



Tanggapan ng Kalihim
Office of the Secretary

FEB 28 2005


DepED MEMORANDUM
No. 68, s. 2005

2005 NATIONAL LITERACY AWARDS

To: Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. The Department of Education (DepED) and the Literacy Coordinating Council (LCC) will conduct the 2005 National Literacy Awards (NLA).
2. The Search aims 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 and projects addressing this concern;
 - b. sustain, expand and institutionalize literacy efforts by motivating and recognizing individuals, institutions and local government units through awards and appropriate recognition;
 - c. encourage the development and replication of innovative, creative and indigenous literacy programs; and
 - d. bestow honor and recognition to outstanding individuals, government and non-government organizations for their dedication, commitment and contribution to the universalization of literacy in their respective communities.
3. Outstanding national literacy workers, mobile teachers, literacy programs and local government units with literacy programs responsive to community needs shall be chosen.
4. Nomination/s and selection of regional winners will be conducted between March and April. Entries of regional winners must be submitted to the LCC on or before Tuesday, May 31, 2005. Any entry not received by said date will be disqualified from the shortlisting process.
5. Please see Enclosure No. 1- Guidelines for the National Literacy Awards Selection Process; Enclosure No. 2 - Regional Selection Process; and Enclosure No. 3 - National Selection Process.
6. The DepED regional directors and chiefs of Alternative Learning System (ALS) who are designated head of the Regional Steering Committee are enjoined to spearhead the nomination/selection process at the regional level. They are advised to apply the revised set of criteria and guidelines for selection and follow the new schedule provided. They are expected to submit to the LCC Secretariat a brief report on how the regional nominees were selected together with the list of nominees.

7. The Schools Division Superintendents, Division ALS supervisors and District Coordinators are likewise enjoined to identify non-government organizations and local government units implementing promising literacy programs and encourage them to join the National Literacy Awards.
8. The Bureau of Alternative Learning System (ALS) and its various divisions are directed to extend full support to the implementation of the 2005 National Literacy Awards.
9. Nominees who are qualified for the Hall of Fame Award will be announced this year during the National Literacy Awards Ceremony.
10. For further inquiries, please contact Dr. Norma L. Salcedo, Head of the Literacy Coordinating Council Secretariat, Rm. 414 4th Floor, Mabini Building, Department of Education, Meralco Avenue, Pasig City with tel. nos. 631-0567/635-9996, telefax nos. 631-0590 and 631-0579.
11. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Encls.: As stated

Reference: DepED Memorandum: No. 143, s. 2004

Allotment: 1—(D.O. 50-97)

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

PRIZES or AWARDS
OFFICIALS
TEACHERS

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GUIDELINES FOR THE NATIONAL LITERACY AWARDS (NLA) SELECTION PROCESS

1. The Regional Steering Committee (RSC) shall be organized in every region to be composed of the following:

Chairman	-	Dept. of Education (Regional Director)
Co-Chair	-	Dept. of the Interior and Local Government
Members	-	Philippine Information Agency Nat'l Economic and Development Authority
Coordinator/ Secretary	-	DepEd (Regional Chief, ALS Division)

RSCs should familiarize themselves with the NLA background, rationale, mechanics, criteria for selection and timetable of activities.

Note: The function and responsibilities of the RSC are spelled out in the Regional selection process.

2. Nominees should submit the required documents strictly in accordance with the following specifications:
 - An Executive Summary of not more than ten (10) pages, A-4 bond size, double-spaced, describing the nominated program, worker or local government unit based on set criteria.
 - Three (3) copies of the nominee's folio/entry of not more than 100 pages, A-4 bond, double-spaced containing only related documents and data in accordance with the category and criteria but limited to those issued or in effect within two (2) years prior to date of entry.
 - Photographs (3x5) not to exceed 20 copies. **Video documentation is not encouraged.**
3. Entries in all categories must already be in existence for a minimum period of three (3) years before being qualified as nominee for the NLA.
4. Winners are expected to join subsequent NLA competitions to ensure the continuous progress and sustainability of their respective programs/projects.
5. First place winners who maintain the rank for three (3) consecutive years are eligible to compete for the HALL OF FAME (HOF) award. **Starting 2005, first placers for five (5) non-consecutive years will likewise be eligible to compete for the HOF award.** Subsequently, HOF awardees will not be eligible to join the regular contest. However, said awardees shall be further monitored and evaluated by a separate Awards Committee who shall conduct unannounced visits for the purpose. **If an HOF awardee is able to maintain its standing within two (2) years thereafter, it shall qualify for a SPECIAL AWARD of EXCELLENCE to be given during the annual awarding ceremonies.**

6. Who may be nominated?

6.1 Literacy Worker

The **Literacy Worker** is an individual who does not belong to any organization, foundation or any religious sector that is primarily responsible for the direct delivery of literacy and continuing education initiatives/programs to the beneficiaries/clients.

