DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. IV-A
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

DEPED-4A-02-RM-22-274

06 April 2022

Regional Memorandum

2022 NATIONAL LITERACY AWARDS

To : **Schools Division Superintendents**

1. With reference to DepEd Memorandum No. 022, s. 2022, re: 2022 National Literacy Awards, the Department of Education through the Literacy and Coordinating Council shall conduct the 2022 National Literacy Awards (NLA).

2. One of the main objectives of the NLA is to recognize best literacy practices carried out by Local Government Units (LGUs) and Non-Government Organizations (NGOs) which help alleviate poverty, provide livelihood opportunities, address welfare needs, promotes freedom and make education facilities accessible among others.

3. The NLA has the following categories:

   a. **Outstanding Local Government Unit**. This is an award given to LGUs that have developed and implemented literacy policies, programs and projects that have created positive and remarkable impacts on the quality of life of their constituents. The Outstanding LGU category is divided into four (4) sub-categories.
      1. Highly Urbanized City
      2. Independent Component/Component City
      3. First to Third class municipality
      4. Fourth to Sixth class municipality

   b. **Outstanding Literacy Program.** This is an award given to NGOs, private organization and private educational/academic institutions, that have developed and implemented literacy programs that created positive and remarkable impacts on learners and communities.

   c. **Special Award of Excellence in Literacy.** This is an award given to LGUs or NGOs that have been declared as NLA Hall of Fame Awardees and sustained their outstanding literacy programs for at least three years after receiving the award.

4. Nominations for Outstanding Local Government Unit and Literacy Program categories shall be submitted by LGUs and NGOs to the Regional Office, through the Regional NLA Coordinator/Regional ALS Focal Person from **May**

Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

16 to June 3, 2022. The nominees for the Special Award of Excellence in Literacy Category shall be identified and notified by the LCC Secretariat.

5. The Timeline of Activities for the 2022 National Literacy Awards are as follows:

Date	Activity	Responsible Office/Persons
May 16 to June 3	Acceptance of nominations from Local Government Units and Non-Government Organizations	DepEd Regional Office/Regional NLA Coordinator/ALS Focal Person
June 6 to June 27	Conduct of regional validation and selection of winning regional entries	DepEd RO/NLA Regional Selection Committees/Regional NLA Coordinators/ALS Focal Person
July 1	Deadline for submission of official NLA regional entries to the LCC Secretariat	DepEd ROs/Regional NLA Coordinators/ALS Focal Person
July 11 to September 2	Evaluation of regional NLA entries, conduct of field validation (face to face or virtual)	LCC Secretariat/NLA Board of Judges
October (1st week) 2022	2022 NLA Awarding Ceremonies	DepEd CO/Host DepEd Region/LCC Secretariat

6. A separate Regional Memorandum on the conduct of regional validation and selection of winning regional entries will be released once this Office received the nomination form from the LGUs and NGOs.

7. The regional NLA entries shall be composed of the following:
   a. One entry for the Outstanding Literacy Program category
   b. Five entries for the Outstanding Local Government Unit category comprised of :
      i. two entries from the sub-category of Highly Urbanized City,
      ii. one entry from the sub-category of Independent component/Component City,
      iii. one entry from the sub-category of 1st to 3rd class municipality, and
      iv. one entry from the sub-category of 4th to 6th class municipality.

8. To ensure the health and safety of personnel and stakeholders involved during the conduct of field validation, observation of health and safety protocols and compliance with minimum public health standards based on Inter-agency Task Force (IATF) guidelines and other relevant DepEd and LGU issuances shall be strictly followed.

9. The following documents are enclosed for your reference:

Enclosure No. 1 - 2022 NLA Guidelines
Enclosure No. 2 – Timetable of Activities
Enclosure No. 3a –Nomination Form (Outstanding LGU Category)
Enclosure No. 3b - Nomination Form (Outstanding Literacy Program Category)
Enclosure No. 4a - Nomination Score Sheet (Outstanding LGU Category)
Enclosure No. 4b – Score Sheet (Outstanding Literacy Program Category)

10. For inquiries and clarifications, you may contact the Curriculum and Learning Management Division (CLMD) through the CLMD Chief, **JOB S. ZAPE JR.** and **ELAINE T. BALAOGAN,** Regional ALS Focal Person at email address elaine.balaogan@deped.gov.ph or at mobile number 0945-269-9447.

11. Immediate dissemination of this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

cc: clmd/etb

(Enclosure No. 4a to DepEd Memorandum 022, s. 2022)

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Department of Education
LITERACY COORDINATING COUNCIL

2022 National Literacy Awards
SCORE SHEET

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

Name of the LGU: _____ **Sub-category**: _____

Factors for Evaluation	Score (in %)	Rating
1. Quality Management and Leadership – 10%		
• **Policies** - Legislative support to promote literacy, such as executive orders, ordinances, and resolutions	4	
• **Qualities of the Leader** - Competence and ability to provide clear directions (knowledge, expertise, experience) - Interpersonal relations and teambuilding capacity	2	
• **Transparency and Accountability** - In the financial system (posted and reported to the public) - In decision making (participatory)	2	
• **Sustainability of literacy programs despite transition of leadership**	2	
2. Legal Bases – 7%		
• Functional Local School Board (LSB)	3	
• Presence of functional local LCCs (literacy councils) in city/municipality/barangay, with hired Instructional Managers (IMs) or literacy workers	4	
3. Strategic Implementation – 6%		
• Involvement of barangays in literacy program proposal and submission	2	
• Design of implementation schedules	2	
• Recognition of sectors involved	2	

