



**Republic of the Philippines**  
**Department of Education**

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DepEd O R D E R  
No. 011, s. 2025

**MULTI-YEAR IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION,  
AND REPORTING OF LITERACY COORDINATING COUNCIL PROGRAM SUPPORT  
FUNDS FOR DEPARTMENT OF EDUCATION 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), spearheads the implementation of various programs, projects, and activities to realize its vision of universal literacy in the country. One such program is the National Literacy Awards (NLA), an initiative that aims to recognize local government units (LGUs) and nongovernment organizations (NGOs) with outstanding literacy programs in their respective localities.
2. The NLA is a biennial activity of the LCC that aims to
  - a. contribute to the promotion of literacy in the Philippines by creating public awareness of and interest in relevant programs, projects, and activities;
  - b. 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
  - c. encourage the development and replication of innovative, creative, and indigenous community-based literacy programs.
3. In accordance with Presidential Proclamation No. 239, s. 1993, **Declaring the Period from September 2 to 8 of Every Year as Literacy Week**, NLA has become the highlight of the annual celebration of Literacy Week where the LCC gathered many individuals, LGUs, and NGOs in literacy work and development. The LCC has been recognizing their outstanding achievements through the NLA since 1994.
4. Another major initiative of the Council is the LCC Localization Program, which engages LGUs in strengthening literacy support structures at the local level by facilitating the creation of local LCCs at the regional, provincial, city, municipal, and barangay levels. This program aligns with the Department's commitment to provide learners with quality basic education that is accessible, inclusive, and liberating through shared governance and evidence-based policies, standards, and programs.



5. In order to effectively implement the aforementioned programs and initiatives at the local level, the LCC shall provide funding support to the DepEd regional offices. The enclosed **Multi-Year Implementing Guidelines on the Allocation, Utilization, and Reporting of the LCC Program Support Funds to DepEd Regional Offices** stipulates the procedures for funds release, utilization, reporting, and liquidation.

6. This Order repeals DepEd Order (DO) No. 019, s. 2018 titled Guidelines on the Utilization of the National Literacy Awards Support Funds for DepEd Regional Offices. All existing orders, memorandums, and other related issuances, rules and regulations, and provisions inconsistent with this Order are repealed, rescinded, and modified accordingly.

7. This DO shall take effect immediately and shall be published on the DepEd website. A certified copy of this DO shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

8. Any clarification regarding this DO shall be coordinated with the **Literacy Coordinating Council Secretariat**, 2nd Floor, Bonifacio Building, Department of Education Central Office (CO), DepEd Complex, Meralco Avenue, Pasig City through email at lcc@deped.gov.ph or at telephone numbers (02) 8631-0590 or 8635-9996.

9. Immediate dissemination of and strict compliance with this Order is directed.



SONNY ANGARA  
Secretary

Encl.:

As stated

Reference:

DepEd Order (No. 019, s. 2018)

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

ALLOCATION  
AWARDS  
EXPENSES  
FUNDS  
LITERACY  
ORGANIZATIONS  
POLICY  
RULES AND REGULATIONS





## **MULTI-YEAR IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, AND REPORTING OF THE LCC PROGRAM SUPPORT FUNDS FOR DEPED REGIONAL OFFICES**

