



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
UL Complex, Meralco Avenue  
Pasig, Metro Manila



July 14, 1998

*Sama-Sama  
sa DECS*

**DECS MEMORANDUM**  
No. 289, s. 1998

**REVISED GUIDELINES FOR THE IMPLEMENTATION OF LITERACY  
PROGRAMS THROUGH THE LITERACY SERVICE  
CONTRACTING SCHEME (LSCS)**

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Private Elementary and Secondary School Principals  
Chairman, CHED

1. This is an amendment to the provisions of DECS Memorandum No. 54, s. 1996, entitled ***"Implementation of Literacy Programs through the Literacy Service Contracting Scheme (LSCS)."***
2. Through this scheme, the delivery of literacy services/interventions to illiterate and semi-literate out-of-school youth and adults is being contracted by the Department of Education, Culture and Sports (DECS) to Non-Government Organizations (NGOs), private and State Colleges and Universities with extension capacities, Local Government Units (LGUs) and other Government Organizations (GOs) as the service providers.
3. The allocation for Field Operations of Literacy Program shall be used to subsidize literacy service contracts with the aforementioned agencies.
4. The cost per learner still remains at P4.00 per hour. However, the number of instructional contact hours shall be one hundred fifty (150) hours to cover a period of three (3) months. The target learners per learning group is 25.

5. The percentage breakdown of cost per item is as follows:

<u>Budget Items</u>	<u>Percentage</u>
a. Literacy Facilitators Fee	40%
b. Development Cost	15%
- Learning Needs Assessment	
- Training of Facilitators	
- Social Mobilization	
- Advocacy	
c. Instructional Materials	20%
- Adaptation, Production,	
- Reproduction of Instructional Materials for Learners and Facilitators	
d. Monitoring	5%
e. Administrative Cost	20%
- Other project staff (Project Director, Bookkeeper, Community Development Worker), supplies, electricity utilized	
<b>Total</b>	<b>100%</b>

6. The LSCS funds should not be used for purposes other than those stated above.

7. Inclosure 1 is the 1998 Budgetary Allocation for the LSCS field operations by region. Consideration in the allocation are the number of divisions, literacy rate, number of illiterates and those with ADB project sites. Inclosure No. 2 is the revised Guidelines for the Literacy Service Contracting Scheme and Inclosure No. 3 is the Proforma.

8. It is desired that this Memorandum shall take effect immediately.

*Andrew Gonzalez*  
**ANDREW GONZALES, FSC**  
Secretary

*[Signature]*

Incls.: As stated

Reference: DECS Memorandum: (No. 54, s. 1996)

Allotment: 1—(D.O. 50-97)

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

NONFORMAL EDUCATION

PROGRAMS

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(Inclosure No. 1 to DECS Memo No. 285, 1998)

### 1998 BUDGETARY ALLOCATION OF LSCS FIELD OPERATIONS

Region	No. of Classes to be Organized with 25 learners	Appropriation P15,000.00/class	M & E Budget	M & E Breakdown			Total Budget
				Region 35%	Division 40%	District 25%	
NCR	17	255,000.00	32,500.00	11,375.00	13,000.00	8,125.00	287,500.00
CAR	20	300,000.00	35,000.00	12,250.00	14,000.00	8,750.00	335,000.00
I	25	375,000.00	40,000.00	14,000.00	10,000.00	10,000.00	415,000.00
II	19	285,000.00	25,000.00	8,750.00	6,250.00	6,250.00	310,000.00
III	27	405,000.00	45,000.00	15,750.00	11,250.00	11,250.00	450,000.00
IV	40	600,000.00	85,000.00	29,750.00	21,250.00	21,250.00	685,000.00
V	24	360,000.00	45,000.00	15,750.00	11,250.00	11,250.00	405,000.00
VI	37	555,000.00	75,000.00	26,250.00	18,750.00	18,750.00	630,000.00
VII	24	360,000.00	45,000.00	15,750.00	11,250.00	11,250.00	405,000.00
VIII	24	360,000.00	45,000.00	15,750.00	11,250.00	11,250.00	405,000.00
IX	20	300,000.00	35,000.00	12,250.00	8,750.00	8,750.00	335,000.00
X	23	345,000.00	35,000.00	12,250.00	8,750.00	8,750.00	380,000.00
XI	23	345,000.00	40,000.00	14,000.00	10,000.00	10,000.00	385,000.00
XII	16	240,000.00	25,000.00	8,750.00	6,250.00	6,250.00	265,000.00
CARAGA	23	345,000.00	35,000.00	12,250.00	8,750.00	8,750.00	380,000.00
ARMM	20	300,000.00	25,000.00	8,750.00	6,250.00	6,250.00	325,000.00
<b>TOTAL</b>	<b>382</b>	<b>P5,730,000.00</b>	<b>P657,500.00</b>	<b>P233,525.00</b>	<b>P267,000.00</b>	<b>P166,875.00</b>	<b>P6,397,500.00</b>

(Inclosure No. 2 to DECS Memo No. 289, s. 1998)

