Republic of the Philippines
Department of Education

Literacy Coordinating Council
and the
Philippine Normal University

present the

ANALYTIC SCORING RUBRIC / MONITORING AND EVALUATION TOOL FOR EXEMPLARY COMMUNITY-BASED LITERACY PROGRAMS AND ENGAGEMENT IN THE PHILIPPINES

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To the Users of this Tool:

Thank you for using the ***Analytic Scoring Rubric or the Monitoring and Evaluation (M&E) Tool for Exemplary Community-based Literacy Programs and Engagement in the Philippines***. This tool is based on two researches entitled, *A Foundational Framework for Exemplary Community-Based Literacy Programs and Engagement: Basis for Policy Development* by Bautista, Gutierrez, Macahilig, Gatcho, and Dolba (2019) and the *National Validation of the Foundational Framework for Exemplary Community-based Literacy Programs and Engagement* by Bautista, Gutierrez, Varela, Batang, & Tamayo (2020). The first research was intended to create the proposed Framework and the latter was intended to validate it through an appraisal of its standards and indicators. Consequently, the validated standards and indicators were used to develop this comprehensive analytic scoring rubric. Subsequent to this, the tool was subjected to validation measures and yielded the tool in its current form.

Based on the researches mentioned earlier, an exemplary community, with regard to literacy program development, engages its people to participate and achieve ten (10) *Standards*. This can be done by manifesting observable and evidence-based performance based on the *Indicators* in each *Standard*. The *Standards* include the following: *1) Manifests Quality Management and Leadership; 2) Has Legal Bases; 3) Utilizes Strategic Implementation; 4) Articulates an Aligned Vision, Mission, Goals, Objectives, and Agenda; 5) Forges Inter-agency and Inter-stakeholder Partnership and Collaboration; 6) Possesses Effective and Efficient Resource Management; 7) Administers Efficient and Regular Monitoring and Evaluation System; 8) Is Data-driven and is Designed based on Needs-Analysis; 9) Uses Information Dissemination Strategies;* and *10) Manifests Complete Documentation of Activities.* Each *Standard* contains its relevant *Indicators* and its *Achievement Progressions* which are labeled into a four-scale gradation or categories namely: 1) *Beginning*; 2) *Emerging*; 3) *Accomplished*; and 4) *Exemplary*, the latter being the highest benchmark of community performance.

In using the tool, the assessor requires actual artifacts, physical and digital site visits, observation of knowledge and skill transfer, and/or documentary evidences from the local community (city / municipality / barangay) in order to satisfy the criteria stipulated under the *Achievement Progressions*. Once the community satisfies the criteria under the relevant *Achievement Progression*, the assessor sums up the total score and interprets this based on the *Interpretation of Scores* provided at the end of this tool.

All criteria under a particular *Achievement Progression* / category must be satisfied to be awarded with its corresponding score. In cases where the criteria are only partially met, the score to be awarded should be the Achievement Progression / category where the criteria are fully satisfied or met.

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STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
1. Manifests Quality Management and Leadership	a. Formulates resolutions, ordinances, rules and regulations relevant to the program and consistent with other standards set in the National Framework for Community-Based Literacy Programs and Engagement b. Sustains the implementation and management of the program despite transition of leadership	Does a and b for at least **9 years.**	Does a and b for at least **6 years.**	Does a and b for at least 3 **years.**	Does a and b for **2 years.**

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STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
2. Has Legal Bases	a. *Institutionalizes mandated structures of sectoral groups* b. *Designs, develops, and implements the program based on existing legal foundations*	**Has** a functional local literacy coordinating council with a physical office, and regular-**permanent** personnel designated as point person for sectoral groups of the community **Has** documents relevant to the program's design, development, and implementation that cite legal bases	Has a local literacy coordinating council, a physical office, and regular-**temporary** personnel designated as point person for sectoral groups of the community **Has** documents relevant to the program's design and development that cite legal bases	The community has a local literacy coordinating council **but lacks a physical office**. The personnel are only on appointed or part-time basis **Has** documents relevant to the program's design that cites legal bases	The community has a local literacy coordinating council **but rarely functions on a regular basis** Has documents of the program design, development and implementation evidences but **lack** legal bases

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STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
3. Utilizes Strategic Implementation	a. *Administers friendly inter-barangay literacy program proposal implementation* b. *Designs well-coordinated implementation schedules* c. *Provides mechanism to recognize all sectors involved in the program*	**Involves all barangays / municipalities** in literacy program proposal development and submission Uses Gantt charts to plot and monitor implementation schedules Holds **a recognition program** to 1) honor the work and efforts of **community workers, administrators, and partner institutions**; and to 2) celebrate progress of **beneficiaries**	**Involves 75% - 99% of the total number of barangays or municipalities** in literacy program proposal development and submission Uses Gantt charts to plot and monitor implementation schedules Holds a **recognition program** to **only 3 sectors involved** in the program.	**Involves 50% - 74% of the total number of barangays or municipalities** in literacy program proposal development and submission Uses Gantt charts to plot and monitor implementation schedules Holds a **recognition program** to **only 2 sectors involved** in the program.	**Involves 49% and below of the total number of barangays or municipalities** in literacy program proposal development and submission Uses Gantt charts to plot and monitor implementation schedules Holds a **recognition program** to a **single sector involved** in the program.

STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
4. Articulates an aligned Vision, Mission, Goals, Objectives, and Agenda	a. *Anchors program VMGOs based on community needs* b. *Conducts target setting and cost-effective planning vis-à-vis the vision-oriented agenda*	**Shows personal and documentary** success evidences of program beneficiaries, reflecting a **strong total alignment** and **realization** of Local Government Unit's (LGU) Vision, Mission, Goals, Objectives, and Agenda with regard to literacy	**Shows personal** success evidences (i.e. knowledge / skill transfer) of the program beneficiaries, reflecting a **strong alignment** with the Local Government Unit's (LGU) Vision, Mission, Goals, Objectives, and Agenda with regard to literacy	**Shows documentary** success evidences of the program beneficiaries, reflecting **an alignment** with the Local Government Unit's (LGU) Vision, Mission, Goals, Objectives, and Agenda with regard to literacy	Claims program beneficiaries' success; but this **lacks alignment** with the Local Government Unit's (LGU) Vision, Mission, Goals, Objectives, and Agenda with regard to literacy

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STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
5. Forges Inter-agency and Inter-stakeholder Partnership and Collaboration	a. *Establishes partnership and collaboration through MOA and/or MOUs* b. *Uses the triple helix approach (academia, industry, and government) to innovation* c. *Provides involvement roles of local community members and workers*	Has signed Memoranda of Agreement / Understanding **stating all parties'** share of human, physical, and logistic resources for the program; **Represents well the roles of academe, industry, government, and local community members and workers** and these are **clearly stipulated** in the program	Has signed Memoranda of Agreement / Understanding stating **most parties'** share of human, physical, and logistic resources for the program Represents well the **three agencies (academe, industry, and government)** and their **roles** in the program are **clearly stipulated**	Has signed Memoranda of Agreement / Understanding stating **most parties'** share of human, physical, and logistic resources for the program Represents at most **two agencies** and their **roles** in the program are **clearly stipulated**	**Shows partnerships between agencies but lacks an evidence** of signed Memoranda of Agreement / Understanding **Lacks clear stipulation of roles** of different participants

STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
6. Possesses Effective and Efficient Resource Management	a. *Administers human capital investment by providing applicable capacity or capability building programs for community workers and beneficiaries* b. *Provides adequate budget, facilities, and other logistic support to the whole processes of the program* c. *Actively recruits and sustains devoted community workers* d. *Provides experts to train human capital*	**Bases training** for capacity and capability building of community workers and beneficiaries **on concrete data of their needs** **Looks for experts** from the academe and the industry to train the community workers, beneficiaries, and LGU administrators **Carries out** action plan for the recruitment and sustainability of community workers **Allots at least 5%** of the total annual budget of the municipality or the city to community – literacy development regardless of the resource contributions of identified partners	**Bases training** for capacity and capability building of community workers and beneficiaries **on concrete data of their needs** **Looks for experts** from the academe and the industry to train the community workers, beneficiaries, and LGU administrators **Carries out** action plan for the recruitment and sustainability of community workers **Allots at least 4%** of the total annual budget of the municipality or the city to community – literacy development regardless of the resource contributions of identified partners	**Bases training** for capacity and capability building of community workers and beneficiaries **on concrete data of their needs** **Looks for experts** from the academe and the industry to train the community workers, beneficiaries, and LGU administrators **Carries out** action plan for the recruitment and sustainability of community workers **Allots at least 3%** of the total annual budget of the municipality or the city to community – literacy development regardless of the resource contributions of identified partners	**Bases training** for capacity and capability building of community workers and beneficiaries **on concrete data of their needs** **Looks for experts** from the academe and the industry to train the community workers, beneficiaries, and LGU administrators **Carries out** action plan for the recruitment and sustainability of community workers **Allots at least 2%** of the total annual budget of the municipality or the city to community – literacy development regardless of the resource contributions of identified partners

