



Office of the Director

**AUG 19 2002**

DepEd MEMORANDUM

No. 147 s. 2002

**LITERACY WEEK CELEBRATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Directors of Services, Centers and Heads of Units  
School Superintendents

1. In compliance with Proclamation No. 239 s. 1993 declaring the first week of September of every year as **Literacy Week**, the Department of Education, through the Bureau of Nonformal Education (BNFE), announces the celebration of Literacy Week from September 2-6, 2002. The theme of this year's celebration is **"ISULONG ANG LITERASI LABAN SA KAHIRAPAN AT TERORISMO."**

The objectives of the observance of the Literacy Week are:

- a. to promote awareness and appreciation for the value of sustained NFE Literacy efforts;
  - b. to exhibit and advertise the most innovative/creative regional NFE programs; and
  - c. to encourage other partners and stakeholders in sharing strategies and approaches in strengthening collaborative partnership and networking to move the learning community forward.
2. Activities to achieve the stated objectives at the various levels are encouraged.

- a) At the National Level

A series of activities are to be conducted in line with the celebration, namely: Exhibits, Essay Writing Contest, and Audiovisual Presentations.

- b) At the Regional, Division and District Levels

At the regional level, celebration activities are to be coordinated by the Chief of the Regional Nonformal Education Division; at the Division level, said activities are to be coordinated by

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the Division NFE Supervisor; and at the District level, the NFE Coordinator is in-charge. Suggested activities are as follows:

- Opening program with a brief message advocating the theme
- Film showing on NFE Programs and Projects
- Poster, slogan and/or essay writing contests on the Literacy Week Theme
- Exhibits and presentations
- Publication of relevant articles in local and national papers
- Display of NFE learning materials/modules

2. Consolidated Regional Reports on all activities undertaken to celebrate the Literacy Week are to be submitted to the Undersecretary through the BNFE one week after the celebration. Please address the Region's consolidated Report to:

**Undersecretary Ramon C. Bacani**  
**c/o The Director IV**  
Bureau of Nonformal Education  
Department of Education  
3F Mabini Bldg., DepEd Complex  
Meralco Avenue, Pasig City

3. Expenses incurred relative to the conduct of the said Celebration shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

4. Immediate and wide dissemination of this Memorandum is desired.

  
**RAMON C. BACANI**  
Undersecretary

Reference: DECS Memorandum No. 254, s 2001

Allotment: 1 (D.O. 50 s 1987)

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

CELEBRATION & FESTIVALS  
LITERACY  
NONFORMAL EDUCATION

## **Guidelines For Essay Writing Contest**

**Theme: "ISULONG ANG LITERSI LABAN SA  
KAHIRAPAN AT TERORISMO."**

To advocate and mobilize the DepEd community and other stakeholders in upholding the values of Literacy particularly in the fight against poverty and terrorism, an Essay Writing Contest in Filipino is to be conducted with the following guidelines:

1. The contest is open to all employees of the DepEd Central Office and its affiliate offices located within the DepEd Complex, Meralco Avenue, Pasig City. Each Bureau/Office is encouraged to send at least one representative. BNFE personnel and their immediate relatives within the third degree of consanguinity are disqualified in the contest.
2. Qualified contestants are required to register at the BNFE, Literacy Division, 3<sup>rd</sup> Floor, Mabini Building on or before Monday, September 2, 2002 (at least a day before the contest date) to entitle them to the BNFE provisions stated in item 4.
3. The contest will be conducted on the spot at the BNFE Conference Room, 4<sup>th</sup> Floor Mabini Building on Tuesday, September 3, 2002 from 8:00 – 12:00 a.m.
4. The BNFE will provide each participant with simple snacks and limited writing materials namely: 1 black ballpen, 1 folder and 10 sheets of bond paper. Other writing materials and writing aids, including electric aids and cell phones will not be permitted during the contest proper. All writing materials used and unused are to be returned to the BNFE Contest Coordinator.
5. The Essay written should clearly depict any of the theme in 200-300 words only which are expected to be written on the coded sheet/s of bond paper. The choice of titles for the essay will be given during the contest after the explanation of contest mechanisms.
6. All prospective contestants are expected to be in the BNFE Conference Room on or before 8:00 a.m. for the contest. Contest rules and regulations will be explained during the first hour. No contestants will be admitted into the room after this. (see Contest Mechanics for details)
7. Judging will be done by a selected Panel of Judges using the following criteria:
  - Creativity and Originality of approach or presentation - 20%
  - Perspective and Relevance to the Theme – 20%
  - Appropriateness of Language Use – 20%
  - Accuracy of Facts and Clarity of Message – 20%
  - Appeal and Impact – 20%
8. Cash awards for the winners are as follows: First Prize - P5,000.00, Second Prize - P3,500.00 and Third Prize - P2,000.00. There will be three Consolation Prizes of P500.00 each.
9. The winners will be announced and awarded during the Flag Raising Ceremony one week after the Contest. All winners are expected to receive their awards on stage personally.
10. The decision of the Judges are final and executory.

### **Contest Mechanics**

1. Only qualified registered contestants will be admitted into the Contest room.
2. Contestants will be assigned a code number to identify the essay they have written. No contestant is allowed to write their name on the essay sheet submitted.
3. Contestant is to sign in their name in the master code list and contestants are expected to be seated in the contest room by 8:00 a.m. No late contestants will be admitted after the explanation of the contest mechanics.
4. All coded essays submitted in the contest will be gathered and sealed in the large Contest Envelopes to safeguard outputs for the simultaneous Evaluation of the panel of Judges.
5. Measures will be taken to safeguard the integrity of the contest.
6. Rating of the Judges will be consolidated and certified correct by same Judges.
7. Essays submitted will become property of the BNFE and be utilized as part of its advocacy and social mobilization campaigns without prejudice to giving due credit to the contestant-author.