Factors for Evaluation	Score (in %)	Rating
4. Vision, Mission, Goals, Objectives, and Agenda – 6%		
• Literacy development is evident in the LGU's vision, mission, goals, objectives, and agenda	3	
• Development and Annual Investment Plans - Literacy in Comprehensive Development Plan/Annual Investment Plan - Sustainability plan	3	
5. Inter-agency and Inter-stakeholder Partnership and Collaboration – 9%		
• Literacy programs/projects of other government and non-government agencies in partnership with or localized by the LGU (e.g., DepEd, DOH, DSWD, DA, DENR, NDRRMC, NGO, and other organizations)	3	
• Support mechanisms (e.g., networks, volunteer program, NSTP, donations, civic activities, etc.)	3	
• Memorandum of Agreements (MOAs)/Memorandum of Understanding (MOUs) and other forms of agreement between LGU and external partners	3	
6. Resource Management – 8%		
• Percentage of budgetary allotment to community literacy development	2	
• Special Education Fund (SEF) utilization rate	2	
• Administration of capacity building programs for community workers and beneficiaries	2	
• Support of donors/benefactors, description of their activities, level of their participation, and extent of networking	1	
• Budget and financial statements	1	
7. Monitoring and Evaluation – 6%		
• Frequency of Monitoring and Evaluation (M&E) (before, during, and after program implementation)	3	
• Documentation of problems encountered, and actions taken	3	
8. Data and Needs-Analysis – 12%		
• Situation Analysis - Community-Based Monitoring System (CBMS), literacy mapping, or other similar mechanisms	6	

Factors for Evaluation	Score (in %)	Rating
- Background information on: Total number of population (male/female; age; specific groups such as Indigenous People, street children, senior citizens, etc.) - Socio-economic status, education profile of target group/community/beneficiaries - Total number of non-literates (male/female; age; specific groups such as Indigenous People, street children, senior citizens, etc.)		
• Relevance/Responsiveness of literacy programs to community needs	**2**	
• Conduct of consultative sessions with beneficiaries and community workers	**2**	
• Interventions during the COVID-19 pandemic and towards the new normal, as well as other crisis and emergencies	**2**	
9. Information Dissemination – 5%		
• Use of varied communication platforms to promote literacy program to and mobilize the public (printed and digital/online platforms)	**5**	
10. Documentation – 6%		
• Documentation and records keeping (e.g., record of attendance of program participants or beneficiaries, photo/video documentation, etc.)	**3**	
• Program status reports	**1**	
• Documentation of success stories	**2**	
11. Effects/Impact (Individual [Learner] or Collective [Community]) – **25%**		
• Increased number of literates (e.g., 75% of total number of non-literates reached)	**5**	
• Improved economic status/development in the community (e.g., no. of employed, livelihood opportunities, student financial assistance)	**4**	
• Improved health and nutrition, sanitation, and hygiene	**4**	
• Improved environmental protection program (e.g., waterways, waste disposal, etc.)	**4**	
• Improved disaster resiliency	**4**	
• Improved peace and order conditions	**4**	
TOTAL SCORE	**100**	

(Enclosure No. 5 to DepEd Memorandum 022, s. 2022)

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Department of Education
LITERACY COORDINATING COUNCIL

2022 National Literacy Awards
DOCUMENTATION REPORT FORM

DepEd Region No.: _____

Part 1. Information Dissemination and Awareness Campaign

Describe below the activities that the Regional Office conducted relevant to information dissemination and awareness campaign relative to the 2022 National Literacy Awards (NLA):

_____
_____
_____
_____
_____
_____
_____

Part 2. Regional NLA Coordinator and NLA RSC

A. Describe below the process undertaken in the selection of the Regional NLA Coordinator and the organization of the NLA Regional Selection Committee:

_____
_____
_____
_____
_____
_____
_____
_____

B. Fill-out the table below:

Name of Regional NLA Coordinator	
Position	
Email Address	
Telephone/Cellphone Number/s	

NLA Regional Selection Committee			
	Name	Position	Agency
Chairperson			
Co-chairperson			
Committee Member 1			
Committee Member 2			
Committee Member 3			

Part 3. Regional Selection

A. Describe below the steps undertaken in the acceptance of NLA nominations:

B. Summary of NLA Nominations Received by the RO

No.	**Outstanding LGU Category** (Name of LGU and Province)				**Outstanding Literacy Program Category**	
	Highly Urbanized City	Independent Component/ Component City	1st to 3rd Class Municipality	4th to 6th Class Municipality	Title of Literacy Program	Name of Proponent
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
TOTAL						

**Kindly use a separate sheet if needed.*

C. Top Three (3) Nominees that Qualified for Regional Validation

No.	**Outstanding LGU Category** (Name of LGU and Province)				**Outstanding Literacy Program Category**	
	Highly Urbanized City	Independent Component/ Component City	1st to 3rd Class Municipality	4th to 6th Class Municipality	Title of Literacy Program	Name of Proponent
1						
2						
3						

