

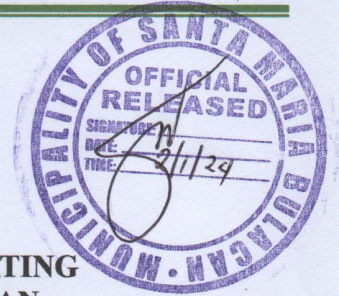


Republic of the Philippines
Province of Bulacan

MUNICIPALITY OF SANTA MARIA
OFFICE OF THE MUNICIPAL MAYOR



BAGONG PILIPINAS



EXECUTIVE ORDER NO.006 – 2024

AN ORDER CREATING THE MUNICIPAL LITERACY COORDINATING COUNCIL IN THE MUNICIPALITY OF SANTA MARIA, BULACAN

Whereas, Administrative Order No. 324, s. 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;

Whereas, Joint Circular No.1, series of 2003 issued on March 25, 2003 by DepEd, DILG, and NEDA on the Supplemental Provisions/Guidelines on the Strengthening of Local Literacy Coordinating Councils and Literacy Implementing Units;

Whereas, Memorandum Circular No. 2007-155 issued on November 26, 2007 by DILG: Creation/Strengthening of Local Literacy Coordinating Council/Literacy Implementing Units;

Whereas, Memorandum Circular No. 2023-067 issued on April 26, 2023 by the DILG: Reiteration of DILG Memorandum Circular No. 2007-155."Creation/Strengthening of Local Literacy Coordinating Council/Literacy Implementing Units";

Whereas, Republic Act No. 10122, An Act Strengthening the Literacy Coordinating Council by Amending RA 7165, Otherwise known as "An Act Creating the Literacy Coordinating Council, Defining Its Powers and Functions, Appropriating Funds Therefor and for Other Purposes", mandates the government to ensure the functional literacy of its citizens through the implementation of literacy programs;

Whereas, it is imperative for the Municipality of Santa Maria, Bulacan, to establish a mechanism that will effectively coordinate and implement literacy initiatives to uplift the education and welfare of its residents;

NOW, THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Province of Bulacan, by virtue of the power vested in me by law, do hereby order the creation of the Municipal Literacy Coordinating Council (MLCC) in the Municipality of Santa Maria, Bulacan.

SECTION 1: COMPOSITION. The Municipal Literacy Coordinating Council (MLCC) of this municipality shall be composed of the following.

Chairman : **BARTOLOME R. RAMOS**
Municipal Mayor



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- Vice-Chairmen :
- MARILOU V. CRUZ**
District Supervisor
DepEd-Cental District
 - LEONORA V. BERGADO**
District Supervisor
DepEd-East District
 - CECILIA P. BUENAVENTURA**
District Supervisor
DepEd-West District
- Members :
- NEIL B. MATEO**
SB Member
Chairman, Committee on Education, Science &
Information Technology and Skills Development
 - RODELIO A. BERNARDO**
Mun. Planning and Development Coordinator
 - SANDRA E. FABI**
Municipal Social Welfare and Development
Officer
 - MA. CONSUELO G. FELICIANO**
Municipal Health Officer
 - ARNEL M. GARCIA**
Municipal Agriculturist
 - JAYFIE P. NASARRO**
Mun. Local Government Operations Officer
 - LEOVIGILDO A. RAMOS**
President, Liga ng mga Barangay
 - MARCO B. TRAJANO**
SK Federation President
 - ELMER B. CLEMENTE**
Municipal Administrator
 - PEDDIE BOY SARMIENTO**
ALS Teacher
DepEd Central District



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JONATHAN RICHEL HALILI

Local Disaster Risk Reduction Management
Officer III

ROMMEL Z. ENRIQUEZ

Mun. Environment and Natural Resource Officer

MA. NERISSA DEL ROSARIO

Designated Tourism Officer

ELVIE CRUZ

Designated PESO Manager

ROSALINDA POLICARPIO

Designated Nutrition Officer

**KABALIKAT CIVICOM ASSOCIATION
INC. – SANTA MARIA CHAPTER**

CSO Representative

SECTION 2. ROLES AND RESPONSIBILITIES OF THE COUNCIL.

The Council shall perform the following duties and functions:

1. Policy and Program Direction:

Act as an advisory and coordinating body to provide policy and program directions aimed at increasing the literacy rate within the municipality.

Spearhead the development and implementation of programs, projects, and activities tailored to address the literacy needs of the community.

