

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



June 20, 2024

**Regional Memorandum**  
No. 439 s. 2024

## 2024 NATIONAL LITERACY AWARDS

To **Schools Division Superintendents**

1. With reference to **DepEd Memorandum No. 030, s. 2024**, the Department of Education, through the Literacy Coordinating Council (LCC) announces the **2024 National Literacy Awards (NLA)**.
2. The LCC conducts the NLA biennially which aims to:
  - a. recognize Local Government Units (LGUs) and Non-Government Organizations (NGOs) for their dedication, commitment and contribution in eradicating illiteracy in their respective communities;
  - b. inspire and encourage further effort to promote the universalization of literacy in the country.
3. The NLA shall have two major categories namely, **Gawad Liyab** and **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.
  - b. Gawad MATATAG shall accord distinguished honors to outstanding public schools and ALS Community Learning Centers (CLCs). This award shall be given to schools and CLCs in the improvement of learning outcomes and implementation of DepEd various programs like NLRP, NLC and the likes.
4. All concerned agencies, organizations, and offices are enjoined to actively participate in the LCC's NLA following the established procedures, requirements and timelines. (Please see attached Enclosure for the Schedule of Activities).




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5. All expenses incurred relative to the conduct of the NLA activities at the filed level shall be charged to local funds while awarding ceremony such as board and lodging shall be charged to LCC funds, subject to existing accounting and auditing rules and regulations.
6. For inquiries and clarifications, you may contact the Curriculum and Learning Management Division (CLMD) through the CLMD Chief, **VIERNALYN M. NAMA** and **ELAINE T. BALAOGAN**, Regional ALS Focal Person at email address [elaine.balaogan@deped.gov.ph](mailto:elaine.balaogan@deped.gov.ph) or at mobile number 0945-269-9447.
7. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

02/ROC3

## Enclosure 1

**2024 NATIONAL LITERACY AWARDS  
TIMETABLE OF ACTIVITIES**

<b>Date</b>	<b>Activity</b>	<b>Responsible Office/Person</b>
<b>July 3-5, 2024</b>	National Orientation on the 2024 NLA Guidelines	<ul style="list-style-type: none"> <li>• DepEd Regional NLA Coordinators</li> <li>• NLA Regional Selection Committee Members</li> </ul>
<b>June to July 18, 2024</b>	Conduct of Regional Validation and Selection of Winning Regional Entries	<ul style="list-style-type: none"> <li>• DepEd ROs/DepEd Regional NLA Coordinators</li> <li>• NLA Regional Selection Committee Members</li> </ul>
<b>July 19, 2024</b>	Deadline for Submission of official NLA regional entries to the LCC secretariat	<ul style="list-style-type: none"> <li>• DepEd ROs/Regional Coordinators</li> </ul>
<b>August to October 2024</b>	Evaluation of NLA regional entries, conduct of onsite validation and selection of national NLA winners	<ul style="list-style-type: none"> <li>• NLA Board of Evaluators</li> <li>• NLA secretariat</li> </ul>
<b>November 2024</b>	2024 NLA Awarding ceremonies	<ul style="list-style-type: none"> <li>• DepEd CO/Host DepEd Region</li> <li>• NLA secretariat</li> </ul>





Republic of the Philippines  
**Department of Education**

JUN 18 2024

DepEd MEMORANDUM  
No. **030**, s. 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. 7165<sup>1</sup>, as amended by RA 10122<sup>2</sup>, 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. 1993<sup>3</sup>, 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.

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

<sup>2</sup> An Act Strengthening the Literacy Coordinating Council by Amending Republic Act No. 7165

<sup>3</sup> Declaring the Period from September 2 to 8 of Every Year as Literacy Week

b. **Gawad MATATAG** shall accord distinguished honors to outstanding public schools and Alternative Learning System (ALS) Community Learning Centers (CLCs). This award shall be given to recognize the outstanding efforts and exceptional performance of schools and CLCs in the improvement of learning outcomes and implementation of the National Learning Recovery Program (NLRP), including the National Learning Camp (NLC), Catch-Up Fridays, and other relevant commitments of DepEd, including financial literacy, health, values, and peace education. Qualified candidates for this category shall be notified by the LCC Secretariat.

4. All concerned agencies, organizations, and offices are enjoined to actively participate in the LCC's National Literacy Awards following the established procedures, requirements, and timelines.

5. All expenses incurred relative to the conduct of the NLA activities at the field level shall be charged to local funds while expenses during the awarding ceremony such as food and venue, board and lodging, certificates, cash prize, and other incidental expenses shall be charged to LCC funds, subject to existing accounting and auditing rules and regulations. For the expenses relative to the conduct of activities at DepEd field offices specifically for the Gawad *Liyab* Category of the NLA, apart from local funding sources, the LCC shall download program support funds to the regional offices (ROs), subject to availability of funds. This will be covered by a separate policy.

