



August 18, 2025

**DR. BENJAMIN D. PARAGAS, CESO III**  
Director IV  
Regional Director  
DepEd Region II

Dear Dr. Paragas:

Greetings!

Since 2018, Creotec Philippines Inc. has been at the forefront of promoting robotics education through its annual robotics competitions, one that has continuously elevated the skills and aspirations of young learners across the country, producing young innovators who have proudly represented the Philippines in the World MakeX Robotics Competitions.

This year, we are launching the **Philippine Robotics Cup** as it expands its scope with exciting categories including Line Tracing, Sumobot, Mission-Based Roboventure, On-the-Spot Assembly & Coding, and the 2nd Drone Soccer Competition. The highlight will be the national selection for the World MakeX Starter and Explorer teams—where the winning students and their coach will receive an all-expense paid trip to participate in the World MakeX Robotics Competition in China.

It is in this regard that we would like to seek your endorsement to invite participation from public and private schools nationwide. With your support, we can give more students the chance to develop vital skills in Robotics, Artificial Intelligence, IoT, and Academic Drones—technologies that are shaping the future of education and industry.

Interested coaches, students and school representatives can register here - <https://tinyurl.com/4x3ynt4>

**Key Dates:** Registration Opens : August 22, 2025

Coaches' Orientation (to cover competition rules, mechanics, and awards):

- August 22, 2025
- August 30, 2025
- September 19, 2025

Details of the competition categories, mechanics, and registration process are enclosed for your reference.

We believe that this event is more than a competition—it is a movement to equip our learners with creativity, problem-solving and design skills for global competitiveness. Your endorsement will inspire schools to seize this opportunity for growth, recognition, and international exposure.

For further information, you may contact me at 0917-771-3961 or email me at [cristophertingcang@gmail.com](mailto:cristophertingcang@gmail.com)/  
[crist@creotec.com.ph](mailto:crist@creotec.com.ph).

We look forward to hearing your favorable response and continued support in advancing technology education through robotics.

Thank you very much!

Sincerely,

**Engr. Cristopher B. Tingcang**  
Manager  
Creotec Philippines Inc.

DEPED REGIONAL OFFICE 02  
**RELEASED**

<b>MEMORANDUM</b>		Date: 8/27/25	Released (Record):
To: ( ) PSDS/DICS	( ) Elem/Sec School Heads		
( ) Private Schools	( ) Others:		
For: ( ) Information	( ) Dissemination		
( ) Guidance	( ) Strict Compliance		
<b>ORLANDO E. MANUEL PhD., CESO V</b> Schools Division Superintendent			
Bv: ASDS	CID Chief	SGOD Chief	AO / Atty.

August 22, 2025

To: **ALL SCHOOLS DIVISION SUPERINTENDENTS**

In view of this aforementioned activity, this Office reiterates that the participation of public and private schools is voluntary and shall be subjected to the non-disruption-of-class policy as stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV / Regional Director

he following:

FB page:

Creotec Philippines Inc.







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Director IV  
Regional Director  
DepEd Region II

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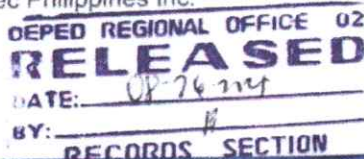
For further information, you may contact me at 0917-771-3961 or email me at [cristophertingcang@gmail.com](mailto:cristophertingcang@gmail.com)/  
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**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV / Regional Director

For more information, contact us through any of the following:

Email: [creotecphils@gmail.com](mailto:creotecphils@gmail.com)

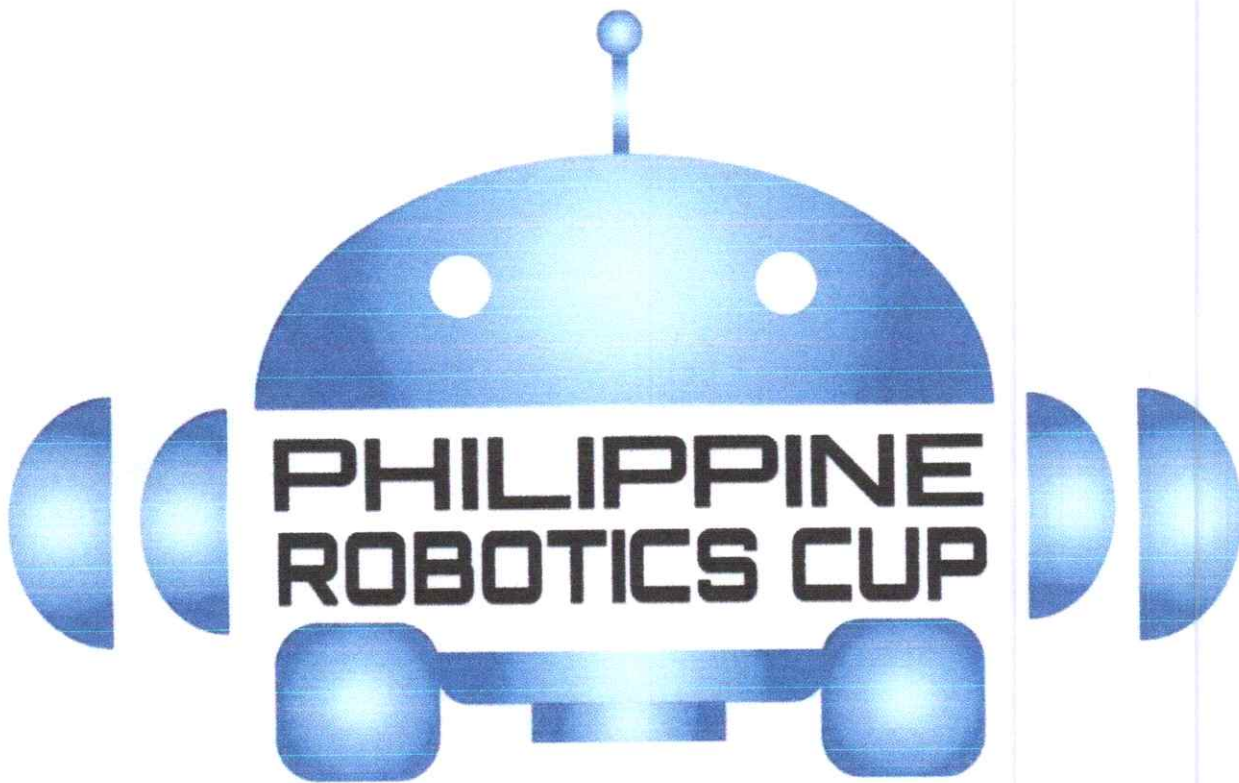
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**Unite. Collaborate. Build.**

