



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

February 28, 2024

DIVISION MEMORANDUM

No. 102 s. 2024

**EVALUATION ON THE CAPACITY OF LGU TO ESTABLISH ITS
MUNICIPAL/DISTRICT COORDINATING COUNCIL**

To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Secondary and Elementary School Heads
All Others Concerned

1. The Schools Division of Bulacan, through the Curriculum Implementation Division announces the conduct of Evaluation on the Capacity of LGU to establish its Municipal/District Literacy Program on April 24-26, 2024.
2. The objectives of this activity are:
 - a. to 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. to sustain, expand, and institutionalize literacy efforts by motivating and recognizing individuals, institutions, and LGUs; and
 - c. to recognize the partnership between the LGUs and NGOs for their dedication, commitment, and contribution to the eradication of illiteracy in their respective communities.
3. Enclosures 1 and 2 contain the Guidelines on Evaluation and Composition of Municipal/District Literacy Coordinating Council.
4. Adherence to the health and safety protocols is hereby required.
5. Expenses to be incurred by the school-based participant in the conduct of this activity shall be taken from school funds.
6. This Memorandum shall serve as travel authority of the evaluators.
7. Immediate dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. ____ s. 2024

**GUIDELINES OF THE EVALUATION ON THE CAPACITY OF LGU TO
ESTABLISH ITS MUNICIPAL/DISTRICT LITERACY COORDINATING COUNCIL**

C R I T E R I A	Evident	Not Evident	Remarks
1. Has an issued Municipal Executive Order from the Office of the Municipal Mayor or Municipal Ordinance on the creation of Municipal Literacy Coordinating Council			
2. Has established Municipal Literacy Coordinating Council <ul style="list-style-type: none"> ➤ Has built roadmap where vision, mission, goals and objectives in literacy are well-articulated ➤ Literacy program is included in the Municipal comprehensive Development Plan/Annual Investment Plan and a Sustainability Plan. 			
3. Has conducted regular meetings on but not limited to: <ul style="list-style-type: none"> ➤ Strategic planning ➤ Facilitation of community literacy mapping ➤ Community-wide literacy needs assessment ➤ Situational analysis ➤ Has formulated local policies utilizing data and information gathered during the conduct of strategic planning activities ➤ Has discussed pertinent issues and concerns of the Council relevant to policy and PPA implementation ➤ Has conducted of advocacy campaign ➤ Has gathered and analyzed data ➤ Has conducted capacity building ➤ Has generated resources ➤ Has conducted other related and relevant agenda 			
4. Has tapped partners in implementing some of its community-based literacy programs such as social mobilizers in the eradication of illiteracy. <ul style="list-style-type: none"> ➤ Partners help in promoting information, education, and campaign to strengthen the community-based literacy programs of the local LCCs. ➤ Partners serve as the stakeholders of the LGU in its pursuit of universalizing literacy and in the promotion of sustainable development in the locality. 			



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<p>Suggested partners consist of, but are not limited to:</p> <ul style="list-style-type: none"> • National government agencies such as Technical Education and Skills Development Authority (TESDA) • Department of Agriculture (DA) • Department of Labor and Employment (DOLE) • Department of Social Welfare and Development (DSWD) • Non-government organizations (NGOs)/civil society organizations (CSOs) • Business and corporate organizations including their foundations • Faith-based organizations • 5 Universities and colleges <ul style="list-style-type: none"> ➤ Has signed MOU or MOA 			
<p>Budget Allocation and Utilization of Funds</p> <ul style="list-style-type: none"> ➤ The local LCC has developed policies to implement, sustain, and institutionalize literacy programs at the community level. ➤ Has elevated to the Local School Board (LSB) for possible funding under the Special Education Fund (SEF) ➤ Has included in the following budget: <ul style="list-style-type: none"> ❖ MOOE ❖ General Fund ❖ Education Development Fund ❖ Gender and Development Fund (GAD) and ❖ Relevant funds of the municipal government may be explored ➤ Local LCC funds are utilized for specific purposes which include information dissemination, advocacy, payment of honorarium, reproduction of teaching and learning resources, and other related expenses subject to existing guidelines and regulations. 			
<p>Has established data systematization and needs analysis, and community mapping such as the demographic profile of the areas, gender segregation, ages, level of literacy education, socio-economic status of groups, learners with disabilities, IPs, street children, seniors, etc.</p>			
<p>TOTAL</p>			



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Enclosure No. 2 to Division Memorandum No. ____ s. 2024

**COMPOSITION OF MUNICIPAL/DISTRICT LITERACY
COORDINATING COUNCIL**

Chairperson

Municipal Mayor or any designated LGU official as representative

Co-Chairperson

Public Schools District Supervisor or a duly designated DepEd official as representative

Members:

Chairperson, Sangguniang Bayan Committee on Education
Municipal Planning and Development Coordinator
Municipal Social Welfare and Development Officer
Municipal Health Officer
Municipal Agriculture Officer
Municipal Local Government Operations Officer
President, Liga ng mga Barangay
President, Sangguniang Kabataan Municipal Federation
Municipal Administrative Officer
ALS Teacher
Representatives from industry sector and NGO

Secretariat- Municipality's education or literacy focal person or any LCE designated representative

Members:

Select ALS Teachers
Personnel from the Mayor's Office
Sangguniang Bayan
Secretary
PESO Designate
Community ALS Implementor or Learning Facilitator
The Local Chief Executive may assign additional personnel as necessary.

Other Members:

Composed of representatives in the following offices:

- a. Rural Health Unit;
- b. Municipal Social Work and Development;
- c. Municipal Agriculture Office;
- d. Municipal Environment and Natural Resources Office (MENRO);
- e. Municipal Disaster Risk Reduction and Management Unit; and
- f. Civil Society Organization