6. The following documents are enclosed for reference:

- a. Enclosure No. 1 - National Literacy Awards Guidelines for Gawad *Liyab*,
- b. Enclosure No. 2 - 2024 Timetable of Activities, and
- c. Enclosure No. 3 - NLA Documentation Report Form.

7. 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](mailto:lcc@deped.gov.ph) or at the telephone number (02) 8631-0590.

8. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:



  
**GINA O. GONG**  
Undersecretary

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



**NATIONAL LITERACY AWARDS GUIDELINES  
FOR GAWAD LIYAB**

**I. 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 mobilize all sectors of society, government agencies, Local Government Units (LGU), and Nongovernment 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 developed and achieved through continuous coordination and conduct of capacity-building activities for various stakeholders and advocates that carry out 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 to universalizing literacy in the Philippines, LCC launched the National Literacy Awards (NLA) in 1994. The NLA, a biennial program, is being conducted in conjunction with the celebration of National Literacy Week and International Literacy Day.

**II. 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 relevant programs, projects, and activities;
2. To sustain, expand, and institutionalize literacy efforts by motivating individuals, institutions, and LGUs for their dedication, commitment, and contribution to eradicating illiteracy in their communities through awards and appropriate recognition; and
3. To encourage the development and replication of innovative, creative, and indigenous community-based literacy programs.

### **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**



The DepEd, through the Public Affairs Service (PAS), shall lead the national-level information dissemination and awareness campaign using all available platforms, including 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](http://www.facebook.com/LiteracyCoordinatingCouncil).

The DepEd Regional Offices (ROs), through the Public Affairs Unit (PAU), and the Schools Division Offices (SDOs), through the Social Mobilization and Networking Section, shall assist in the information and dissemination awareness campaign at their levels and shall ensure the extent of the campaign to the LGUs, local government agencies, NGOs, private organizations, and academic institutions.

## **2. Designation of the Regional NLA/Gawad *Liyab* Coordinator and Organization of the NLA Regional Selection Committee**

The DepEd ROs, under the authority of the Regional Directors (RDs), shall designate the Regional ALS Focal Person as the Regional NLA Coordinator and shall issue a formal designation order to that effect given their extensive experience and involvement in NLA-related activities at the regional level during its previous conducts. However, the RDs may also exercise their discretion to appoint any other qualified RO official or personnel for this role.

The Regional NLA Coordinator shall serve as the overall lead in facilitating the conduct of relevant NLA activities, including the conduct of an information dissemination campaign, endorsement/submission of the regional NLA entries for Gawad *Liyab* to the LCC Secretariat, documentation of NLA activities and ensuring that all pertinent guidelines are strictly followed and that the integrity of the regional selection is upheld, among others.

Additionally, the Regional NLA Coordinators shall also serve as the Regional Gawad *Liyab* Coordinators. They shall manage the acceptance of nominations, validation, and selection of entries under the Gawad *Liyab* Search and shall ensure that all NLA-related activities—for both Gawad *Liyab* and Gawad MATATAG Searches—are conducted appropriately and successfully.

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 a designated representative

**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**

The DepEd, through the LCC Secretariat, shall download program support funds to DepEd ROs to be utilized in implementing pertinent activities relevant to the NLA at the RO and SDO levels. A separate policy cover shall be issued in this regard.

## **V. ENTRY QUALIFICATIONS**

To qualify as a nominee for the NLA, LGU's or NGO's literacy program/s **must have been in operation for at least three (3) years.**

### **1. Outstanding Local Government Unit Category**

Highly urbanized/independent component cities, component cities, 1st to 3rd-class municipalities, or 4th to 6th-class municipalities with outstanding literacy programs are qualified to be nominated for the LGU category. The leadership of the local chief executive may be noted and recognized, but the efforts of the LGU are the main consideration in bestowing the award. Other government organizations involved in the LGU program/project shall act as support agencies to the LGU. The focus 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, Indigenous Peoples (IPs), and PWDs, among others.

### **2. Outstanding Literacy Program Category**

Only literacy programs initiated, funded, and implemented by NGOs, private organizations, or academic institutions are qualified to be nominated in this category.

### **3. Hall of Fame**

To qualify for the NLA Hall of Fame (HOF) Award, the LGU or NGO must have been a three-time 1st place winner of the Outstanding LGU or Literacy Program category.

### **4. Special Award of Excellence in Literacy**

Qualified to vie for the SAEL are the LGUs or NGOs that have been recipients of the NLA Hall of Fame Award.