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## Categories

Category	Robot Requirement	Number of Participants	Age Category
<b>1. Roboventure</b>			
A. Aspiring Makers	mBot 1	1 – 2	Elementary – SHS
B. Emerging Innovators	mBot 2	1 – 2	Elementary - SHS
C. Innovation Builders	Open	2	<ul style="list-style-type: none"> <li>G7 – G12</li> <li>College</li> </ul>
D. Line Tracing Challenge	Open	1	Elementary - SHS
E. Sumobot Competition	Open	1	G4 – G10 (1 kg) G7 – College (3 kg)
<b>2. MakeX</b>			
A. Starter	MakeX Starter Kit	2	6 – 13 years old
B. Explorer	MakeX Explorer Kit	2	8 – 15 years old
<b>3. Drone Soccer</b>	Drone Soccer Kits	5	Elementary - College

## Competition Mechanics:

<https://drive.google.com/file/d/1yVxBkOtOZ-xNkuT3LYhdCo-7-X3GWhBA/view?usp=sharing>

## Registration Links

**RoboVenture:** <https://forms.gle/SL7pSxK7TmcbcpsM8>

**MakeX:** <https://forms.gle/EaQreEAvtweH7m5F8>

**Drone Soccer:** <https://forms.gle/BtUKYmssk1Rr6jGR9>



## CREOTEC PHILIPPINES INC.

### COMPANY PROFILE

#### BACKGROUND



Creotec Philippines Inc. is a wholly owned corporation duly established in Oct. 20, 2015 with SEC # C5201521140 and is situated in 117 Technology Ave., SEPZ, LTI, Biñan, Laguna as a locator in the processing zone for the provision of learning, immersion and OJT services and technology learning equipment for the industry and the academe. It aims to provide excellent, skills-based training solutions to the academe and industry based on a wealth of experience from both the academe and the semiconductor and electronics manufacturing sector. These collective qualifications bring confidence in the company's ability to deliver the best to its partners.

It is a member of EMS Group of Companies (EMSG) which is known for its contribution in the electronics manufacturing services industry with six facilities within Biñan Technopark.

EMSG is committed to support the United Nation's Sustainable Development Goal on Quality Education ((SDG #4) through the contribution of Creotec in reaching out to the academe to provide relevant learning services and resources to prepare the graduates to meet the requirements of the industry, as an effort to address the skills mismatch challenge in the country. Because of our expertise in different manufacturing processes, industry requirements and the latest in technological trends, Creotec can share industry solutions and practices, especially with our academe partners.

#### SERVICES

##### 1. CreoWork

Creotec opens its doors and expertise to senior high school and college level students for their industry work immersion and On-the-Job-Training exposure.

For Senior High School students, Creotec provides an eighty-hour work immersion program for all strands with focus on functional exposure of the learners in the production (STEM), support (ABM, HUMSS, GAS) and technical (TVL) departments. Creotec shares its own system called CORE, EMSG's HR and Accounting System, and exposes the trainees to processes under accounting, compensation and benefits, health safety and nutrition, employee relations and company travel and tours management. For STEM students, Creotec allows them to experience the production environment with exposure to improving efficiency, monitoring quality with inspection and rework tasks, materials handling and quality control.



For more information, contact us through any of the following:

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Creotec Philippines Inc.







For College OJT students, Creotec designed a structured industry-based program for Engineering, Computer and IT, Business and Management and other courses. Students are given meaningful time to support engineering tasks in EMSG's Surface Mount Technology machines and be exposed to the various processes in the PCB production.

For business and management related students, Creotec exposes them to the intricacies of budget and P&L preparation as applied in the EMSG context. A combination of a strong foundation of principles and actual application prepares Creotec OJT completers to gain more confidence and competence as they enter industry life after graduation.

## 2. Creobotics



### Creobotics

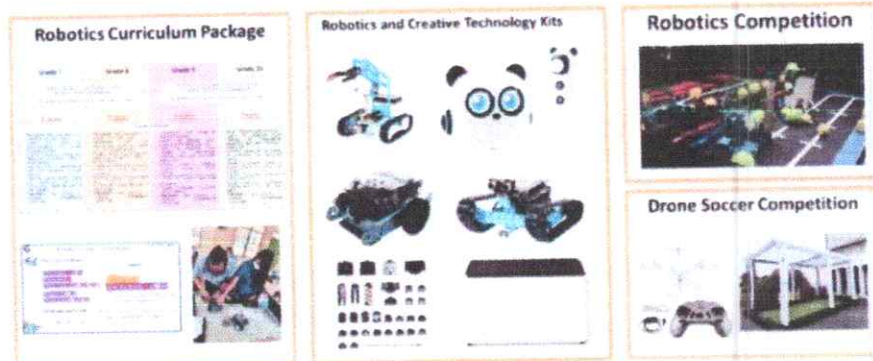
Creotec is active in contributing to the strengthening of STEM and technology education in the country through its Creobotics program for all levels of basic and tertiary education. Creobotics is a program that incorporates robotics, artificial intelligence and intelligent machines in math, science, IT or research curriculum. The appropriate robotics kits are provided for learners at different levels, starting from simple entry-level kits to advance makerspace robotics laboratories.

Creobotics can be purchased either with or without curriculum. Technical consultancy services and training are included in the service to make sure that the program is delivered and implemented to meet the competency requirements per session.

Furthermore, Creobotics also includes a robotics competition platform that applies mission-based activities that are more impactful and relevant compared to the usual line tracing and sumobot robotics competitions.

Another platform that is offered is the drone soccer competition.

Creotec offers free training and consultancy services for the implementation of the competition aimed at participating in the national level. The winners of the national competition shall represent the country in the world robotics competition with an all-expense paid package which includes visa processing, airfare, food, and accommodation.