2. Management Information System:

Create, maintain, and update a management information system on local literacy programs, policies, best practices, and statistical data, including community literacy mapping.

Ensure that the information collected effectively addresses the educational needs of the community.

3. Development of Criteria and Guidelines:

Develop criteria, guidelines, designs, and procedures for planning, implementing, assessing, monitoring, and evaluating community-based literacy programs, projects, and activities (PPAs).



4. Capacity Building:

Implement capacity-building programs such as training workshops, orientations, and other learning and development activities tailored to the needs of various stakeholders involved in literacy efforts.

5. Advocacy and Community Involvement:

Conduct advocacy activities and initiatives, including the development of Information, Education, and Communication (IEC) materials, to ensure widespread information dissemination and community involvement in literacy endeavors.

6. Establishment of Linkages:

Establish linkages with public and private institutions and partners to institutionalize community-based literacy programs and enhance collaboration in literacy promotion efforts.

7. Engagement of LGU Offices:

Engage the participation of other Local Government Unit (LGU) offices in the planning, development, and implementation of community-based literacy programs to ensure holistic support and integration.

8. Reporting:

Prepare and submit an annual accomplishment report to the LGU and the Department of Education (DepEd) School Division Office (SDO) to provide updates on literacy initiatives and progress.

SECTION 3. SECRETARIAT - The Municipal Literacy Coordinating Council Secretariat shall be composed of the following.

Head Secretariat	:	BENITO FABIAN Designated Education Focal Person
Members	:	EVELYN B. DILAG Secretary to the Sangguniang Bayan HENRY VENTURA ALS Implementor - DepEd-Cental District MARY LUCIO ALS Implementor - DepEd-East District MARY ANN MONTECASTRO ALS Implementor - DepEd-West District



JUAN CARLO D. FONTELAR
Clerk I – Mun. Admin Office

GIO D.R. BERNARDO
Project Evaluation Officer I

SHARMAINE JUENES FUENTES
Social Welfare Officer II

CRISTINE M. GREGORIO
Public Health Nurse I

ZENAIDA S. MANINGAS
Designated Population Officer

RONNIELLE M. REYES
Agricultural Technologist

JASMINE D. LARA
Local DRRM Assistant

FAULINE CAE L. FAUSTO
Representative from MENRO Office

CHANDY IGNACIO
Representative from Nutrition Office

SECTION 4. FUNCTIONS OF THE MLCC SECRETARIAT. -The Secretariat shall have the following functions:

1. Implementation Monitoring:

Oversee and monitor the implementation of community-based PPAs and recommend modifications or changes when necessary to ensure effectiveness.

2. Technical Assistance:

Provide technical assistance to community-based literacy program implementers to support the successful execution of literacy initiatives.

3. Secretarial and Administrative Support:

Plan and coordinate secretarial, documentation, and administrative requirements of the Council to facilitate smooth operations.



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4. Reporting and Documentation:

Prepare periodic annual targets and accomplishment reports, ensuring they are encoded neatly, accurately, and promptly distributed to intended recipients.

Maintain updated documentation and a database of pertinent data and information on literacy at the municipal level, including data on community literacy mapping.

5. Meeting Coordination:

Call for council meetings as necessary or as determined by the local literacy coordinating council to ensure regular communication and collaboration among stakeholders.

6. Other Duties as Required:

Perform any other duties and functions as required by the local literacy coordinating council to support the effective implementation of literacy programs and initiatives.

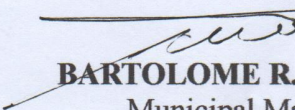
SECTION 5. MEETINGS. The Municipal Literacy Coordinating Council in the Municipality shall meet regularly once every quarter on a date and place to be determined by the body. The Chairperson may convene special meetings as may be necessary.

SECTION 6. SEPARABILITY CLAUSE. -If any part or provision of this Executive Order is held invalid or unconstitutional, by any court of competent authority, the other parts or provisions not affected shall remain valid and effective.

SECTION 7. REPEALING CLAUSE. - All executive orders, related rules and regulations and other issuances or parts thereof that are inconsistent with this Executive Order are hereby replaced or modified accordingly.

SECTION 8. EFFECTIVITY. - This Executive Order shall take effect immediately.

DONE AND EXECUTED this 31st day of January 2024 here at the Municipal Hall of Santa Maria, Bulacan.


BARTOLOME R. RAMOS
Municipal Mayor