### **5. UNESCO International Literacy Prizes**

NLA winners that have outstanding literacy programs may qualify for the UNESCO International Literacy Prizes. They must satisfy all the requirements set by UNESCO and seek the endorsement of the LCC Chairperson, the DepEd Secretary. The LCC Secretariat shall provide technical assistance to the qualified candidate/s in the preparation of the required documents.

## **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.

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 Gawad *Liyab* Nomination Form and the Executive Summary of each of the nominees, the RSC members shall evaluate all nominations received for the four (4) LGU sub-categories and the Literacy Program category. After the paper evaluation, the RSC, presided over by its chairperson, shall select the **top three (3) nominees per category**.
4. The RSC members shall conduct onsite validation of the top three nominees of each category for further verification of their programs. 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. Afterward, the RSC shall conduct a deliberation meeting to determine the overall 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. In the Highly Urbanized/Independent Component City category, the top two (2) nominees shall be declared as the official regional entries.
6. The Regional NLA/Gawad *Liyab* Coordinators 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 relevant 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 before 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/Gawad *Liyab* Coordinators shall document all stages of the acceptance, validation, and selection process of the Gawad LIYAB Search and contribute to the accomplishment of the NLA Documentation Report Form for submission to the LCC Secretariat, ensuring completeness and accuracy of data and information.
8. The Regional NLA/Gawad *Liyab* 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 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 1<sup>st</sup> to 3<sup>rd</sup> Class Municipality
    - One (1) entry from the sub-category of 4<sup>th</sup> to 6<sup>th</sup> 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.

3. Submission of the official regional NLA entries must 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.

#### **IX. NATIONAL SELECTION PROCESS**

1. Official regional NLA entries in all categories received by the LCC Secretariat shall be endorsed to their respective BOE.
2. Using the documentary requirements of the entries submitted by the ROs, the members of the BOE shall evaluate the entries using the criteria set for the Gawad *Liyab* Search and select **five (5) national finalists** from among all regional entries in each Gawad *Liyab* sub-category. The national finalists shall be duly notified by the LCC Secretariat on their onsite validation schedule and other pertinent reminders.
3. With the assistance of the LCC Secretariat, the BOE shall conduct onsite validation of 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 BOE.
4. A brief entry conference may be held on the first day of the validation where programs, projects, practices, and outstanding accomplishments may be presented. This will be followed by field visits and interviews. The onsite validation shall be concluded with an exit conference where the observations and recommendations of the BOE will be discussed and feedback on the implementation of programs will be shared.
5. The BOE shall rank the five (5) national finalists for each category from 1st to 5th place based on the results of both the paper evaluation and the onsite validation for endorsement to and approval of the Council. The approved decision made by the Council shall be final and unappealable. The LCC, the BOE, and the LCC Secretariat shall keep the results strictly confidential. The national winners shall be duly notified by the LCC Secretariat without disclosing their ranks.
6. The Council members and BOE shall declare and award the national winners during the NLA awarding ceremonies which will be held in September, 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.

#### **X. GROUNDS FOR DISQUALIFICATION**

1. Non-compliance with the process of nomination, submission, and completeness of the required documents shall render the nominee ineligible for the Search.

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](http://www.facebook.com/LiteracyCoordinatingCouncil).

For inquiries, all concerned may contact:

**Ms. Marikka Mampusti**

Project Development Officer II

LCC Secretariat

Department of Education

2<sup>nd</sup> 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](mailto:marikka.mampusti@deped.gov.ph) or [lcc@deped.gov.ph](mailto: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*"

5. DepEd Memorandum No. 002, s. 2020 titled *"2019-2020 Secretary's Award for Excellence in Curriculum and Instruction"*
6. DepEd Memorandum No. 066, s. 2021 titled *"2020-2021 Secretary's Award for Excellence in Curriculum and Instruction"*
7. DepEd Memorandum No. 22, s. 2022 titled *"Guidelines on the 2022 National Literacy Awards"*
8. DepEd Order No. 013, s. 2023 titled *"Adoption of the National Learning Recovery Program in 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:	

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



If yes, did the LGU qualify for the national-level evaluation? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> When? Year/s _____
If yes, did the LGU win? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> When? Year/s _____
If yes, what award/s did the LGU receive? _____

**B. LITERACY PROGRAM PROFILE**

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

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 the 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 is 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 to the community
- 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 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.

**GAWAD LIYAB NOMINATION FORM**  
 Outstanding Literacy Program Category

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. PROPONENT'S PROFILE**

Region:	
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 Regional NLA Focal Person:	
Email Address:	
Mobile Phone Number/s:	

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

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

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**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
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- 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).*

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 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 NGO's respective DepEd Regional Office. Refer to the NLA Timetable of Activities for the details on the date of submission.