For more information, contact us through any of the following:

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Globe: 0945 5990 834

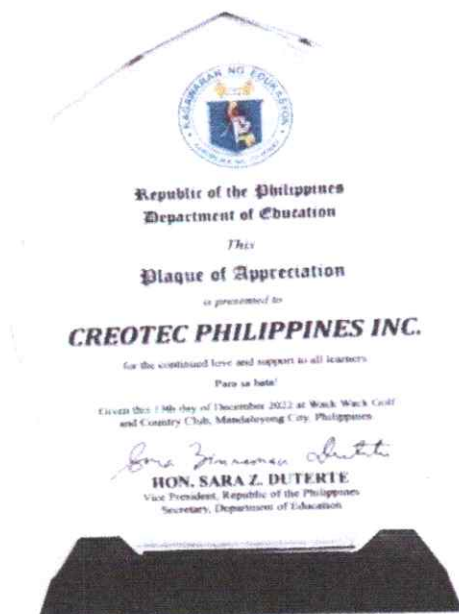
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Creotec Philippines Inc.



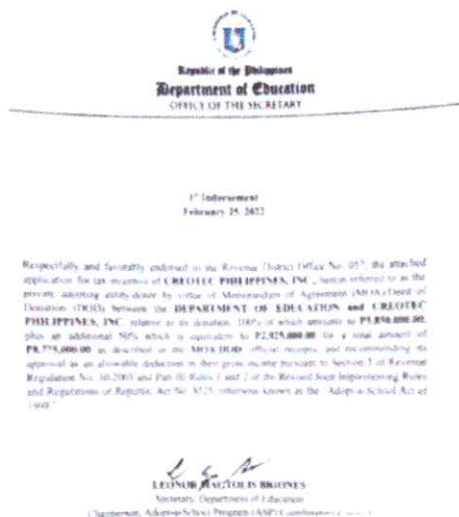
## CERTIFICATION, AWARDS AND RECOGNITION



**2022 Plaque of Appreciation  
as DepEd Partner**



**2023-2024 Plaque of Appreciation as  
DepEd Partner**



Respectfully and gratefully endorsed to the Revenue Office No. 105, the attached application for tax exemption of CREOTEC PHILIPPINES, INC., herein referred to as the proponent, advertising utility donor by virtue of Memorandum of Agreement (MOA) of Donation (TR003) between the DEPARTMENT OF EDUCATION and CREOTEC PHILIPPINES, INC. relative to its donation of P2,000,000.00 for a total amount of P2,775,000.00 as described in the MOA (TR003) official receipt, and its corresponding its approval as an allowable deduction in their gross income pursuant to Section 3 of Revenue Regulation No. 10-2003 and Part (B) Rules 1 and 2 of the Revised Local Implementing Rules and Regulations of Republic Act No. 8273, otherwise known as the "Adopt-A-School Act of 1999."

  
LEOSUR M. TOLADO BRIONES  
Secretary, Department of Education  
Chairperson, Adopt-A-School Program (ASAP) Committee

**Adopt-A-School  
Implementer with annual  
donation of at least Php5M**



**Platinum PhilGeps  
membership to participate in  
various government projects**

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Creotec Philippines Inc.







CERTIFICATE OF SOLE DISTRIBUTORSHIP AND TRAINING PROVIDER FOR GOVERNMENT PROJECTS

**Figure 6** | The effect of the number of iterations on the accuracy of the proposed algorithm.

This is to certify that **CHOTIC PHILIPPINES INC.** is the official sole distributor and training provider of **ASAPbooks** products for government agencies in the Philippines and hereby authorized to sell and conduct training.

We further certify that no agent, representative or sales dealer is selling at a lower price with training and that no suitable substitutes are available elsewhere. The price offered herein is the lowest working government price.

MICHAEL JONES SA  
(AC) Maketaw & Philippon

Subscribed and sworn to before me this 08th day of SEP 2020.

Doc. No. 18  
Page No. 19  
Sheet No. 144  
Version of 2013

[illegible]

**Sole Distributor and Training  
Provider of Makeblock  
Robots in the Philippines**



**CERTIFICATE  
OF SOLE AUTHORIZED  
DISTRIBUTOR**

We hereby certify that

CREOTEC Philippines Inc

is the sole authorized distributor and sales partner for T.E. SELL's phone system product line up for the territory of the Philippines.

This certification is valid for a period of one year from the issue date unless otherwise specified by H&LSC Co., Ltd.

Willy Chang  
CEO  
HELM CO., LTD

**Sole Distributor and Training  
Provider of HelSel Drones in  
the Philippines**



**Sole Authorized MakeX  
Robotics Competition  
Organizer**

For more information, contact us through any of the following:

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**Globe: 0945 5990 834**

SMART: 0916 305 6459

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**Creotec Philippines Inc.**





**Office Address**

**Address: 117 Technology Avenue, Laguna Technopark Inc., SEPZ, Binan City, Laguna**



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Email: [creotecphils@gmail.com](mailto:creotecphils@gmail.com)

Globe: 0945 5990 834

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FB page:

Creotec Philippines Inc.





**Creotec Office Building**



**Creotec Office with Licenses and Permits**

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Creotec Philippines Inc.







Republic of the Philippines  
Department of Education

DepEd Regional Office No. 02



DOCS ID No.  
081425023

Created by Records  
Date Created: 08/14/2025

RECEIVED

DATE: 08-14-25

BY: [Signature]

AUG 07 2025

DepEd MEMORANDUM

No. 035, s. 2025

**DISSEMINATION OF THE JOINT MEMORANDUM CIRCULAR NO. 1, s. 2024**

(Creation, Reconstitution, and Strengthening of Local Literacy Councils  
at the City and Municipal Levels)

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Joint Memorandum Circular (JMC) No. 1, s. 2024 between the Department of Education (DepEd) and the Department of the Interior and Local Government (DILG) titled **Creation, Reconstitution, and Strengthening of Local Literacy Councils at the City and Municipal Levels**.

2. The Department recognizes the vital role of the JMC in establishing support structures for literacy at the grassroots level that would strengthen DepEd efforts in improving literacy rates among learners in both formal education and the Alternative Learning System (ALS) through community-based interventions led by local literacy councils under the local government units.

