



Republic of the Philippines
Department of Education

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DepEd O R D E R
No. **019**, s. 2018

**GUIDELINES ON THE UTILIZATION OF THE NATIONAL LITERACY AWARDS
SUPPORT FUNDS FOR DEPED REGIONAL OFFICES**

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), will conduct the National Literacy Awards (NLA) pursuant to Presidential Proclamation No. 329 entitled Declaring the Period of September 2 to 8 every year as Literacy Week.
2. The Awards is a biennial activity of LCC, which aims to:
 - a. 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;
 - b. sustain, expand, and institutionalize literacy efforts by motivating and recognizing individuals, institutions, and local government units through the granting of awards and appropriate recognitions;
 - c. encourage the development and replication of innovative, creative and indigenous literacy programs; and
 - d. bestow honor or recognition to outstanding government and nongovernment organizations for their dedication, commitment, and contribution to the universalization of literacy in their respective communities.
3. The NLA was launched in 1994. Since then, it has become the highlight of every Literacy Week Conference. Since the NLA launch, many individuals, institutions, and local government units have been involved in literacy development and have been accorded awards for their outstanding achievements.
4. In support to LCC's advocacy to effectively implement the aforementioned search for Outstanding Implementers for Literacy Programs/Projects, fund support shall be downloaded to all DepEd regional offices. The enclosed **Guidelines on the Utilization of the National Literacy Awards Support Funds for DepEd Regional Offices** stipulates the procedures on funds release, utilization, reporting, and liquidation.

5. For more information, contact the **LCC Secretariat**, 2nd Floor, Bonifacio Building, Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone nos. (02) 631-0590, (02) 631-0567, (02) 631-0579 or email at cc@deped.gov.ph.

6. Immediate dissemination of and with compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

Reference:

DepEd Memorandum No. 81, s. 2016

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

ALLOCATION
AWARDS
EXPENSES
FUNDS
LITERACY
ORGANIZATIONS
POLICY
RULES AND REGULATIONS

GUIDELINES ON THE UTILIZATION OF THE NATIONAL LITERACY AWARDS SUPPORT FUNDS FOR DEPED REGIONAL OFFICES

I. Rationale and Background

1. The Department of Education (DepEd) mobilizes all sectors of society, government agencies, nongovernment organizations, people's organizations, local government units, and civil society organizations to promote and disseminate the importance of literacy to national progress and consequently inspire them to develop, implement and sustain literacy programs/projects throughout the country. It has been demonstrated that literacy programs/projects can help alleviate poverty, provide livelihood, address social welfare needs, promote freedom and make education facilities more accessible. It is likewise believed that through them, closer coordination among agencies can be developed and continuous capability building for literacy workers can be achieved.
2. Numerous stakeholders and advocates of literacy and continuing education presently conduct literacy projects nationwide to address the present problem of illiteracy. In spite of difficulties such as poor compensation, hampered mobility due to geographical and peace and order problems, inadequacy of teaching materials, to name a few, the commitment and dedication of these stakeholders and institutions have not dimmed even slightly. These literacy stakeholders and organizations/institutions truly deserve special recognition for their devotion and dedication towards the campaign against illiteracy.
3. In its desire to recognize their significant contribution and bestow honor on these literacy stakeholders, the DepEd through the Literacy Coordinating Council (LCC) launched the National Literacy Awards (NLA) in 1994. The NLA was held in abeyance in 2006–2007 to allow the conduct of its process and impact evaluation. Based on the favorable result of the evaluation and the researcher's recommendation, the NLA resumed in 2008. The Awards is now conducted every other year to give enough time for the stakeholders, especially the Local Government Units, to develop and implement literacy programs and projects in their respective communities.

II. Scope of the Policy

The guidelines cover all DepEd Regional Offices and all other personnel concerned.

III. Definition of Terms

For purposes of this Order, the following terms are defined as follows:

- a. The **National Literacy Awards** (NLA) is a biennial nationwide event that aims to honor and recognize outstanding government and nongovernment organizations for their dedication, commitment, and contribution to the universalization of literacy in their respective

communities. The NLA has become LCC's major activity that serves as its primary advocacy.

- b. The **National Literacy Conference** (NLC) is an annual event conducted by the LCC that generally aims to provide venue for sharing experiences in implementing literacy programs and projects for the development of the community.
- c. The **Regional Selection Committee** (RSC) is a multi-sectoral committee from the region tasked to conduct all the activities of the NLA selection process.