**(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)

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

<b>CRITERIA FOR EVALUATION</b>		<b>MEANS OF VERIFICATION</b>	<b>SCORE</b>
<b>1. Quality Leadership and Management (30%)</b>  <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>	<b>Leadership (10%)</b>	<ul style="list-style-type: none"> <li>Awards and recognitions received from reputable award-giving bodies</li> <li>Satisfaction survey results</li> <li>Performance rating forms</li> <li>Documentation reports such as, but not limited to, financial reports publicly posted and accomplishment reports containing budget utilization, liquidation reports, and others</li> </ul>	
	<b>Policy Support (10%)</b>	<ul style="list-style-type: none"> <li>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>)</li> </ul>	
	<b>Participatory and Evidence-based Planning and Decision-Making (10%)</b>	<ul style="list-style-type: none"> <li>Community-based Monitoring System (CBMS) data</li> <li>Community literacy mapping results or other similar data</li> <li>Data on out-of-school children, youth, and adults</li> <li>Documentation reports such as, but not limited to, minutes of meetings, project proposals, list of programs and beneficiaries, needs assessment, and analysis report</li> </ul>	

CRITERIA FOR EVALUATION		MEANS OF VERIFICATION	SCORE
		<ul style="list-style-type: none"> <li>• Planning documents such as, but not limited to, Development Plan, Annual Investment Plan, Operations Manual, Monitoring and Evaluation Plan, Program Implementation Plan, Training Plan, and other Quality Management System documents</li> </ul>	
<p><b>2. Community-based Literacy Program Implementation (35%)</b></p> <p><i>This is evident in the presence of a well-coordinated implementation schedule, inclusive recognition mechanism, creative implementation strategies, conduct of monitoring and evaluation, strong commitment to partnership agreements between different stakeholders like government institutions, educational providers, academic, private organizations, local community members, workers, and other interested sectors of society.</i></p>	<p>Resource Management (physical, financial, and human resources) (10%)</p>	<ul style="list-style-type: none"> <li>• Special Education Fund (SEF) utilization report showing investments in literacy</li> <li>• Appointment letters or contracts of service for literacy workers</li> <li>• Work and Financial plan including the Budget Utilization Rate</li> <li>• Documentation report of training and capacity-building activities</li> </ul>	
	<p>Stakeholder Engagement, Partnerships, and Collaboration (15%)</p>	<ul style="list-style-type: none"> <li>• Evidence of support to DepEd's literacy programs and projects, including the National Learning Recovery Program (i.e., NRP, NMP, NSciTP, NLC, Catch-up Fridays, etc.) and ALS</li> <li>• Memorandum of Agreement/Memorandum of Understanding with partners</li> <li>• Deed of donation</li> <li>• Documentation reports on the conduct of literacy programs/projects of other government and nongovernment agencies in partnership with or localized by the LGUs/NGOs</li> <li>• Strategic use of communication platforms to promote literacy programs to mobilize the public</li> </ul>	
	<p>Monitoring and Evaluation (10%)</p>	<ul style="list-style-type: none"> <li>• Documentation reports such as, but not limited to, monitoring and evaluation reports, as well as attendance records of program implementers, participants, and beneficiaries</li> </ul>	
<p><b>3. Impact on the Community (35%)</b></p>	<p>Education and literacy (15%)</p>	<ul style="list-style-type: none"> <li>• CBMS and community literacy mapping data showing the increased number of literates and a significant decrease in the number of non-literates as seen</li> </ul>	

<b>CRITERIA FOR EVALUATION</b>		<b>MEANS OF VERIFICATION</b>	<b>SCORE</b>
<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"> <li>• Enrolment reports showing the increased enrolment in schools and/or ALS CLCs</li> <li>• Accomplishment reports showing the decreased number of OSCYAs</li> <li>• Education assessment results showing the improved learners' performance/learning outcomes</li> </ul>	
	<p>Quality of life (10%)</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Accomplishment reports and data on environmental protection initiatives showing the improved environmental protection of the community</li> <li>• Accomplishment reports and data on disaster preparedness showing the improved disaster resiliency of the community</li> <li>• Accomplishment reports and data on peace and order in crime prevention showing the improved peace and order conditions of the community</li> </ul>	
	<p>Ability to influence other communities (10%)</p>	<ul style="list-style-type: none"> <li>• Documentation reports of the adoption or replication of programs made</li> </ul>	
<b>TOTAL SCORE</b>			

**Remarks:**

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

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**RSC or BOE Chairperson**  
(Signature over Printed Name)

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Date