3. All DepEd regional offices (ROs), schools division offices, schools, and ALS community learning centers are directed to carry out the provisions of the JMC relevant to their respective mandates. All DepEd offices are instructed to facilitate the dissemination of the JMC to all provinces, cities, and municipalities within their areas of jurisdiction.

4. All expenses incurred in the conduct of related activities shall be charged against local funds, including from external partners, subject to existing accounting and auditing rules and regulations. In addition to local funding sources, the Literacy Coordinating Council shall allocate program support funds to the ROs, subject to budget availability. This will be issued in a separate policy cover.

5. For more information, please contact the **Literacy Coordinating Council Secretariat**, 2nd floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [lcc@deped.gov.ph](mailto:lcc@deped.gov.ph) or at telephone number (02) 8631-0590.

6. Immediate dissemination of this Memorandum is desired.



**SÖNNY ANGARA**  
Secretary

Encl.:

As stated

Reference:

DepEd-DILG Joint Memorandum Circular No. 1, s. 2024

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

BUREAUS AND OFFICES  
EMPLOYEES  
FUNDS  
LITERACY  
OFFICIALS

DDMC-MPC, DM Dissemination of JMC No. 1, s. 2024  
0372 - May 14, 2025

August 21, 2025

To: **SCHOOLS DIVISION SUPERINTENDENTS**

For information, dissemination, and appropriate action.

  
**BENJAMIN D. PARAGAS PhD, CESO III**  
Director IV/Regional Director

CLMD/ovc/rbg

DEPED REGIONAL OFFICE 02  
**RELEASED**  
DATE: 08-26-2025  
BY: 1  
**RECORDS SECTION**







**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DEPARTMENT OF EDUCATION**

**Joint Memorandum Circular No. 1, s. 2024**

**CREATION, RECONSTITUTION, AND STRENGTHENING  
OF LOCAL LITERACY COUNCILS  
AT THE CITY AND MUNICIPALITY LEVELS**

**1. Background**

- 1.1 It is hereby declared to be the policy of the State to give the highest priority to the adoption of measures for the universalization of literacy, as provided for in Section 1 of Republic Act (RA) No. 10122, An Act Strengthening the Literacy Coordinating Council by Amending RA No. 7165, otherwise known as "An Act Creating the Literacy Coordinating Council (LCC) Defining its Powers and Functions, Appropriating Funds Therefor and for Other Purposes" and its Implementing Rules and Regulations (IRR).
- 1.2 It is further defined in Section 1 of RA No. 10122 that "the State shall institutionalize an interagency coordinating and advisory body to synchronize and strengthen policies and efforts toward the universalization of literacy."
- 1.3 The LCC, an interagency body administratively attached to the Department of Education (DepEd), which operations and maintenance shall be independently determined by the Council, as defined in Section 2 of RA No. 10122, and as prescribed in Rule II, Section 4 of its IRR, national coordinating and advisory body, was institutionalized to synchronize and strengthen policy directions and literacy efforts towards the universalization of literacy in the Philippines.
- 1.4 As provided for under Section 5 of RA No. 10122, the powers and functions of the LCC include, among others, (1) to recommend strategies for the development of a mass movement for the promotion of life skills and education towards the universalization of literacy; (2) to assist in identifying and adopting successful management schemes of literacy programs; (3) to formulate policies towards maximizing public and private sector support and involvement on literacy programs, projects, and activities; and (4) to propose measures on how to organize and strengthen support structures for literacy at the regional, provincial, city, municipal, and barangay levels.
- 1.5 As provided for under Section 3 of RA 10122, the Council shall be composed of "the Secretary of DepEd as the Chairperson, who may designate an undersecretary as his/her permanent representative," and

"the Secretary of the Department of the Interior and Local Government (DILG) or his/her duly designated representative," as one of its members.

- 1.6. To promulgate the universalization of literacy in the country, several issuances were issued, namely: 1) Memorandum Circular No. 71, s. 1993 titled "*Strengthening the Resolve to Eradicate Illiteracy by the Year 2000*;" 2) Administrative Order No. 324, s. 1997 titled "*Mandating All Concerned Government Agencies and Local Government Units to Adopt the Literacy Council (LCC) Blueprint for Action as Framework or Guideline in Developing Policies and Implementing Programs or Projects Related to Literacy*;" 3) DepEd, DILG, and National Economic and Development Authority (NEDA) Joint Circular No. 01, s. 2003 titled "*Supplemental Provisions/ Guidelines on the Strengthening of Local Literacy Coordinating Councils and Literacy Implementing Units*;" 4) DILG Memorandum Circular No. 2007-155 titled "*Creation/Strengthening of Local Literacy Coordinating Council/Literacy Implementing Units*;" and 5) Republic Act No. 11510 titled "*An Act Institutionalizing the Alternative Learning System in Basic Education for Out-of-School Children in Special Cases and Adults and Appropriating Funds Therefor*" approved on December 23, 2020.
- 1.7. To further promote, advocate, and strengthen the LCC's initiatives in the universalization of literacy in the country, LCC resolutions were adopted, namely: 1) LCC Resolution No. 01, s. 2021 titled "*Adopting the Guidelines on the Foundational Framework and Analytic Scoring Rubric for Exemplary Community-Based Literacy Programs and Engagement Developed by the Literacy Coordinating Council for Application, Dissemination, and Implementation at the Local Level*;" 2) LCC Resolution No. 02, s. 2021 titled "*Adopting the National Literacy Information System Database, including its Utilization, Publication, and Maintenance in the Official Literacy Coordinating Council Website*;" and 3) LCC Resolution No. 01, s. 2022 titled "*Adopting the Manual on the Creation of Local Literacy Councils for Dissemination, Promotion, and Utilization*."
- 1.8. The National Literacy Awards (NLA) is a biennial event that recognizes remarkable and outstanding literacy efforts of individuals, Local Government Units (LGU), and Civil Society Organizations (CSO) nationwide. Since the NLA started in 1994, LCC had around 400 awardees. There are challenges though, in implementing literacy programs, such as the lack of awareness about literacy and what the community aims to achieve; resources to start a community-based literacy program; and networking and mobilization mechanisms for community engagement.