D. Describe below the validation process that took place:

E. **List of Winning Regional Entries to Vie for National Evaluation** (Complete documentary requirements shall be submitted to the LCC Secretariat on or before June 6, 2022)

Outstanding LGU Category			**Outstanding Literacy Program Category**		
Sub-categories	Name of LGU/Province		Title of Literacy Program		Name of Proponent
Highly Urbanized City	1		1		
	2				
Independent Component / Component City	1				
1st to 3rd Class Municipality	1				
4th to 6th Class Municipality	1				

F. Enumerate below the issues and concerns that you encountered, as well as recommendations regarding the 2022 NLA:

_____
_____
_____
_____
_____
_____
_____
_____

Prepared by:

_____
Regional NLA Coordinator
Signature

Date: _____

Approved by:

_____
RSC Chairperson
Signature

Date: _____

(Enclosure No. 4b to DepEd Memorandum 022, s. 2022)

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Department of Education
LITERACY COORDINATING COUNCIL

2022 National Literacy Awards
SCORE SHEET

Outstanding Literacy Program Category
(Civil Society Organizations, Nongovernment Organizations, Private Organizations, or Private Education/Academic Institutions)

Title of Literacy Program: _____
Name of Proponent: _____

Factors for Evaluation	Score (in %)	Rating
1. Quality Management and Leadership – 10%		
• **Policies** - Policy support to promote literacy (e.g., policy issuance, memoranda, guidelines, resolutions, etc.)	**4**	
• **Qualities of the Leader** - Competence and ability to provide clear directions (knowledge, expertise, experience) - Interpersonal relations and teambuilding capacity	**2**	
• **Transparency and Accountability** - In the financial system (posted and reported to the public) - In decision making (participatory)	**2**	
• **Sustainability of literacy programs despite transition of leadership**	**2**	
2. Legal Bases – 7%		
• Documents relevant to the program's design, development, and implementation that cite legal bases	**2**	
• Organizational structure of the CSO/NGO/academic institution	**3**	
• Presence of Project Management Team (PMT) / Workforce	**2**	
3. Strategic Implementation – 6%		
• Involvement of the community in literacy program proposal and submission	**2**	

Factors for Evaluation	Score (in %)	Rating
• Design of implementation schedules	2	
• Recognition of sectors involved	2	
4. Vision, Mission, Goals, Objectives, and Agenda – 6%		
• Literacy development is evident in the organization's vision, mission, goals, objectives, and agenda	3	
• Sustainability and institutionalization plan	3	
5. Inter-agency and Inter-stakeholder Partnership and Collaboration – 6%		
• Partnership with LGUs, government agencies, and other government and private organizations	3	
• Memorandum of Agreements (MOAs)/Memorandum of Understanding (MOUs) and other forms of agreement between LGU and external partners	3	
6. Resource Management – 10%		
• Budget and financial statements	2	
• Percentage of budgetary allotment to community literacy development	3	
• Administration of capacity building programs for community workers and beneficiaries	3	
• Support of donors/benefactors, description of their activities, level of their participation, and extent of networking	2	
7. Monitoring and Evaluation – 6%		
• Frequency of Monitoring and Evaluation (M&E) (before, during, and after program implementation)	3	
• Documentation of problems encountered, and actions taken	3	
8. Data and Needs-Analysis – 12%		
• Situation Analysis - Literacy mapping or other similar mechanisms - Background information on Total population (male/female; age; specific groups such as Indigenous People, street children, senior citizens, etc.) - Socio-economic status, education profile of target group/community/beneficiaries	6	

Factors for Evaluation	Score (in %)	Rating
- Total number of non-literates (male/female; age; specific groups such as Indigenous People, street children, senior citizens, etc.)		
• Literacy Relevance/Responsiveness of literacy program to community needs	**2**	
• Conduct of consultative sessions with beneficiaries and community workers	**2**	
• Interventions during the COVID-19 pandemic and towards the new normal, as well as other crisis and emergencies	**2**	
9. Information Dissemination – 5%		
• Use of varied communication platforms to promote literacy program to and mobilize the public (printed and digital/online platforms)	**5**	
10. Documentation – 7%		
• Documentation and records keeping (e.g., record of attendance of program participants or beneficiaries, photo/video documentation, etc.)	**3**	
• Program status reports	**2**	
• Documentation of success stories	**2**	
11. Effects/Impact (Individual [Learner] or Collective [Community]) – **25%**		
• Increased number of literates (e.g., 75% of total number of non-literates reached)	**6**	
• Improved economic status/development in the community (e.g., no. of employed, livelihood opportunities, student financial assistance)	**4**	
• Improved health and nutrition, sanitation, and hygiene	**4**	
• Improved environmental protection program (e.g., waterways, waste disposal, etc.)	**4**	
• Improved peace and order conditions	**4**	
• Influenced other NGOs to adopt similar programs	**3**	
TOTAL SCORE	**100**	

Remarks:

NLA RSC or BOJ Member/Evaluator
(Signature over Printed Name)

RSC or BOJ Chairperson
(Signature over Printed Name)

Date

Remarks:

_____

_____

_____

_____

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_____

_____

_____

NLA RSC or BOJ Member/Evaluator
(Signature over Printed Name)

_____

RSC or BOJ Chairperson
(Signature over Printed Name)

_____

Date

Republic of the Philippines
Department of Education

28 MAR 2022

DepEd MEMORANDUM
No. 022 , s. 2022

2022 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), announces the conduct of the **2022 National Literacy Awards (NLA)**, which will culminate in September, in conjunction with the celebration of the National Literacy Week and International Literacy Day.

