

Municipal Literacy Coordinating Council (MLCC)

Composition and Responsibilities

The M/CLCC, comprising of the General Council and the Secretariat, shall be composed of the following:

MLCC General Council	
Chair Person	Municipal/City Mayor.
Co-Chairpersons	Municipal/City Vice Mayor; Public Schools District Supervisor (PSDS) for the Municipality; and City Schools Division Superintendent (DepEd) for the City of Iriga.
Members	DepEd PTA Executive Board President; Sangguniang Bayan/Panglunsod (SB/SP) Member Chairperson on the Committee on Education SB/SP Member Chairperson on the Committee on Health; SB/SP Member Chairperson on the Committee on Peace and Order; SB/SP Member Chairperson on the Committee on Finance and Appropriation; President, Liga ng mga Barangay Municipal/City Chapter; President, Sangguniang Kabataan Municipal/City Federation; Municipal/City Planning Development Coordinator; Municipal/City Social Welfare Development Officer; Municipal/City Agriculture Office or his/her duly authorized representative; Municipal/City Health Officer; Municipal/City Budget Officer; Municipal/City Administrator; Local Government Operations Officer, Department of Interior and Local Government Municipal/City Office; Concerned Non-Government Organization(s) and/or Concerned Peoples Organization(s).
MLCC Secretariat	
Secretariat Heads	District ALS Coordinator (DALSC).
Members	School ALS Coordinators Association President and Mobile Teacher (MT).

The M/CLCC Chairman, the M/CLCC General Council and the M/CLCC Secretariat shall have the respective powers, duties, and functions, to wit:

- a. For the M/CLCC Chairman: As the Chief Executive Officer of the Council, the Chairman shall be answerable to Council Members and shall have the following powers, duties, and functions:
 - i. To issue implementing rules and regulations including supplemental guidelines for the effective and efficient implementation of this Ordinance;
 - ii. To implement the policies, programs, and decisions of the Council;
 - iii. To supervise the operations and internal affairs of the Council in close coordination with its Members;
 - iv. To attend to the administration and technical needs of the Council;

- v. To maintain the organizational structure and staffing pattern of the Council in close coordination with its Members;
- vi. To provide the Council with periodic reports on its performance and accomplishments in relation to its programs and projects;
- vii. To make recommendations regarding the allocation of resources, and to prepare the annual budget of the Council for consideration and approval by its Members;
- viii. To perform such other duties authorized by the Council.

b. For the M/CLCC General Council:

- i. To develop plans and projects for the development and sustainability of DepEd's Alternative Learning System (ALS) through basic and functional literacy, as well as through skills and livelihood development;
- ii. To act as an overarching advisory and coordinating body, providing the policies and program direction for all endeavors to increase literacy rates in the Municipality/City;
- iii. To recommend strategies on the development of a mass movement towards the total eradication of illiteracy in the Municipality/City;
- iv. To assist in identifying successful management schemes undertaken by other literacy programs (e.g. those offered by the Department of Social Welfare and Development), and to encourage further research into, and development of, literacy programs offered by government and non-government organizations alike;
- v. To consolidate all the programs and projects that aim to effectively address the educational needs of Out-of-School Youth and Adults (OSYAs) in all the barangays within the territorial jurisdiction of the Municipality/City;
- vi. To conduct periodic monitoring (at least once a month) to observe and review the performance of BLWs;
- vii. To recommend ways and means of raising funds to support local literacy programs, projects, and activities;
- viii. To recommend measures on how to organize and strengthen support structures for literacy programs, projects, and activities in the Municipality/City;
- ix. To recommend to the Sangguniang Bayan/Panglunsod to provide additional amount for the Honoraria, as well as capability building seminars and competency trainings, to BLWs; and
- x. To perform such other duties and functions necessary to achieve the objective of this Ordinance, or as may be lawfully authorized by the Local Chief Executive.

c. For the M/CLCC Council Secretariat:

- i. To develop criteria, guidelines, designs, and procedures for the preparation, appraisal, and monitoring of programs and projects concerned with literacy;
- ii. To monitor program and project implementation and suggest modifications or changes when necessary;
- iii. To prepare annual literacy targets and reports;

- iv. To oversee the effective implementation of all literacy programs and projects within the Municipality/City;
- v. To provide technical assistance to literacy program implementers;
- vi. To document, maintain, and update reports on literacy programs, projects, and activities within the Municipality/City;
- vii. To prepare draft policies on literacy for review and approval of the Council, before forwarding the same to the Local Chief Executive for approval and signature;
- viii. To perform such other duties and functions as may be required by the Council.