### **I. Rationale**

1. To support the Philippine Government's commitment to achieve its goal in promoting literacy in the country, the Department of Education (DepEd) mobilizes all sectors of society, government agencies, NGOs, people's organizations, LGUs, and other civil society organizations to promote and strengthen the role of literacy in national development. This multi-sectoral approach aims to inspire them to develop, implement, and sustain literacy programs and projects, which can help alleviate poverty, provide livelihood, address social welfare needs, promote freedom, and make education facilities more accessible.
2. In recognition of the significant contributions of these literacy stakeholders, DepEd, through the Literacy Coordinating Council (LCC), launched the National Literacy Awards (NLA) in 1994. However, the NLA was suspended in 2006-2007 to conduct a process and impact evaluation which yielded a favorable result. Pursuant to researchers' recommendation, the NLA resumed in 2008. The awarding ceremony thereof is currently conducted every other year, which will allow the stakeholders, especially the LGUs and NGOs, to develop and implement literacy programs and projects in their respective localities. The NLA serves as a platform for implementers of literacy programs and projects to share and be recognized for their best practices.
3. Another key initiative of the Council is the LCC Localization program where LGUs are engaged in strengthening literacy support structures at the local level through the creation of local LCCs. In line with Republic Act (RA) No. 7165, as amended by RA No. 10122, this program aims to collaborate with policymakers and LGUs to eradicate illiteracy at the grassroots level through relevant policy issuances and community literacy program interventions.
4. To address the need for clearer and more relevant multi-year guidelines, it is necessary to revise DepEd Order (DO) No. 19, s. 2018 titled "*Guidelines on the Utilization of the National Literacy Awards Support Funds for DepEd Regional Offices (ROs)*." This will provide comprehensive guidance on fund allocation and release, fund utilization, liquidation and accountability, and monitoring and evaluation of the NLA Support Funds.
5. In fulfillment of DepEd commitment to universalization of literacy in the country, LCC Program Support Funds are allocated to strengthen the implementation of the NLA and LCC Localization program. The funding support is pursuant to DILG Memorandum Circular No. 2007-155 titled "*Creation/Strengthening of Local Literacy Coordinating Council/Literacy Implementing Units*" and DepEd-DILG-NEDA Joint Circular No. 01, s. 2003 titled "*Supplemental Provisions/Guidelines on the Strengthening of Local Literacy Coordinating Councils/Literacy Implementing Units*."
6. In line with the limitation set on the allowed expenses set forth in the DO No. 19, s. 2018, which only covers the NLA-related activities, the need for expansion of allowable expenses, as well as the coverage of other LCC programs that are being implemented at the local level was deemed essential,

hence, the issuance of this policy. This will ensure the successful implementation of the abovementioned programs.

## **II. Scope of the Policy**

This DO hereby establishes the Multi-Year Implementing Guidelines on the Allocation, Utilization, and Reporting of the LCC Program Support Funds to DepEd ROs.

These guidelines shall be implemented to all DepEd ROs effective FY 2025 onwards.

## **III. Definition of Terms**

In the furtherance of the purpose of this DO, the following terms are defined as follows:

- a. The **LCC Localization** is a program that aims to strengthen support structures for literacy at the grassroots level by the LGUs through the creation of local LCCs in their respective cities and municipalities.
- b. The **National Literacy Awards** (NLA) is a biennial nationwide program that aims to honor and recognize outstanding individuals, NGOs, and LGUs, for their dedication, commitment, and contribution to promoting literacy in their respective communities.
- c. The **National Literacy Conference** (NLC) is an annual program conducted by the LCC that generally aims to provide a venue for sharing experiences in implementing literacy programs and projects for the development of the community and formulation of policy recommendations that may influence, shape, or impact approaches, strategies, and mechanisms at the national and local levels.
- d. The **Sub-Allotment Release Order** (Sub-ARO) is a specific authority issued by the DepEd Central Office (CO) to the RO or field offices, which allows the RO to incur obligations within a specified amount during a specified period. The Sub-ARO should not exceed the allotment releases of the CO.

## **IV. Policy Statement**

This DO provides guidance to all DepEd ROs on the effective management of the LCC Program Support Funds. The procedures outlined herein ensure the efficient allocation, proper utilization, and accurate reporting of this fund. Ultimately, this will enable the successful implementation of the biennial NLA, LCC Localization program, and other LCC-initiated activities.

By implementing this policy, DepEd aims to build stronger support and linkages among literacy implementers and stakeholders nationwide, increase awareness of literacy advocacy initiatives, and strengthen collaboration among the DepEd ROs towards eradication of illiteracy.

## **V. Procedures**

### **A. Implementation of LCC Program**

#### **1. National Literacy Awards Program**

- 1.1. For each year that the NLA is implemented, the **NLA Regional Selection Committee (NLA-RSC)** shall be formed. The NLA-RSC is a multi-sectoral committee from the region tasked with conducting the evaluation, validation, selection, and approval of NLA entries at the regional level. The composition of the NLA-RSC shall be issued in a separate memorandum.
- 1.2. The NLA-RSC, together with the Regional NLA coordinator, shall carry out all NLA-related activities as defined by the guidelines issued by the LCC.
- 1.3. In years when the NLA is not implemented, the Regional ALS Coordinator shall conduct advocacy, communication, and capacity-building activities on the NLA program among LGUs, NGOs, and other relevant stakeholders.