IV. Policy Statement

The DepEd hereby establishes the Guidelines on the Utilization of Funds Support for National Literacy Awards that covers procedures on its release, utilization, liquidation, and reporting of accomplishments.

V. Procedures

A. Fund Allocation and Release

1. Support funds amounting to **Thirty-five Thousand Pesos (P35,000)** will be provided to each regions biennially, coinciding with the NLA, for the utilization of the NLA RSC for the conduct of NLA-related activities at the regional level starting FY2018. The total amount allocation per year of the NLA to all regional offices is **Five Hundred Ninety Five Thousand Pesos (P595,000.00)**.
2. After the receipt of Sub-Aro, the RO shall request the corresponding cash requirements or Notice of Cash Allocation from the Department of Budget and Management (DBM). For the ARMM region, the DepEd Central Office will issue the fund support through a funding check.
3. The breakdown of the fund support per region is found in **Annex 1**.

B. Fund Utilization

4. The said funds shall be used for the following initial steps for the NLA process:
 - a. Organization and orientation of the NLA RSC in every region to evaluate all entries in the five categories (Outstanding Literacy Program, Outstanding Local Government Units – highly urbanized city, component/independent component city, 1st to 3rd Class Municipality and 4th to 6th Class Municipality);
 - b. Review of the documents submitted to their office to select the top three (3) nominees per category; and
 - c. Conduct of site visits for verification of the entries including interview with the literacy program proponent, literacy program managers, learners, and other concerned stakeholders.

5. The funds for the conduct of the aforementioned program shall be utilized for the following:
 - a. transportation allowance for on-site validation of RSC members;
 - b. meal allowance for on-site validation of RSC members;
 - c. meetings (meals and snacks);
 - d. supplies and materials;
 - e. documentation of entries/portfolios; and
 - f. other miscellaneous expenses
6. However, the following objects of expenditure shall **not be allowed** under the subsidy:
 - a. Personal Services such as salaries, overtime pay and honoraria;
 - b. Expenses such as utilities (water, electricity, internet connectivity, among others) funded from the regular Maintenance and other Operating Expenses (MOOE);
 - c. Capital Outlay such as purchase of equipment and gadgets; and
 - d. Hiring and payment of salaries of additional staff
7. In case there is an excess of budget, such may be used for other related expenses. However, if the funding is insufficient to cover other needed activities, additional relevant expenses shall be charged to local funds or through the support of external partners.

C. Liquidation and Accountability

8. Each RO is accountable for the disbursement and liquidation of funds based on the activities set forth in these guidelines subject to the usual accounting and auditing rules and regulations.
9. The RO must submit a physical and financial accomplishment report on the utilization of funds signed by the RSC Chairperson following the format found in **Annex 2**.
10. The physical and financial accomplishment report shall be submitted by ROs on or before August of the current year to the Literacy Coordinating Council Secretariat, 2nd Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City through email address: lcc@deped.gov.ph or fax no. 6310579.

D. Monitoring and Evaluation

11. To ensure the proper implementation of this Order and utilization of funds, monitoring and evaluation shall be conducted by the LCC Secretariat in coordination with the DepEd Regional Offices.

E. Effectivity

This order shall take effect immediately until sooner amended, repealed, rescinded or superceded.

**NATIONAL LITERACY AWARDS
SUPPORT FUNDS FOR DEPED REGIONAL OFFICES**

Breakdown of Allotment

Region	Amount
I	35,000.00
II	35,000.00
III	35,000.00
IV-A	35,000.00
IV-B	35,000.00
V	35,000.00
VI	35,000.00
VII	35,000.00
VIII	35,000.00
IX	35,000.00
X	35,000.00
XI	35,000.00
XII	35,000.00
CARAGA	35,000.00
NCR	35,000.00
CAR	35,000.00
ARMM	<u>35,000.00</u>
	Total - P595,000.00

**NATIONAL LITERACY AWARDS
SUPPORT FUNDS FOR DEPED REGIONAL OFFICES
FINANCIAL AND PHYSICAL ACCOMPLISHMENT**

Region _____

Amount of subsidy received _____
 Check no. _____ Date received _____
 Amount utilized _____
 Amount liquidated _____

Activities	Accomplishment		Remarks
	Physical	Financial	

Prepared by:

Approved by:

Date: _____