He/She should not be an employee of the Department of Education. This requirement is aligned with the underlying philosophy of Education for All (EFA) which is to encourage cooperation of workers of NGOs, people's organizations and other socio-civic groups to participate in literacy and continuing education initiatives/programs.

6.2 Literacy Program

Only literacy programs initiated by NGOs, non-government educational institutions, people's organizations, academe and socio-civic groups may be nominated.

If a government agency/line agency's mandate or its main function includes the management, implementation and sustainability of literacy programs and projects, such agency cannot be nominated under the program category. However, if such government agency initiates/implements literacy programs supplementary to its regular government function, a SPECIAL CITATION shall be given by the LCC during the awarding ceremonies.

6.2 Local Government Unit (City or Municipal Level)

The local government unit (LGU) shall be the nominee. The leadership of the local chief executive may be duly noted and recognized but the efforts of the LGU must be the main consideration.

Focus should be on the literacy development efforts of the various sectoral groups, both government and non-government:

- Agriculture sector
- Social services sector
- Other sectoral groups: youth, elderly, women's group. IPs, persons with disabilities, etc.

To be fair in the assessment of the LGUs efforts in promoting literacy and continuing education, the **Outstanding LGU CITY level category shall be subdivided into:**

- Component Cities
- Highly urbanized Cities

while municipalities shall be divided into:

- 1st to 3rd Class Municipalities
- 4th to 6th Class Municipalities

This is being done to ensure equal and fair judging since some cities/municipalities have greater means and more resources for the development, implementation and sustainability of literacy programs as compared to the others of lower classification.

REGIONAL SELECTION PROCESS

Step I - Organization of Regional Steering Committee (RSC)

A Regional Steering Committee shall be organized as follows:

Chair	-	Dept. of Education
Co-Chair	-	Dept. of the Interior and Local Government
Members	-	Phil. Information Agency National Economic and Development Authority
Coordinator/ Secretary	-	DepEd Regional Chief, ALS Division

Note: The RSC Chair shall vote only to break a tie.
The Coordinator/Secretary must be able to document all stages of the selection process for submission to the LCC Secretariat together with entry documents. She/He shall have no voting capacity.

Step II - Selection

The RSC shall evaluate all entries for the six categories submitted by the different school divisions. It shall review the documents submitted and select the top five (5) nominees per category (using the prescribed individual score sheets) from which it will choose the final regional nominee/finalist for each category.

Step III - Project Site Visit

The RSC shall conduct on-site validation of the top five (5) nominees/ finalists for further verification. Interviews with concerned publics shall likewise be conducted in project sites.

Step IV - Selection of Final Regional Nominee/Finalist

The RSC shall select and submit individual rankings for the five regional nominees / finalists for each category. Ranking shall be processed and the entry with the highest ranking (no. 1) shall be chosen as the regional entry to vie for the national awards.

Step V - Submission of Regional Entries

The RSC shall submit the regional entries to the LCC Secretariat according to specifications on or before the close of office hours on **Friday, 3 June 2005**. Late submission of entries shall not be accepted and considered disqualified.

NATIONAL SELECTION PROCESS

- Step I** Preliminary Board of Judges (PBOJ and Final Board of Judges (FBOJ) shall be organized composed of not more than three (3) members per category.
- Step II** PBOJs shall review the entries and shortlist or select the top five (5) nominees for each category from which the final winners shall be chosen.
- Step III** PBOJs and FBOJs shall meet to discuss the strong and weak points of shortlisted entries. The BOJs shall brainstorm and come up with recommendations to the LCC members on the number of entries to be visited (minimum of three entries).
- Step IV** FBOJs shall conduct on-site validation of selected project sites for further verification. Interviews with nominees/finalists, project managers, beneficiaries, community members, local officials, etc. shall likewise be conducted. At this age, ranking of entries shall automatically back to zero.
- FBOJs shall choose the three (3) best entries based on their findings during visitations as the final top three (3) national winners per category (1st, 2nd and 3rd) and endorse the recommendation to the Council.
- Step V** LCC officials shall declare and award the winners during the celebration of National Literacy Week (September 2-8)

Likewise, the following must be included in the documentaries:

- Individual score sheets of RSC members duly signed by the ratee and countersigned by the RSC Chair.
- Documentation of all stages of the selection process signed by the Coordinator/Secretary and countersigned by the Chairman.