**REVISED GUIDELINES FOR LITERACY SERVICE CONTRACTING SCHEME**

1. The Department of Education, Culture and Sports (DECS) shall enter into literacy service contract with Non-Government Organizations (NGOs), private and State Colleges and Universities with extension capacities, Local Government Units (LGUs) and other Government Organizations (GOs) to provide literacy services/interventions to illiterate and semi-literate out-of-school youth and adults identified through a literacy mapping.
2. The potential service providers shall be selected on the basis of the following criteria:
  - 2.1 must be a legal entity, and if NGO, must be registered and accredited by at least one government agency or the Provincial Planning and Development Office in the area;
  - 2.2 must have a track record in literacy or community development work as indicated by experience in literacy and education-related services, number of literacy facilitators/para-teachers and community development workers being harnessed, kinds of literacy materials used, literacy assessment/evaluation practices, etc.;
  - 2.3 must have experience in social preparation of community, community organizing, coordinating/networking with government and other non-government organizations and organized groups in the area;
  - 2.4 must be able to contribute through its own resources or mobilization of other resources, the equivalent of at least 20% of the total project cost, including staff cost and administrative expenses; and
  - 2.5 must demonstrate capability in terms of planning, programming and budgeting projects, and have in place adequate accounting systems and procedures to ensure timely disbursement and liquidation of funds, and adequate staffing to undertake field extension work.

3. The targets of literacy service contracting scheme are basic illiterates (level 0-1) and semi-literates (levels II and III) in the targeted barangays of the identified municipalities.
4. The duration of literacy lessons shall be 150 hours.
5. In no case shall a service provider be awarded a literacy contract of more than P60,000.00. However, it can be eligible for another contract, if after completion of one contract, it showed satisfactory performance, (i.e., learners have moved to the next higher level), per assessment both by the implementing agency and DECS.
6. The cost of the literacy service contract per learner is P4.00 to cover the funding requirements for the services and training of literacy facilitators/para-teachers, literacy materials and other instructional aids and learner's supplies.
7. Financial reports of NGOs shall be in accordance with the Commission on Audit (COA) Circular No. 95-003 of Feb. 15, 1995, while those of LGUs shall be in accordance with COA Circular No. 94-003 of Dec. 13, 1994.
8. Proposals for literacy service shall be submitted to the Schools Division Superintendent through the District Supervisor/Principal/District NFE Coordinator from whom they can secure proforma proposal.
9. Proposals received by the office of the Schools Division Superintendents shall subsequently be evaluated by a team composed of the Assistant Superintendent In-Charge of NFE, NFE Supervisor and NFE Coordinator.
10. Contracts for LSCS shall be between the Schools Division Superintendents and the Contracting Party/Implementing Agency.
11. The Regional Office shall facilitate the release of funds to the Schools Division Superintendents.
12. NFE staff from the region down to the district level take charge of training if needed as determined by LSCS service providers, supervise and monitor the progress of the LSCS implementation.

## PROJECT PROPOSAL FORMAT

Project Title : \_\_\_\_\_

### 1. Preliminary Information

#### 1. *Project Classification*

Please check appropriate box:

**Type:**

**FELP**

**CEP**

**Level:**

**Basic Literacy**

**Functional Literacy**

Duration \_\_\_\_\_

#### 2. *Service Provider's and partner agency's capability*

State in terms of managerial capability, technical expertise, financial capability shown by the profile of programs/projects undertaken by said agency (Refer to Guidelines).

#### 3. *Staffing and Training Plan*

- ◆ Staffing chart
- ◆ Profile of facilitators
- ◆ Plan for orientation and training of facilitators

#### **4. *Project Cost and Resource Requirements***

The service provider should still state the total amount requested for funding and its allocation in terms of budget items per component. The service providers should also specify the budget items that will be supported by the counterpart equivalent to a minimum of twenty percent (20%) of the total amount requested. A budget narrative, including justification for items that are not self-evident is required. Attach as an appendix the breakdown per budget item (Refer to Budget Allocation in Paragraph 5 of Guidelines for LSCS).

## **II. The Proposal**

### **1. *Project Description***

This section covers the following:

- ❖ Profile of the barangay, profile of learners, number of learners to be served, literacy level and other relevant information
- ❖ Statement of needs or problems to be addressed
- ❖ Overall goals and objectives
- ❖ Expected outcomes in terms of stated objectives including an account of the:
  - Number of learners to be advanced to the next literacy level

### **2. *Implementation Plan***

- ◆ Detailed sequence of activities from start to finish with time-table
- ◆ Teaching-learning approaches, methods, techniques and strategies
- ◆ Learning materials to be used, adapted and developed

- ◆ Learner assessment procedures

3. ***Monitoring and Evaluation Plans***

The service provider should present a monitoring plan and an evaluation activity schedules during the project. The strategies and techniques to be used as well as who should be involved and what program component should be covered must be stated.

4. ***Project Organizational Structure***

In cases where two or more agencies are jointly implementing the project, the Management Plan should include a Memorandum of Agreement which sets out the terms of responsibilities of each agency.

5. ***Plan for Post Implementation Activities for Sustainability of the Program***

a. **Sustainability of learner's gains**

Specify what follow-up activities will be provided for the learners to sustain literacy skills gains.

b. **Sustainability of the project using local material and human resources**

Specify what plans and opportunities exist in the community for sustaining the funding and technical support of project activities beyond the period funded by the Bureau of Nonformal Education, e.g., possibilities for tapping LGU support funds, Local School Board, civic association support funds, etc.