## 2. Purpose

The creation, reconstitution, and strengthening of local literacy councils (LLC) is one of the flagship initiatives of the LCC through the LCC Localization program. It aims to strengthen support structures for literacy in cities and municipalities, through the creation of a functional body, specifically established to universalize literacy at the grassroots level, as well as to make community-based literacy programs more relevant and adaptive to local needs.



This Joint Memorandum Circular (JMC) is issued by DepEd and DILG, which shall hereafter be referred to as the "Parties", for the purpose of strengthening the earlier issuances relative to the creation of LLCs. This JMC, as well as its accompanying manual, which can be accessed through [http://www.dilg.gov.ph/DepEd%20DILG%20Joint%20Memorandum%20Circulars/](#), shall also serve as the LGU's reference and guide in creating, reconstituting, and strengthening their LLCs and in fulfilling the provisions stipulated in RA No. 7165, as amended by RA No. 10122.

### **3. Scope/Coverage**

This JMC covers all Provincial Governors, Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Chief Minister, BARMM Minister of Local Government, City and Municipal Mayors, BARMM Minister of Basic, Higher, and Technical Education, DILG Regional Directors, DepEd Regional Directors and Schools Division Superintendents, and any other office or person whose inclusion may be deemed essential by the mutual agreement of the Parties.

### **4. Roles and Responsibilities**

#### **4.1. Department of the Interior and Local Government**

- 4.1.1. Formulate policies related to LCC localization aimed toward strengthening the implementation of literacy programs, projects, and activities (PPA) at the local level;
- 4.1.2. Localize and disseminate relevant policies and issuances that the LCC and DepEd shall release to the LGUs;
- 4.1.3. Provide support including policy guidance, advocacy, monitoring, technical assistance, and other related interventions to the LGUs in the creation of LLCs and implementation of related literacy PPAs;
- 4.1.4. Assist the DepEd in facilitating the collection, maintenance, and updating of data on literacy through the LGUs' established LLCs;
- 4.1.5. Develop appropriate mechanisms and facilitate the monitoring of LGUs' compliance with the implementation of this JMC;
- 4.1.6. Create advocacy and promotional activities such as but not limited to recognition of LLCs' best practices; and
- 4.1.7. Ensure the widest dissemination of this JMC by utilizing the DILG's existing information dissemination platforms.

#### **4.2. Department of Education**

- 4.2.1. Issue pertinent policies and guidelines for the support of DepEd Regional Offices, Schools Division Offices (SDO), Schools, and Alternative Learning System (ALS) Community Learning Centers (CLC) in the localization of LCC;
- 4.2.2. Promote the creation of LLCs through the conduct of advocacy campaigns, such as but not limited to the development and

dissemination of relevant information, education, and communication (IEC) materials, as well as the utilization of learning hubs and school-based media satellites such as school-based broadcast studios;

- 4.2.3. Highlight best practices on literacy and benchmarks through the conduct of the National Literacy Conference and the NLA;
- 4.2.4. Provide technical assistance to LGUs and other concerned agencies, field offices, and stakeholders through orientation workshops and capacity-building activities on areas such as but not limited to the creation of LLCs, effective literacy PPA implementation, etc.;
- 4.2.5. Facilitate the collection, maintenance, and updating of the database of LGUs with established LLCs through the LCC Secretariat;
- 4.2.6. Ensure alignment of local literacy initiatives with DepEd programs such as the National Reading Program, National Mathematics Program, and other DepEd learning recovery programs; and
- 4.2.7. Assist the DILG in facilitating and monitoring the compliance of LGUs in the creation, reconstitution, and strengthening of LLCs.

#### **5. Powers and Functions of the City and Municipal Literacy Councils**

- 5.1. Act as an advisory and coordinating body by providing policies and program direction for all literacy endeavors to increase the literacy rate, as well as spearheading the development and implementation of literacy PPAs in their respective localities;
- 5.2. Create, maintain, and update a management information system on local literacy programs, projects, policies, best practices, and other statistical data on literacy, especially literacy mapping, which aims to effectively address the educational needs of the community;
- 5.3. Develop criteria, guidelines, designs, and procedures for the planning, implementation, assessment, monitoring and evaluation of community-based literacy PPAs;
- 5.4. Facilitate research and data-gathering activities related to community-based literacy, including but not limited to community literacy mapping in collaboration with DepEd, which may be used as bases for policy formulation and program development, provided that any information gathered, obtained, used, or processed in relation to the implementation of this JMC, which is covered by the Data Privacy Act of 2012 and other relevant rules and regulations should accordingly be protected and treated with confidentiality and privacy;
- 5.5. Implement capacity-building programs such as but not limited to training workshops, orientation, and other related learning and development activities responsive to the needs of various stakeholders;
- 5.6. Conduct advocacy activities and initiatives, including IEC material development, to ensure information dissemination and community involvement, among others;



- 5.7. Establish linkages with public and private institutions and partners for the institutionalization of community-based literacy programs;
- 5.8. Engage the participation of other LGU offices in the planning, development, and implementation of community-based literacy programs; and
- 5.9. Prepare and submit an annual accomplishment report to the LGU and DepEd SDO.

## 6. Guidelines and Procedures

All LGUs are hereby enjoined to adopt the following guidelines and procedures in creating, reconstituting, and strengthening LLCs:

- 6.1. Create, reconstitute, and strengthen LLCs through the enactment of city or municipal ordinances, executive orders, or any other appropriate issuances. LGUs may refer to the LCC's manual on localization titled "Creating a Local Literacy Council: A Manual for Local Government Units," which can be accessed through: <https://www.officialgazette.gov.ph/2019/06/20/creating-a-local-literacy-council-a-manual-for-local-government-units/>.