## **2. LCC Localization Program**

- 2.1. The Regional ALS Focal Person shall advocate, communicate, and provide capacity-building activities for LGUs on the establishment of local LCCs at the regional, provincial, city, municipal, and barangay levels, as may be appropriate and following the guidelines set by the LCC.

## **B. Fund Allocation and Release**

1. The funds for the implementation of LCC programs provided herein shall be sourced from the National Literacy Policies and Programs and other appropriate funding sources in the DepEd budget under the General Appropriations Act (GAA).
2. The breakdown of allocation for DepEd ROs for **FY 2025** and for the succeeding years shall be issued in a separate memorandum, and subject to availability of funds.
3. The funds shall be released to the DepEd ROs. The Regional Director may further sub-allot the funds to the Schools Division Offices (SDOs), if deemed necessary, for the implementation of LCC programs.
4. In case of shortage of funds allocated to the DepEd ROs, local funds, and other partnership efforts may be used or explored to augment the funding requirement. The ROs may also request additional funds from the CO, subject to the availability of funds.

## **C. Fund Utilization**

1. The designated Regional NLA Coordinators and/or the Regional ALS focal persons shall spearhead the implementation of activities for the regional selection process of the NLA as well as other LCC-initiated activities, including the LCC Localization program.
2. The funds shall be used for the initial steps of the NLA process as follows:
  - a. Organization and orientation of the NLA-RSC in each region;

- b. Conduct of advocacy activities for the NLA, which may include, but are not limited to information dissemination and printing of advocacy materials (e.g. brochures, magazines, portfolios, etc.);
  - c. Evaluation of all regional entries in all NLA categories.
  - d. Conduct of onsite validation to verify the entries including interviews with the literacy program proponents, literacy program managers, learners, and other concerned stakeholders;
  - e. Conduct of meetings, orientation workshops, capacity building activities, and provision of technical assistance on the NLA; and
  - f. Attendance at the NLC and NLA Awarding Ceremony.
3. The funds shall also be used for activities relative to the LCC Localization program such as the:
  - Conduct of advocacy-related activities, which may include, but are not limited to information dissemination and printing of advocacy materials (e.g. brochures, magazines, portfolios, etc.);
  - Conduct of meetings, orientation workshops, capacity-building activities, and provision of technical assistance on LCC Localization;
  - Conduct of monitoring activities to further support the existing local literacy councils or encourage LGUs to create local LCCs; and
  - Conduct of or attendance to activities related to the LCC Localization and other LCC-initiated activities.
4. The allowable expenses that may be charged against the LCC program support funds are:
  - a. Travel expenses of the NLA-RSC members, designated Regional NLA Coordinators for the NLA-related activities, or Regional ALS Focal Persons involved in the validation process, providing technical assistance relative to the LCC Localization, and attending LCC-initiated activities in accordance with DepEd Order No. 43, s. 2022 titled "*Omnibus Travel Guidelines for All Personnel of the Department of Education;*"
  - b. Meals for onsite validation of NLA-RSC members, designated Regional NLA Coordinators, or Regional ALS Focal Persons;
  - c. Meeting expenses (meals and snacks);
  - d. Supplies and materials;
  - e. Documentation of entries and portfolios including expenses on data storage devices (e.g. USB, external hard drive, etc.) for the NLA;
  - f. Board and lodging expenses during workshops and capacity-building activities on LCC Localization; and
  - g. Other miscellaneous expenses related to the conduct of the NLA, LCC Localization, and other LCC-initiated activities.
5. The following objects of expenditure, however, shall not be allowed using the funding support:
  - a. Overtime pays, honoraria, and other expenses chargeable against Personnel Services;
  - b. Utilities such as water, electricity, internet connectivity, overtime pay, honoraria, hiring and payment of the services of Contract of Service or Job Order employees, and other expenses that are chargeable against the regular Maintenance and Other Operating Expenses of the ROs; and
  - c. Purchase of equipment, gadgets, and others that are chargeable against Capital Outlay.