2. The NLA aims to recognize best literacy practices carried out by local government units (LGU) and nongovernment organizations (NGO), which help alleviate poverty, provide livelihood opportunities, address welfare needs, promote freedom, and make education facilities accessible, among others. The specific objectives of the NLA are to

   a. contribute to the realization of the goal of universalizing literacy in the Philippines by creating public awareness of and interest in the programs, projects, and activities addressing this concern;

   b. sustain, expand, and institutionalize literacy efforts by motivating and recognizing individuals, institutions, and LGUs through awards and appropriate recognition;

   c. encourage the development and replication of innovative, creative, and indigenous literacy programs; and

   d. bestow honor on and recognition to outstanding government and NGOs for their dedication, commitment, and contribution to the eradication of illiteracy in their respective communities.

3. This year, NLA has the following categories:

   a. **Outstanding Local Government Unit**--an award 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. The Outstanding LGU category is divided into four sub-categories;

b. **Outstanding Literacy Program**–an award given to NGOs, private organizations, and private educational/academic institutions, that have developed and implemented literacy programs that created positive and remarkable impacts on learners and communities; and

c. **Special Award of Excellence in Literacy**–an award given to LGUs or NGOs that have been declared as NLA Hall of Fame Awardees and sustained their outstanding literacy programs for at least three years after receiving the award.

4. Nominations for outstanding local government unit and literacy program categories shall be submitted by LGUs and NGOs to their respective DepEd Regional Offices (ROs), through the Regional NLA Coordinator, from **April 25 to May 11, 2022**. On the other hand, the nominees for the Special Award of Excellence in Literacy Category shall be identified and notified by the LCC Secretariat.

5. To ensure the health and safety of personnel and stakeholders involved during the conduct of field validation, observation of health and safety protocols and compliance with the minimum public health standards based on Inter-agency Task Force (IATF) guidelines and other relevant DepEd and LGU issuances shall be strictly followed.

6. The winning regional entries validated by the DepEd ROs shall be submitted to the LCC Secretariat on or before **June 6, 2022.** They shall be declared as the official regional NLA entries that will vie for the national-level awards. The regional NLA entries shall be composed of the following:

a. One entry for the Outstanding Literacy Program Category; and
b. Five entries for the Outstanding Local Government Unit Category comprised of
   i. Two entries from the sub-category of Highly Urbanized City,
   ii. One entry from the sub-category of Independent Component/Component City,
   iii. One entry from the sub-category of 1st to 3rd Class Municipality, and
   iv. One entry from the sub-category of 4th to 6th Class Municipality.

7. Details of the timetable, as well as the guidelines on the submission and selection process, are contained in the enclosed guidelines.

8. The DepEd, through the LCC Secretariat, shall facilitate the downloading of support funds to select DepEd Regional Offices intended to be utilized in the implementation of activities pertinent to the 2022 NLA. Furthermore, implementing guidelines stipulating the procedures on funds release, utilization, reporting, and liquidation of NLA support funds shall be issued in a separate cover.

9. The following documents are enclosed for reference:

Enclosure No. 1 - 2022 NLA Guidelines
Enclosure No. 2 - Timetable of Activities
Enclosure No. 3a - Nomination Form (Outstanding LGU Category)
Enclosure No. 3b - Nomination Form (Outstanding Literacy Program Category)
Enclosure No. 4a - Score Sheet (Outstanding LGU Category)

Enclosure No. 4b - Score Sheet (Outstanding Literacy Program Category)
Enclosure No. 5 - Documentation Report Form

10. For more information, please contact the **Literacy Coordinating Council Secretariat**, 2nd Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at lcc@deped.gov.ph or at telephone numbers (02) 8631-0567, (02) 8631-0590, (02) 8635-9996, or telefax number (02) 8631-0579.

11. Immediate dissemination of this Memorandum is desired.

LEONOR MAGTOLIS BRIONES
Secretary

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Encls.:
As stated

Reference:
DepEd Memorandum No. 041, s. 2020

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

BUREAUS AND OFFICES
CELEBRATIONS AND FESTIVALS
CONFERENCES
OFFICIALS

MCDJ, APA,MPC, DO 2022 National Literacy Awards
0075 – March 17, 2022

(Enclosure No. 1 to DepEd Memorandum 022, s. 2022)

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Department of Education
LITERACY COORDINATING COUNCIL

2022 National Literacy Awards
GUIDELINES

A. BACKGROUND

As provided for under Republic Act (RA) 7165, as amended by RA 10122, the Literacy Coordinating Council (LCC) shall *"adopt measures for the universalization of literacy," "provide policy and program directions for all literacy endeavors in the country," "recommend strategies on the development of a mass movement for the promotion of life skills and education," "formulate policies towards maximizing public and private sector support and involvement on literacy programs, projects, and activities,"* and *"propose measures on how to organize and strengthen support structures for literacy at the regional, provincial, city, municipal and barangay levels,"* among others.