- 6.2. Designate members of the City Literacy Council or Municipal Literacy Council and their respective Secretariats with the following functions, responsibilities, and composition:

### 6.2.1. City/ Municipal Mayor or their designated LGU official as representative

- 6.2.1.1. Serves as the chairperson of the LLC and presides over council meetings;
- 6.2.1.2. Supports the implementation and monitoring of community-based literacy programs initiated by the LLC;
- 6.2.1.3. Initiates the institutionalization of the literacy programs and projects in their respective cities or municipalities;
- 6.2.1.4. Promotes lifelong learning for out-of-school-youth, children, and adults;
- 6.2.1.5. Leads the conduct of community literacy mapping in all barangays;
- 6.2.1.6. Enters into partnership agreements with other agencies and organizations in support of the LLC's literacy initiatives; and
- 6.2.1.7. Performs such other functions as may be necessary for the furtherance of the purposes of this JMC.

### 6.2.2. Schools Division Superintendent (SDS)/ Public Schools District Supervisor (PSDS) or their duly designated DepEd Official as representative

- 6.2.2.1. Serves as co-chairperson of the LLC and presides over council meetings, as needed;
- 6.2.2.2. Leads in the conduct of research and development work;
- 6.2.2.3. Supports the implementation and monitoring of community-based literacy programs initiated by the LLC;
- 6.2.2.4. Supports the institutionalization of community-based literacy programs and projects in their respective cities or municipalities;

- 6.2.2.5. Ensures that assistance in the conduct of community literacy mapping in all barangays is provided; and
- 6.2.2.6. Performs such other functions as may be necessary for the furtherance of the purposes of this JMC.

#### *6.2.3. Members*

- 6.2.3.1. Propose policies, plans, and projects for the development and sustainability of community-based literacy programs;
- 6.2.3.2. Assist in the research and development work of the LLC;
- 6.2.3.3. Advocate the LLC's literacy PPAs in their respective offices and with their respective stakeholders;
- 6.2.3.4. Support the implementation and monitoring of community-based literacy programs initiated by the LLC;
- 6.2.3.5. Support the conduct of community literacy mapping in all barangays;
- 6.2.3.6. Facilitate capacity-building activities among program implementors and beneficiaries;
- 6.2.3.7. If an ALS teacher is appointed as a member of the LLC, the SDS/PSDS shall ensure that the ALS teachers' classes will not be disrupted. Additionally, delegation of administrative tasks relative to the membership of the ALS teacher shall also be prohibited; and
- 6.2.3.8. Perform such other functions as may be necessary for the furtherance of the purposes of this JMC.

#### *6.2.4. Local Literacy Council Secretariat*

- 6.2.4.1. Oversees and monitors the implementation of community-based literacy PPAs and suggests modifications or changes when necessary;
- 6.2.4.2. Provides technical assistance to community-based literacy program implementers;
- 6.2.4.3. Plans and coordinates secretarial, documentation, and editing requirements of the LLC;
- 6.2.4.4. Facilitates the procurement of equipment, supplies, and materials required by the LLC;
- 6.2.4.5. Prepares periodic annual targets and accomplishment reports, ensuring that they are encoded neatly and accurately and distributed promptly to intended recipients;
- 6.2.4.6. Maintains updated documentation and database of pertinent data and information on literacy at the city or municipal level, including data on community literacy mapping;
- 6.2.4.7. Calls for council meetings, as necessary or as determined by the LLC;
- 6.2.4.8. If an ALS teacher is appointed as a member of the LLC, the SDS/PSDS shall ensure that the ALS teachers' classes will not be disrupted. Additionally, delegation of administrative tasks relative to the membership of the ALS teacher shall also be prohibited; and
- 6.2.4.9. Performs other duties and functions as may be required by the LLC.



