



Republic of the Philippines
Department of Education
 REGION I

2407-905



REGIONAL MEMORANDUM
 No. 780, s.2024

CALL FOR SUBMISSION OF ENTRIES FOR 2024 REGIONAL SCREENING FOR NATIONAL LITERACY AWARDS

To: Schools Division Superintendents

1. Per 2024 National Literacy Awards (NLA) Timeline of Activities, the Department of Education Regional Office I through the Curriculum and Learning Management Division calls for the submission of entries on different categories for the National Literacy Awards.
2. Attached in the 2024 NLA Information Packet which contains the guidelines, requirements, and mechanics of the search.
3. Entries must be submitted at the Regional Office on or before July 15, 2024.
4. For information, guidance, and compliance.

For the Regional Director:

Jmm
GEORGINA N. NERIDA
 Administrative Officer V
 Administrative Division

Encl: 2024 NLA Information Packet
 Reference: None
 To be included in the Perpetual Index
 Under the subject:

SUBMISSION OF NLA ENTRIES

CLMD/avl/bjm/RM_2024NLAEntries
 July 8, 2024



July 12, 2024

TO: **Chief Education Supervisor, CID**
All Public Elementary & Secondary School Heads

For information, guidance and compliance. Interested schools and CLCs are requested to submit the required documents for the search.

A. E. Eda
VILMA D. EDA, CESO V
 Schools Division Superintendent



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2024 NATIONAL LITERACY AWARDS INFORMATION PACKET

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I. THE 2024 NATIONAL LITERACY AWARDS

To recognize the efforts of local government units and nongovernment organizations for their efforts and significant contributions to universalizing literacy in the Philippines, the LCC will conduct the 2024 National Literacy Awards (NLA).

The 2024 NLA shall have two major searches namely, (a) **Gawad *Liyab*** and (b) **Gawad MATATAG**.

- a. **Gawad *Liyab*** shall be awarded to outstanding LGUs and NGOs. This 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.
- 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.

II. OBJECTIVES

The NLA specifically aims to:

1. 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. 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. Encourage the development and replication of innovative, creative, and indigenous community-based literacy programs.

III. GAWAD LIYAB SEARCH 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.

IV. 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.

V. PROVISION OF 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.

VI. GAWAD LIYAB 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.

VII. GAWAD LIYAB 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

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).

VIII. GAWAD LIYAB 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.

IX. SUBMISSION OF THE OFFICIAL REGIONAL GAWAD LIYAB ENTRIES

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

The Secretary
Department of Education
LCC Chairperson
c/o LCC Secretariat
2nd Floor Bonifacio Building
DepEd Complex, Meralco Avenue, Pasig City
1600, Metro Manila

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

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.

X. GAWAD MATATAG SEARCH CATEGORIES

The categories of the Gawad MATATAG are as follows:

No.	Category
1	Outstanding Public Elementary School
2	Outstanding Public Junior High School
3	Outstanding Public Senior High School
4	Outstanding ALS Community Learning Center

XI. GAWAD MATATAG SELECTION PROCESS

The Gawad MATATAG Selection Committee shall determine qualified public elementary, junior, and senior high schools using national assessment results as the initial stage of the screening procedure. The qualifications of each school shall be in consideration of, but not limited to, the overall ratings, percentage of improvement, and other relevant data/information.

For ALS CLCs, the Bureau of Alternative Education (BAE), in coordination with the ROs shall determine the parameters to be used as bases for the selection. The BAE, in turn, shall recommend the selected CLCs to the Gawad MATATAG Selection Committee for further evaluation.

~~Selected public schools and CLCs shall be shortlisted to determine who will~~ qualify for the onsite validation, the last stage of the evaluation process. Details will be communicated directly to the qualified public schools and CLCs that will undergo the onsite validation.

XII. RESOURCES

NLA FORMS

You may download the forms of the 2024 NLA from the LCC Website through the tab: <https://lcc.deped.gov.ph/lcc-forms-and-templates/> or you may also directly download the files through the links below:

- **Gawad *Liyab* Nomination Form for Outstanding Local Government Unit sub-category**

Link to fillable version: <https://tinyurl.com/2024NLANominationFormOLGU>

- **Gawad *Liyab* Nomination Form for Outstanding Literacy Program sub-category**

Link to fillable version: <https://tinyurl.com/2024NLANominationFormOLP>

- **Score Sheet for Gawad *Liyab***

Link: <https://tinyurl.com/2024NLAGawadLiyabScoreSheet>

- **2024 NLA Documentation Report Form**

Link to fillable version:

<https://tinyurl.com/2024NLADocumentationReportForm>

INFORMATION, EDUCATION, AND COMMUNICATION (IEC) MATERIALS

IEC Materials may also be utilized in advocating for the NLA at your respective ROs. You may download them through the link: <https://tinyurl.com/2024NLAIECMaterials>.

XIII. 2024 NLA TIMELINE OF ACTIVITIES

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