The Department of Education (DepEd) and the LCC work with all sectors of society, government agencies, Local Government Units (LGU), and non-government organizations (NGOs) to promote and disseminate the importance of literacy in national progress and subsequently inspire them to develop, implement, and sustain literacy programs and projects throughout the country.

Literacy programs and projects help alleviate poverty, provide livelihood, address social welfare needs, promote freedom, and make education facilities more accessible. These could be achieved through continuing coordination and capacity building activities of various stakeholders and advocates who conduct literacy activities nationwide to address the problem of illiteracy. Their commitment and dedication prove strong and unwavering even in the face of challenges.

To recognize their efforts and significant contributions in universalizing literacy in the Philippines, LCC launched the National Literacy Awards (NLA) in 1994. The NLA, a biennial program, is being conducted every other year in conjunction with the celebration of the National Literacy Week and International Literacy Day.

B. NLA OBJECTIVES

1. To contribute to the realization of the goal of universalizing literacy in the Philippines by creating public awareness of and interest in programs, projects, and activities addressing this concern;

2. To sustain, expand, and institutionalize literacy efforts by motivating and recognizing institutions and LGUs through awards and appropriate recognition;

3. To encourage the development and replication of innovative, creative, and indigenous literacy programs; and

4. To bestow honor on and recognition to outstanding government and NGOs for their dedication, commitment, and contribution to the eradication of illiteracy in their respective communities.

C. 2022 NLA CATEGORIES

1. Outstanding Local Government Unit Category

The Outstanding Local Government Unit award is 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.

The Outstanding LGU category is divided into four sub-categories:

a. Highly Urbanized City;
b. Independent Component / Component City;
c. First to Third Class Municipality; and
d. Fourth to Sixth Class Municipality.

2. Outstanding Literacy Program Category

The Outstanding Literacy Program award is given to NGOs, private organizations, or academic institutions that have developed and implemented literacy programs that created positive and remarkable impacts on learners and communities.

3. Special Award of Excellence in Literacy Category

The Special Award of Excellence in Literacy is given to LGUs or NGOs at least three years after having received the NLA Hall of Fame Award and sustaining their outstanding literacy programs.

D. PROCEDURES

1. Issuance of NLA Guidelines

The Department of Education, through the LCC, shall issue a DepEd Memorandum providing policy guidelines and procedures for the conduct of the 2022 NLA.

2. Information Dissemination and Awareness Campaign

DepEd, through the Public Affairs Service, shall lead the national-level information dissemination and awareness campaign using the official DepEd website and Facebook pages.

LCC and its member agencies shall also promote the NLA among their respective organizations and stakeholders, using all available digital and social media platforms. The LCC Secretariat shall also develop information, education, and communication materials, as well as provide pertinent

information about the awards through https://lcc.deped.gov.ph and www.facebook.com/LiteracyCoordinatingCouncil.

The DepEd Regional Offices (ROs) and Schools Division Offices (SDOs) shall ensure that information and awareness on the NLA are widely disseminated among LGUs, NGOs, and other private organizations and academic institutions in their respective regions.

3. Designation of the Regional NLA Coordinator and Organization of the NLA Regional Selection Committee

The DepEd ROs, through the Regional Directors shall designate a Regional NLA Coordinator. The Alternative Learning System (ALS) Education Program Supervisor or ALS Regional Focal Person, or any other RO official or personnel may be designated for this purpose. The Regional NLA Coordinator shall take the lead in facilitating the conduct of relevant NLA activities at the region, which includes information dissemination, acceptance of NLA nominations, validation and selection of entries, documentation, and endorsement/submission of the regional entries to the LCC Secretariat, among others. He/She shall also ensure that all pertinent guidelines are strictly followed and that the integrity of the regional selection is upheld.

The DepEd RO shall also form the NLA Regional Selection Committee (RSC) that will take charge of the evaluation, validation, selection, and approval of NLA entries at the regional level.

The NLA RSC shall be organized as follows:

Chairperson: Regional Director or Assistant Regional Director, DepEd
Co-Chairperson: Regional Director, Department of the Interior and Local Government (DILG) or designated representative

Members:

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

4. Formation of the NLA National Board of Judges

At the national level, the NLA Board of Judges (BOJ) consisting of three members per category shall be formed by the LCC. Representatives from the different Council member agencies and other experts shall compose the BOJs. They shall be responsible for the screening, evaluation, and validation of regional NLA entries and come up with national winners in each of the NLA categories, for the final approval of the Council. The BOJs shall ensure the integrity and confidentiality of the evaluation results following the guidelines set by the LCC.

5. Functions of the LCC Secretariat

The LCC Secretariat at the DepEd Central Office shall serve as the NLA overall secretariat. With the 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 BOJs, field validation, holding of awarding ceremonies, correspondence, and documentation, as well as other related activities, as may be instructed by the Council.

6. Provision of Technical Assistance

The LCC Secretariat, together with the Council representatives, LCC TWG members, and BOJs shall conduct a series of orientation sessions on the 2022 NLA Guidelines. Participants to this capacity-building activity are the representatives from LGUs, NGOs, private organizations, or academic institutions, LCC member agencies, DepEd CO, ROs, and SDOs, ALS community implementors, and other relevant stakeholders and partners. Information about the schedule of orientation sessions shall be disseminated through LCC's various digital and social media platforms.