### 6.2.5. Composition of the City Literacy Council

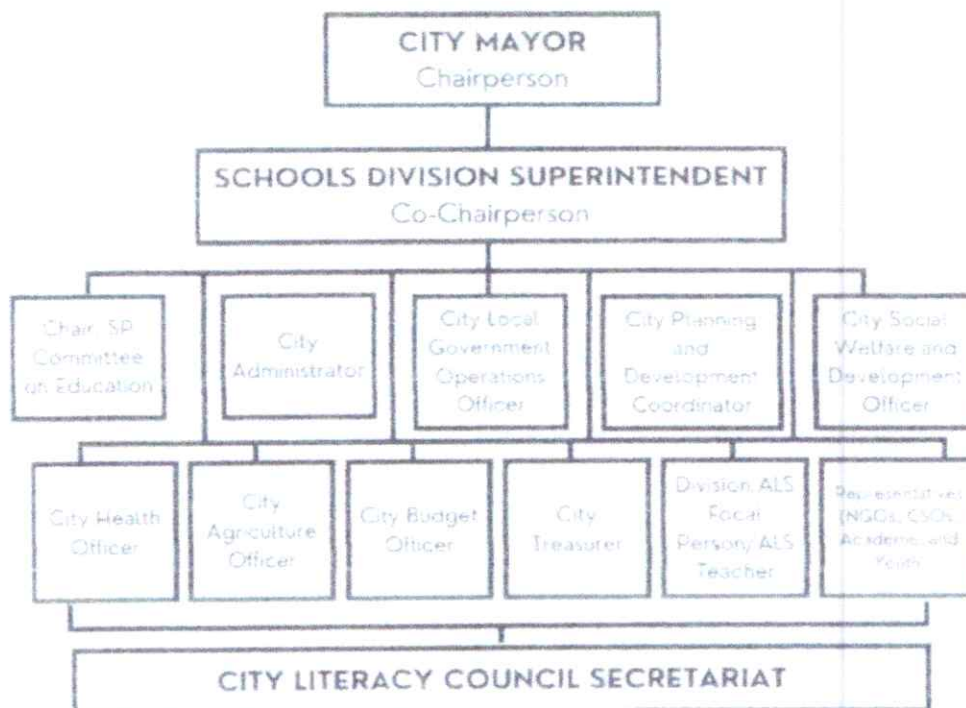


Figure 1: Organizational Structure of CLCC

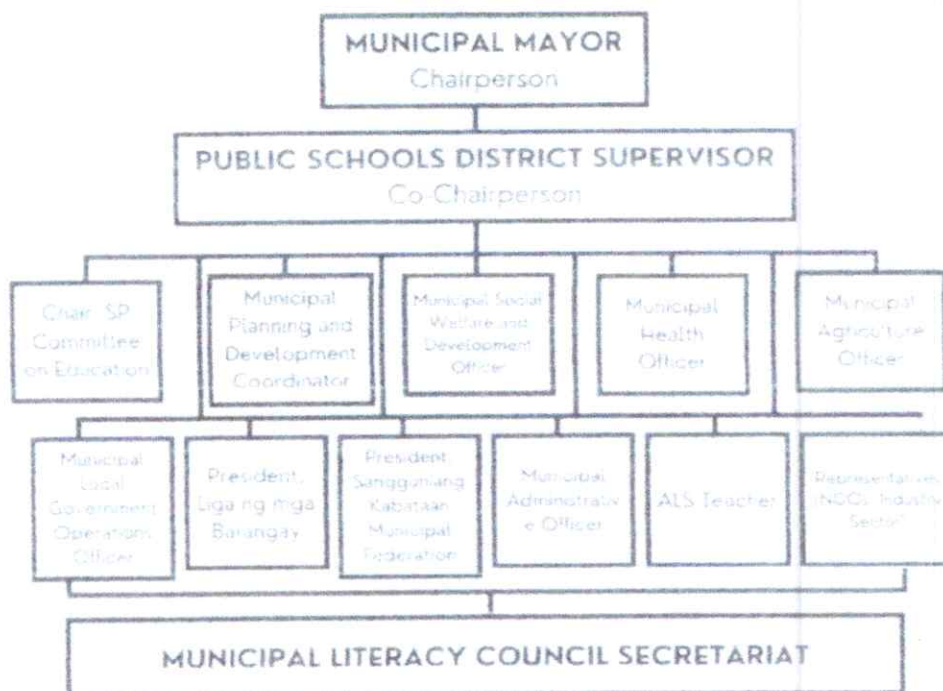


Figure 2: Organizational Structure of MLC

- 6.3. Alternatively, in lieu of the establishment of the LLC, the Local School Board (LSB) may act as *de facto* LLC in the Cities and Municipalities. Provided, that the LSB shall perform the additional functions stated in Section 5 of this JMC. Provided further, that the LGU shall establish a Secretariat to perform the functions under Section 6.2.4. of this JMC.
- 6.4. In relation to, the LGU may expand its LSB membership to accommodate the additional members prescribed under "Creating a Local LCC: A Manual for Local Government Units." Provided however, that the additional members shall only participate in activities concerning literacy.
- 6.5. Convene the LLC to:
- 6.5.1. discuss the legal bases and objectives of the creation, reconstitution, and strengthening of the LLC, as well as the powers and functions and other relevant agenda;
  - 6.5.2. conduct strategic planning, including, but not limited to facilitation of community literacy mapping, community-wide literacy needs assessment, situational analysis, and other relevant activities;
  - 6.5.3. formulate local policies utilizing data and information gathered during the conduct of strategic planning activities, provided that any gathered data and information that are covered by the Data Privacy Act of 2012 and other relevant rules and regulations should be protected and treated with confidentiality and privacy;
  - 6.5.4. conduct regular meetings to discuss pertinent issues and concerns of the LLC relevant to policy and literacy PPA implementation, conduct advocacy campaigns, data gathering and analysis, capacity building, resource generation, and other related and relevant agenda;
- 6.6. Develop, implement, monitor, and evaluate community-based literacy programs by adopting the ten (10) elements or standards stipulated in the LCC's Foundational Framework and Analytic Scoring Rubric on Exemplary Community-Based Literacy Program, which can be accessed through: [https://oedp.doe.gov.ph/qa/qa/qa/qa/qa/qa/qa/qa/qa/qa/](https://oedp.doe.gov.ph/qa/qa/qa/qa/qa/qa/qa/qa/qa/qa/qa/);
- 6.7. Forge partnerships and linkages among various literacy stakeholders such as CSOs, national government agencies, academic institutions (e.g., public and private schools, state and local universities and colleges), and other private organizations and individuals to support the implementation of community-based literacy PPAs through Memorandum of Agreement, Memorandum of Understanding, or any other relevant agreements;
- 6.8. Coordinate with the LCC on matters pertaining to but not limited to requests for technical assistance and conduct of capacity-building activities, monitoring and evaluation, report and data submission;
- 6.9. Participate in the conduct of LCC's NLA at the regional and national levels;



6.10. Initiate own local rewards and recognition mechanism to encourage and incentivize local literacy champions and good literacy practices; and

6.11. Ensure that ALS CLCs are established in every city, municipality, and barangay.

## **7. Report**

All pertinent data, information, and reports on LCC localization shall be collected, consolidated, and managed by the LCC Secretariat through the National Literacy Information System (NLIS), LCC's primary digital resource and repository of data and information on literacy policy formulation, as well as program development and management. LCC's NLIS can be accessed through: [www.lcc.gov.ph/nlisis/home\\_00/default.asp?cid=0001](http://www.lcc.gov.ph/nlisis/home_00/default.asp?cid=0001). Specific mechanics on reporting shall be released by the LCC on a separate issuance.

## **8. Policy Compliance and Monitoring**

The LCC, through its member agencies such as DepEd, DILG, Philippine Normal University, Philippine Information Agency, NEDA, Senate of the Philippines, House of Representatives, and non-government organization representatives shall conduct regular monitoring and evaluation activities to ensure LGUs' compliance with this JMC.

## **9. Budget**

Funds for the creation, reconstitution, and strengthening of LLCs, as well as the implementation of their literacy PPAs, including remuneration or incentives, if applicable, may be sourced from the LGU's General Appropriations Act, Sangguniang Kabataan Funds, Gender and Development Funds, and other allowable and available sources of funds, including from external partners, subject to existing budgeting, accounting, and auditing rules and regulations.

The utilization of the Special Education Fund (SEF), however, should remain in compliance and is bound within the guidelines under the existing DepEd-DBM-DILG Joint Circulars.

## **10. Feedback**

For inquiry and assistance, the LCC Secretariat may be contacted through telephone no. (02) 8631-0590 or email at [lcc@lcc.gov.ph](mailto:lcc@lcc.gov.ph).

## **11. Repealing Clause**

All circulars, orders, and issuances, or any of the provisions thereof, that are inconsistent with the provisions of this JMC are hereby repealed, amended, or modified accordingly. This JMC shall be the new basis of the LGUs in the creation, reconstitution, and strengthening of LLCs.

