coordinators• NLA Regional Selection Committee Members |
| July 19, 2024 | Deadline for submission of official NLA regional entries to the LCC Secretariat | <ul style="list-style-type: none">• DepEd ROs/Regional NLA Coordinators |
| August to October 2024 | Evaluation of regional NLA entries, conduct of onsite validation, and selection of national NLA winners | <ul style="list-style-type: none">• NLA Board of Evaluators• NLA Secretariat |
| November 2024 | 2024 NLA Awarding Ceremonies | <ul style="list-style-type: none">• DepEd CO/Host DepEd Region• NLA Secretariat |

B. Fill-out the table below:

| | |
|----------------------------------|------|
| Name of Regional NLA Coordinator | AG F |
| Position | |
| Email Address | |
| Telephone/Mobile Number/s | |

| NLA REGIONAL SELECTION COMMITTEE | | |
|----------------------------------|----------|--------|
| Name | Position | Agency |
| Chairperson | | |
| Co-chairperson | | |
| Committee Member 1 | | |
| Committee Member 2 | | |
| Committee Member 3 | | |

C. Describe below the steps undertaken, including the timeline, in the acceptance of nominations relative to the regional selection process:

| TIMELINE | STEPS/ACTIVITIES UNDERTAKEN |
|------------|-----------------------------|
| March 2014 | REVIEW NLA DOCUMENTS |

| | Highly Urbanized/ Independent Component City | Component City | 1st to 3rd Class Municipality | 4th to 6th Class Municipality | Title of Literacy Program | Name of Proponent |
|---|--|----------------|-------------------------------------|-------------------------------------|------------------------------|-------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

F. Describe below the validation process that took place, including timelines:

| TIMELINE | ACTIVITIES UNDERTAKEN |
|----------|-----------------------|
| | |
| | |
| | |
| | |
| | |

G. List of winning regional entries to vie for national evaluation

| OUTSTANDING LGU CATEGORY | | OUTSTANDING LITERACY PROGRAM CATEGORY | |
|---|----------------------|---------------------------------------|-------------------|
| Sub-categories | Name of LGU/Province | Title of Literacy Program | Name of Proponent |
| Highly Urbanized/Independent Component City | 1 | | |
| | 1 | | |