7. Provision of NLA Program Support Funds

The DepEd, through the LCC Secretariat, shall download program support funds to DepEd ROs intended to be utilized in the implementation of pertinent activities relevant to the 2022 NLA. A separate policy cover shall be issued in this regard.

E. ENTRY QUALIFICATIONS

To qualify as a nominee for the NLA, LGU's or NGO's literacy program/s **must already be in existence for at least three (3) years.** Below are the specific qualifications to each category:

1. Outstanding Local Government Unit Category

The nominee for this category shall be a city or a municipality and not a specific individual, e.g., local chief executive. Nominees may vie for the specific sub-categories, namely **(a) Highly Urbanized City, (b) Independent Component/Component City, (c) 1st to 3rd Class Municipality, and (d) 4th to 6th Class Municipality**. Other government organizations involved in the LGU program/project shall be considered as support agencies to the LGU. The focus of the evaluation should be on the literacy development efforts of the various sectors such as education, agriculture, social services, environment, and other groups like youth, elderly, women, IPs, and PWDs, among others.

2. Outstanding Literacy Program Category

Only literacy programs initiated, funded, and implemented by NGOs and private organizations or academic institutions may be nominated.

3. Special Award of Excellence in Literacy Category

Nomination to the Special Award of Excellence in Literacy category shall be extended to the NLA Hall of Fame awardees at least three years after receiving the said award. In this category, candidates shall not be subjected to a regional-level validation. The LCC-assigned BOJ at the national level shall conduct validation activities (in-person and/or virtual) of the literacy programs/projects of the candidate LGU or literacy program. The nominees shall be duly notified by the LCC Secretariat.

F. NOMINATION PROCESS

1. Qualified LGUs, NGOs, and other private organizations or academic institutions shall fill out the NLA Nomination Form in their respective categories.

2. To become nominated, they shall seek the endorsement and signature of the DepEd Schools Division Superintendent (SDS) of the DepEd SDO in the LGU or where the literacy program is implemented. The SDS may endorse more than one entry per category. In addition, nominees shall also secure the endorsement of **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 at the city or municipality.

   b. For the Outstanding Literacy Program category
      i. Local Chief Executive where the literacy program is implemented; and/or
      ii. Head of a relevant government agency or a private/people's organization at the city or municipality where the literacy program is implemented.

3. The nominee shall prepare the following requirements and submit them to the DepEd RO **on or before May 11, 2022**:

   a. Three (3) copies of fully accomplished NLA Nomination Form; and
   b. Three (3) copies of Executive Summary. The summary must be a clear, simple, and straightforward summary of not more than five 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

   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).

G. REGIONAL SELECTION PROCESS

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

2. The DepEd ROs shall receive the NLA nominees in each category from LGUs, NGOs, and other private organizations or academic institutions and endorse them to the NLA Regional Selection Committee for paper evaluation.

3. Using the NLA Nomination Form and the Executive Summary of each of the nominees, the RSC members shall evaluate all nominations received for the four LGU sub-categories and for the Literacy Program category. After the paper evaluation, the RSC, presided over by its chairperson, shall select the **top three nominees per category**.

4. The RSC members shall conduct field validation (in-person and/or virtual) of the top three nominees of each category for further verification of their programs. To ensure the health and safety of personnel and stakeholders involved during the conduct of field in-person validation, observance of health and safety protocols and compliance with the minimum public health standards based on IATF guidelines and other relevant DepEd and LGU issuances shall be strictly followed. Interviews with the concerned literacy implementers and beneficiaries shall likewise be administered. Using the prescribed score sheets per category, each RSC member shall rate the nominees being validated.

5. Each RSC member shall rank the top three nominees in each category based on the results of the field validation. Afterwards, the RSC shall conduct a deliberation meeting to determine the over-all ranking of the nominees in each category, from highest to lowest. The RSC Chairperson, as the presiding officer, shall vote to break a tie, if there will be any. The nominee with the highest rank in each category shall automatically become the official regional NLA entry and vie for the national-level awards.

6. The Regional NLA Coordinator shall immediately notify all winning regional entries in each of the categories and request them to prepare their individual NLA regional entry portfolios required for the national evaluation. The portfolio shall meet the following requirements:
   - 6.1 must be composed of not more than fifty (50) pages in A4 bond paper size, double-spaced;
   - 6.2 must contain only related documents, information, and data;
   - 6.3 must include photographs (size: 3" x 5", not to exceed 20 pieces);
   - 6.4 must be in accordance with the category and criteria, but not limited to those in effect within three years prior to the date of entry; and
   - 6.5 must include an electronic copy of the portfolio saved in a USB drive/flash disk, containing all relevant documents, high resolution photos in jpeg or png format only, and videos in mp4 format, if there are any.

7. The Regional NLA Coordinator shall document all stages of the acceptance, validation, and selection process using the NLA Documentation Report Form for submission to the LCC Secretariat, ensuring completeness and accuracy of data and information.

8. The Regional NLA Coordinator shall organize the following documents for each of the winning regional entries in all categories, ensuring completeness of requirements, for endorsement to the LCC for national evaluation:

   8.1 Three (3) copies of fully accomplished NLA Nomination Forms of the official regional NLA entries (only one official entry per category);
   8.2 Three (3) copies of the official regional NLA entries' Executive Summary;
   8.3 Three (3) copies of the official regional NLA entry's portfolio;
   8.4 One (1) USB drive/flash disk containing the electronic copy of the official regional NLA entry's documents;
   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 Coordinator and approved by the RSC Chairperson; and
   8.7 Transmittal sheet with a checklist of enclosures, addressed to the LCC Chairperson.