6. In case of excess funds, such may be used for other related expenses subject to the usual government budgeting, accounting, and auditing rules and regulations. If the funding, however, is insufficient to cover other needed activities, additional relevant expenses shall be charged to local funds or through the support of external partners.

#### **D. Accountability**

1. Each RO is accountable for the disbursement and utilization of funds based on the activities set forth in these guidelines, subject to the usual government budgeting, accounting, and auditing rules and regulations.
2. The RO shall submit a physical and financial accomplishment report on the utilization of funds prepared by the designated Regional NLA Coordinator or any member of the NLA-RSC. This shall be signed by the NLA-RSC Chairperson following the template found on **Annex 1B – LCC Program Support Funds for DepEd Regional Offices Financial and Physical Accomplishment Report**.
3. The physical and financial accomplishment report shall be submitted by the ROs **seven (7) days after the conduct of the NLA Awarding Ceremony** in the current and succeeding years. The template of the report shall be issued in a separate memorandum.
4. All pertinent reports shall be submitted to the LCC Secretariat via email at [lcc@deped.gov.ph](mailto:lcc@deped.gov.ph).

#### **E. Roles and Responsibilities**

##### **1. Central Office**

###### **LCC Secretariat shall:**

- a. Capacitate the ROs and other concerned offices and personnel on the procedures set in this policy;
- b. Disseminate issuances relevant to its implementation and monitoring and evaluation; and
- c. Monitor the compliance of the ROs.

##### **2. Regional Offices**

###### **Offices of the Regional Director shall:**

- a. Ensure overall compliance of the ROs stipulated in this DO;
- b. Provide direction on the utilization of funds based on the allowable expenses set in these guidelines; and
- c. Provide recommendations and valuable feedback regarding this policy.

###### **Designated Regional NLA Coordinators shall:**

- a. Prepare relevant documents and reports to be submitted to the LCC Secretariat; and
- b. Perform secretariat duties to the NLA-RSC.

###### **Finance Divisions shall:**

- a. Facilitate the disbursement of funds set out in these guidelines; and
- b. Monitor the utilization of the LCC Program Support Funds based on the procedures contained in this DO, subject to the usual government budgeting, accounting, and auditing rules and regulations.

## **VI. Monitoring and Evaluation**

The LCC Secretariat, in coordination with the DepEd RO – Finance Division, will conduct monitoring and evaluation activities to ensure proper implementation of this DO and utilization of funds. The LCC Secretariat will analyze the results from the monitoring forms and reports, which will serve as the basis for review, recommendations for action, and potential improvements of these guidelines. The LCC Secretariat will also gather feedback on the implementation of these guidelines from concerned personnel across the various governance levels.

## **VII. Repealing and Separability Clause**

This DO hereby repeals DO No. 019, s. 2018 titled “*Guidelines on the Utilization of the NLA Support Funds for DepEd Regional Offices*” in its entirety.

If, for any reason, any portion or provision of this DO is declared unconstitutional, other parts or provision hereof which are not affected thereby shall continue to be in full force and effect.

## **VIII. 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. Implementing Rules and Regulation of Republic Act No. 7165 as amended by RA No. 10122
4. DepEd Order No. 019, s. of 2018 titled “*Guidelines on the Utilization of the NLA Support Funds for DepEd Regional Offices*”
5. DepEd Memorandum No. 014, s. 2020 titled “*Guidelines on the 2020 National Literacy Awards*”
6. DepEd Memorandum No. 22, s. 2022 titled “*Guidelines on the 2022 National Literacy Awards*”
7. DILG Memorandum Circular No. 2007-155 titled “*Creation/ Strengthening of Local Literacy Coordinating Council/Literacy Implementing Units*”
8. DepEd-DILG-NEDA Joint Circular No. 01, s. 2003 titled “*Supplemental Provisions/Guidelines on the Strengthening of Local Literacy Coordinating Councils/Literacy Implementing Units*”

## **IX. Effectivity**

This DO shall take effect immediately and shall be published in the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.