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STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
7. Administers Efficient and Regular Monitoring and Evaluation System	a. *Conducts follow-through of program beneficiaries and community workers* b. *Administers periodic formative assessment* c. *Uses assessment results to design action plan and its delivery*	Conducts **quarterly** follow-throughs with program beneficiaries and community workers to profile their progress and the problems they encounter as they undergo the program Carries out action plans to address concerns based on said profiling	Conducts **tri-annual** follow-throughs with program beneficiaries and community workers to profile their progress and the problems they encounter as they undergo the program Carries out action plans to address concerns based on said profiling	Conducts **bi-annual** follow-throughs with program beneficiaries and community workers to profile their progress and the problems they encounter as they undergo the program Carries out action plans to address concerns based on said profiling	Conducts **annual** follow-throughs with program beneficiaries and community workers to profile their progress and the problems they encounter as they undergo the program Carries out action plans to address concerns based on said profiling

STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
8. Is Data-driven and is Designed based on Needs-Analysis	a. *Conducts need analysis of the local beneficiaries or other sectors who may need help with regard to literacy development* b. *Manifests community ownership of the program by basing the design on the actual data gathered from the grassroots level*	Bases needs analysis research data on a **bottom-up or grassroots approach** **Plans and carries out at least three consultative sessions a year** with beneficiaries and community workers	Bases needs analysis research data on a **bottom-up or grassroots approach** **Plans and carries out at least two consultative sessions a year** with beneficiaries and community workers	Bases needs analysis research data on a **bottom-up or grassroots approach** **Plans and carries out a yearly session** with beneficiaries and community workers	Bases needs analysis on a **top-down approach** **Rarely consults with the local beneficiaries and community workers** on the implementation of the program

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STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
9. Uses Information Dissemination Strategies	a. *Promotes the community literacy program to the public by traditional means such as house-to-house campaigns, village meetings, posters, circulars, among others* b. *Uses social media and other electronic platforms to inform the public about the community literacy program*	**Uses all of the following communication** platforms to promote the community literacy program to all barangays / municipalities: 1) house to house campaigns; 2) village or barangay meetings; 3) conspicuously displayed posters or tarpaulins; 4) motorcades; 5) circulars / memos; 6) flyers or pamphlets; 7) LGU website; and 8) social media.	Uses LGU website and social media in **combination to at least four of the following communication platforms** to promote the community literacy program to all barangays / municipalities: 1) house to house campaigns; 2) village or barangay meetings; 3) conspicuously displayed posters or tarpaulins; 4) motorcades; 5) circulars / memos; and 6) flyers or pamphlets	Uses LGU website and social media in **combination to three of the following communication platforms** to promote the community literacy program to all barangays / municipalities: 1) house to house campaigns; 2) village or barangay meetings; 3) conspicuously displayed posters or tarpaulins; 4) motorcades; 5) circulars / memos; and 6) flyers or pamphlets	Uses LGU website and social media in **combination to one of the following communication platforms** to promote the community literacy program to all barangays / municipalities: 1) house to house campaigns; 2) village or barangay meetings; 3) conspicuously displayed posters or tarpaulins; 4) motorcades; 5) circulars / memos; and 6) flyers or pamphlets

STANDARD	INDICATORS	EXEMPLARY 4	ACCOMPLISHED 3	EMERGING 2	BEGINNING 1
10. Manifests Complete Documentation of Activities	a. *Records attendance of all participants of the program (e.g. administrators, workers, beneficiaries, etc.)* b. *Retains and conserves pictures, videos, and narrative reports of the whole phases of the program, from planning to impact assessment* c. *Reports success stories of participants and/or beneficiaries in accomplishment reports or in other platforms available to the public*	Keeps record of signed attendance, date-stamped pictures, videos, and narrative reports of the planning, development, implementation, monitoring, evaluation and impact assessment of the program **Tracks and collects quarterly** on progress and/or success stories and reports these to the public	Keeps record of signed attendance, date-stamped pictures, videos, and narrative reports of the planning, development, implementation, monitoring, evaluation and impact assessment of the program **Tracks and collects tri-annually** on progress and/or success stories and reports these to the public	Keeps record of signed attendance, date-stamped pictures, videos, and narrative reports of the planning, development, implementation, monitoring, evaluation and impact assessment of the program **Tracks and collects bi-annually** on progress and/or success stories and reports these to the public	Keeps record of signed attendance, date-stamped pictures, videos, and narrative reports of the planning, development, implementation, monitoring, evaluation and impact assessment of the program **Tracks and collects annually** on progress and/or success stories and reports these to the public

SCORE AND APPRAISAL SHEET		
STANDARDS	**SCORE**	**BEST PRACTICES NOT CAPTURED IN THE TOOL (IF ANY)**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Score		*INTERPRETATION OF SCORES / LEGEND:* 31 AND ABOVE = **EXEMPLARY COMMUNITY LITERACY PROGRAM** 21 – 30 = **ACCOMPLISHED COMMUNITY LITERACY PROGRAM** 11 – 20 = **EMERGING COMMUNITY LITERACY PROGRAM** 01 – 10 = **BEGINNING COMMUNITY LITERACY PROGRAM**
Interpretation		
REMARKS / IMPRESSIONS		

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