H. SUBMISSION OF THE OFFICIAL REGIONAL NLA ENTRIES

1. The winning regional entries validated by the DepEd ROs shall be submitted to the LCC Secretariat on or before **June 6, 2022.** 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 entry for the Outstanding Literacy Program category
   b. Five entries for the Outstanding Local Government Unit category comprised of
      - Two entries from the sub-category of Highly Urbanized City
      - One entry from the sub-category of Independent Component/Component City
      - One entry from the sub-category of 1st to 3rd Class Municipality
      - One entry from the sub-category of 4th to 6th Class Municipality

2. Hard copies of the documentary requirements of all official regional NLA 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:

   Department of Education Secretary
   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 regional NLA support funds or to their local funds.

3. Submission of the official regional NLA entries may also be done online through the link which **may be secured upon request from the LCC**

Secretariat. Entries submitted beyond the due date shall no longer be accepted.

4. All submitted documents shall become the property of DepEd and LCC.

I. NATIONAL SELECTION PROCESS

1. Official regional NLA entries in all categories received by the LCC Secretariat shall be endorsed to their respective BOJs.

2. Using the documentary requirements of the entries submitted by the ROs, the members of the BOJ shall evaluate the entries using the set criteria in the score sheets and select **five finalists** from among all regional entries in each NLA category.

3. With the assistance of the LCC Secretariat, the BOJs shall conduct field validation (in-person and/or virtual) to the five finalists in each of their respective categories. These may include interviews with literacy program managers, local officials, beneficiaries, community members, and other concerned stakeholders, or as may be requested by the BOJs. The regional entries that will be subjected to national validation shall be duly notified by the LCC Secretariat.

4. The BOJs shall rank the five finalists for each category from first to fifth place, based on the results of both the paper evaluation and the field validation, for endorsement to and approval of the Council. The approved decision made by the council shall be final and unappealable. LCC, the BOJs, and the LCC Secretariat shall keep the results strictly confidential.

5. The Council members and BOJs shall declare and award the national winners during the NLA awarding ceremonies to be held in September 2022, in conjunction with the National Literacy Week and International Literacy Day celebrations. The exact date of the event shall be communicated by the LCC through its official website and Facebook page. The national winners shall also be duly notified.

J. AWARDS AND PRIZES

1. All NLA winners shall receive national-level recognition with monetary and non-monetary prizes.

2. LCC partner organization, the Cebuana Lhuillier Foundation, Inc., shall provide cash awards to the winning entries of the NLA's Special Award of Excellence in Literacy category.

Copy of the guidelines for the National Literacy Awards 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
Literacy Coordinating Council 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

(Enclosure No. 2 to DepEd Memorandum 022, s. 2022)

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DEPED-OSEC- 457025

Department of Education
LITERACY COORDINATING COUNCIL

2022 National Literacy Awards

TIMETABLE OF ACTIVITIES

Date	Activity	Responsible Office/Person
April 25 to May 11, 2022	Acceptance of nominations from local government units and nongovernment organizations	DepEd Regional Offices (ROs) / Regional NLA Coordinators
May 12 to June 3, 2022	Conduct of regional validation and selection of winning regional entries	DepEd ROs / NLA Regional Selection Committees / Regional NLA Coordinators
June 6, 2022	Deadline for submission of official NLA regional entries to the LCC Secretariat	DepEd ROs / Regional NLA Coordinators
June 13 to August 5, 2022	Evaluation of regional NLA entries, conduct of field validation (in-person and/or virtual), and selection of national NLA winners	LCC Secretariat / NLA Board of Judges
September 2022	2022 NLA Awarding Ceremonies	DepEd CO / Host DepEd Region/ LCC Secretariat

(Enclosure No. 3a to DepEd Memorandum 022, s. 2022)

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Department of Education
LITERACY COORDINATING COUNCIL

2022 National Literacy Awards
NOMINATION FORM
(Outstanding LGU Category)

Please type all answers. Use additional sheets if necessary. Follow the instructions strictly.

A. LGU PROFILE

Region Number/Name: _____

Name of City/Municipality, Province: _____

Type:
- o Highly Urbanized City
- o Component City
- o Independent Component City
- o First to Third Class Municipality
- o Fourth to Sixth Class Municipality

Name of City/Municipality Mayor: _____

Name of LGU's NLA Focal Person: _____

Contact Details of the NLA Focal Person:
Email Address: _____
Cellular Phone Number/s: _____

Has your LGU joined in the National Literacy Awards (NLA) before?
____Yes ____No When? Year/s _____

If yes, did your LGU qualify for the regional-level validation?
____Yes ____No When? Year/s _____

If yes, did your LGU qualify for the national-level evaluation?
____Yes ____No When? Year/s _____

If yes, did your LGU win?
____Yes ____No When? Year/s _____

If yes, what award/s did your LGU receive?
_____

B. LITERACY PROGRAM PROFILE

Fill-out the details of the Literacy Program/s that serve/s as your LGU's entry to the NLA **(minimum of one (1) program or one (1) umbrella program)**:

No.	Title of Literacy Program/s	Year Started-Year Completed	Type of Beneficiaries	Number of Beneficiaries	Number of Literacy Workers	Amount of Budget Allocated
1						
2						
3						
4						
5						

C. EXECUTIVE SUMMARY

Attach 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 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
- Legal bases such as executive orders, ordinances, resolutions, etc.
- Implementation strategies and approaches
- Resources used (human, physical, and financial)
- Outstanding and remarkable accomplishments

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

NOMINATED BY:

Name	Office and Position
1. _____	_____
2. _____	_____
3. _____	_____

We hereby swear to the best of our knowledge that all information contained in this nomination form is true and 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 your respective DepEd Regional Office* ***on or before May 11, 2022***.