## **12. Separability**

If, upon final and executory decision of the proper Philippine court, any part of this JMC is declared invalid or unconstitutional, the other parts or provisions not otherwise declared so shall remain in full force and effect.

### 13. Effectivity

This JMC shall take effect upon the date of signing of the Parties. Certified copies of this JMC shall be registered and published with the Office of the National Administrative Register at the University of the Philippines Law Center, UP Diliman, Quezon City.

  
**JUANITO VICTOR C. REMULLA**

*Secretary*  
*Department of the Interior*  
*and Local Government*



  
**SONNY ANGARA**

*Secretary*  
*Department of Education*

### References

#### 1. Laws, Policies, and Other Relevant Issuances

- 1.1. LCC Resolution No. 01, s. 2022 (March 29, 2022). "Adopting the Manual on the Creation of Local Literacy Councils for Dissemination, Promotion, and Utilization"
- 1.2. LCC Resolution No. 02, s. 2021 (September 20, 2021). "Adopting the National Literacy Information System Database, Including its Utilization, Publication, and Maintenance in the Official Literacy Coordinating Council Website"
- 1.3. LCC Resolution No. 01, s. 2021 (September 3, 2021). "Adopting the Guidelines on the Foundational Framework and Analytic Scoring Rubric for Exemplary Community-Based Literacy Programs and Engagement Developed by the Literacy Coordinating Council for Application, Dissemination, and Implementation at the Local Level"
- 1.4. Republic Act No. 11510 (December 23, 2020). "An Act Institutionalizing the Alternative Learning System in Basic Education for Out-of-School Children in Special Cases and Adults and Appropriating Funds Therefor"
- 1.5. Republic Act No. 10122 (May 27, 2010). "An Act Strengthening the Literacy Coordinating Council by Amending Republic Act No. 7165, Otherwise Known as "An Act Creating the Literacy Coordinating Council, Defining its Powers and Functions, Appropriating Funds Therefor and for Other Purposes"
- 1.6. DILG Memorandum Circular No. 2007-155 (November 26, 2007). "Creation/Strengthening of Local Literacy Coordinating Council/Literacy Implementing Units"
- 1.7. NEDA, DepEd and DILG Joint Circular No. 01, s. 2003 (March 25, 2003). "Supplemental Provisions/Guidelines on the Strengthening of Local Literacy Coordinating Councils and Literacy Implementing Units"
- 1.8. Administrative Order No. 324, s. 1997 (April 15, 1997). "Mandating All Concerned Government Agencies and Local Government Units to Adopt the Literacy Council (LCC) Blueprint for Action as Framework or Guideline in Developing Policies and Implementing Programs or Projects Related to Literacy"



- 1.9. Memorandum Circular No. 71, s. 1993 (September 7, 1993) "Strengthening the Resolve to Eradicate Illiteracy by the Year 2000"
- 1.10. Republic Act No. 7165 (November 25, 1991), "An Act Creating the Literacy Coordinating Council, Defining its Powers and Functions, Appropriating Funds Therefor, and for Other Purposes"

## 2. Other References

- 2.1. Bautista, J.C. & Gutierrez, M.R.M. (Eds.) (2021). The LCC Handbook on the Foundational Framework for Exemplary Community-based Literacy Programs and Engagement in the Philippines. Literacy Coordinating Council, Philippines.
- 2.2. Bautista, J., Gutierrez, M., Varela, L., Batang, B., & Tamayo, M. (2020). Analytic Scoring Rubric/Monitoring and Evaluation Tool for Exemplary Community-Based Literacy Programs and Engagement in the Philippines. Literacy Coordinating Council, Philippines.

## 3. Digital References

- 3.1. The LCC Handbook on the Foundational Framework for Exemplary Community-Based Literacy Programs and Engagement in the Philippines: <https://lcc.ph.gov.ph/files/LCC-Handbook-on-the-Foundational-Framework-for-Exemplary-Community-Based-Literacy-Programs-and-Engagement-in-the-Philippines.pdf>
- 3.2. Analytic Scoring Rubric/Monitoring and Evaluation Tool for Exemplary Community-Based Literacy Programs and Engagement in the Philippines: <https://lcc.ph.gov.ph/files/Analytic-Scoring-Rubric-Monitoring-and-Evaluation-Tool-for-Exemplary-Community-Based-Literacy-Programs-and-Engagement-in-the-Philippines.pdf>
- 3.3. LCC Resolution No. 01, s. 2022 titled "Adopting the Manual on the Creation of Local Literacy Councils for Dissemination, Promotion, and Utilization": <https://lcc.ph.gov.ph/files/LCC-Resolution-No.-01-s.-2022-titled-Adopting-the-Manual-on-the-Creation-of-Local-Literacy-Councils-for-Dissemination-Promotion-and-Utilization.pdf>
- 3.4. LCC Resolution No. 02, s. 2021 titled "Adopting the National Literacy Information System Database, Including its Utilization, Publication, and Maintenance in the Official Literacy Coordinating Council Website": <https://lcc.ph.gov.ph/files/LCC-Resolution-No.-02-s.-2021-titled-Adopting-the-National-Literacy-Information-System-Database-Including-its-Utilization-Publication-and-Maintenance-in-the-Official-Literacy-Coordinating-Council-Website.pdf>
- 3.5. LCC Resolution No. 01, s. 2021 titled "Adopting the Guidelines on the Foundational Framework and Analytic Scoring Rubric for Exemplary Community-Based Literacy Programs and Engagement Developed by the Literacy Coordinating Council for Application, Dissemination, and Implementation at the Local Level": <https://lcc.ph.gov.ph/files/LCC-Resolution-No.-01-s.-2021-titled-Adopting-the-Guidelines-on-the-Foundational-Framework-and-Analytic-Scoring-Rubric-for-Exemplary-Community-Based-Literacy-Programs-and-Engagement-Developed-by-the-Literacy-Coordinating-Council-for-Application-Dissemination-and-Implementation-at-the-Local-Level.pdf>
- 3.6. Creating a Local Literacy Council: A Manual for Local Government Units: <https://lcc.ph.gov.ph/files/Creating-a-Local-Literacy-Council-A-Manual-for-Local-Government-Units.pdf>