(Enclosure No. 3b to DepEd Memorandum 022, s. 2022)

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DEPED-OSEC- 457025

Department of Education
LITERACY COORDINATING COUNCIL

2022 National Literacy Awards
NOMINATION FORM
(Outstanding Literacy Program Category)

Please type all answers. Use additional sheets if necessary. Follow the instructions strictly.

A. PROPONENT'S PROFILE

Region Number/Name: _____

Name of the proponent CSO/NGO/private academic institution:

_____

Office Address:

_____

Area/s of Operation:

_____

Name of the President/Organization Head:

_____

Name of proponent's NLA Focal Person: _____

Contact details of the NLA Focal Person:
Email Address: _____
Cellular Phone Number/s: _____

Has your organization joined in the National Literacy Awards (NLA) before?
____Yes ____No When? Year/s _____

If yes, did your organization qualify for the Regional-level validation?
____Yes ____No When? Year/s _____

If yes, did your organization qualify for the national-level evaluation?
____Yes ____No When? Year/s _____

If yes, did your organization win?
____Yes ____No When? Year/s _____

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

_____

B. LITERACY PROGRAM PROFILE

Fill-out the details of the Literacy Program (or umbrella program) that serves as your organization's entry to the NLA:

No.	Title of Literacy Program /s	Year Started-Year Completed	Type of Beneficiaries	Number of Beneficiaries	Number of Literacy Workers	Amount of Budget Allocated
1						

C. EXECUTIVE SUMMARY

Attach 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 pages in A4 bond paper size, double-spaced, describing, but not limited to, the following:

- General profile of your organization
- Literacy profile of the community
- Documents relevant to the program's design, development, and implementation that cite legal bases
- Implementation strategies and approaches
- Resources used (human, physical, and financial)
- Outstanding and remarkable accomplishments

Copy of relevant documents (e.g., program implementation plans, legal bases, etc.) should be attached, or google drive links should be provided.

NOMINATED BY:

Name	Office and Position
1. _____	_____
2. _____	_____
3. _____	_____

We hereby swear to the best of our knowledge that all information contained in this nomination form is true and 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 your respective DepEd Regional Office* ***on or before May 11, 2022.***

Republic of the Philippines
Department of Education
LITERACY COORDINATING COUNCIL

459380

A-LCC-2022-001

April 26, 2022

ADVISORY

REVISED TIMELINE OF ACTIVITIES FOR THE CONDUCT OF 2022 NATIONAL LITERACY AWARDS

This pertains to the Enclosure No. 2 of DepEd Memorandum No. 022, s. 2022 regarding the conduct of the 2022 National Literacy Awards (NLA) of the Literacy Coordinating Council (LCC).

The LCC announces the recalibration of the timeline of activities for the conduct of NLA to give the qualified nominees an ample amount of time to prepare and gather all documentary requirements for the submission of their entries. This shall also enable the regional field personnel to promptly facilitate the acceptance of nominations received from the qualified nominees. Below is the revised timeline of activities for the 2022 NLA:

ORIGINAL DATE	REVISED DATE	ACTIVITY	RESPONSIBLE OFFICE/PERSON
April 25 to May 11	**May 16 to June 3**	Acceptance of nominations from local government units and nongovernment organizations	DepEd Regional Offices (ROs)/ Regional NLA Coordinators
May 12 to June 3	**June 6 to June 29**	Conduct of regional validation and selection of winning regional entries	DepEd ROs/NLA Regional Selection Committees/Regional NLA Coordinators
June 6	**July 1**	Deadline for submission of official NLA regional entries to the LCC Secretariat	DepEd ROs/ Regional NLA Coordinators
June 13 to August 5	**July 11 to September 2**	Evaluation of regional NLA entries, conduct of field validation (in-person and/or virtual), and selection of national NLA winners	LCC Secretariat/ NLA Board of Judges
September 2022	**October 2022**	2022 NLA Awarding Ceremonies	DepEd CO/ Host DepEd Region/ LCC Secretariat

Address: 2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone Nos.: (02) 8631-0590 / (02) 8635-9996
Website: lcc.deped.gov.ph
Email Address: lcc@deped.gov.ph

All other provisions stipulated in the said DepEd Memorandum relative to the conduct of the aforementioned activity shall remain applicable and in effect.

For inquiries, please contact Ms. Marikka P. Mampusti, Project Development Officer II of the LCC Secretariat through telephone numbers: (02) 8635-9996 and (02) 8631-0590 or through email address: lcc@deped.gov. ph.

Immediate dissemination of this advisory is desired.

DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction
DepEd Secretary's Permanent Representative to the Literacy Coordinating Council