



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

	1.1. Refer letter request to Chief, SGOD	None	10 minutes	SDS
	1.2. Refer the Letter request to concerned SGOD Personnel	None	5 minutes	SGOD Chief
	1.3. Make necessary action undertaken to the said request	None	2 days	SGOD Chief/Personnel
	1.4. Prepare the transmittal letter to be signed by SDS	None	15 minutes	SGOD Chief/Personnel
TOTAL:		None	2 days, 40 minutes	

III. Curriculum Implementation Division (CID)

A. ALTERNATIVE LEARNING SYSTEM (ALS) ENROLLMENT PROCESS

Office or Division:	Curriculum Implementation Division (CID) – Alternative Learning System (ALS)
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest 1x1 ID Picture (2pcs) with name tag 2. Photocopy of Birth Certificate or Baptismal Certificate 3. Valid ID (Driver's License, Postal ID, Voter's ID, etc.)	Client
1. ALS Form 2 (Enrollment Form)	CID-ALS



Address: Gordon Avenue, New Asinan, Olongapo City
Contact No.: 222-2568/ 603-0570
Email Address: olongapo.city@deped.gov.ph
Official Website: <https://deped-olongapo.com>

"SDO Olongapo City: Towards a Culture of Excellence"



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished ALS Form 2 with the required documents (via online google form or fb messenger)	Receive AF2 and documents submitted thru online (google sheet FB messenger) If limited face to face	None	1 minute 1 minute	Teacher /EPSA
2. Enrollee will wait for the confirmation message or notice from the teacher/EP SA	Check the accomplished AF2 and submitted documents	None	2 minutes	Teacher /EPSA
	If the AF2 was accomplished properly and submitted documents were ok the learner will receive a confirmation message (for online) and a copy of the signed AF2 for the enrollees on site. If there are some missing information in the AF2 the teacher/EP SA will call the enrollee and ask for the required information, then confirm the enrollment of the learner. If the enrollee failed to bring/submit all the required documents, the learner will be notified that he/she is conditionally enrolled in the program pending the submission of the requirement/s needed	None	2 minutes 2 minutes 1 minute	Client/ EP SA or Focal Person Client/ EP SA or Focal Person, CID Chief and SDS
TOTAL TIME:		None	5-9 minutes	



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B. RELEASING OF DIPLOMA, CERTIFICATE OF RATING (COR), CERTIFICATE OF ATTENDANCE, CERTIFICATE OF GOOD MORAL

Office or Division:		SDO Olongapo City Curriculum Implementation Division (CID) – Alternative Learning System (ALS)		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		ALS Learners/Representative		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. ID or any proof of identity, authorization letter (if a representative will be requesting)			Client	
2. Desktop/Laptop and printer, requisition slip			CID-ALS	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish request slip from the information desk.	Provide request slip to the client	None	1 minute	Client/ Front Desk Personnel
2. Accomplished request slip together with proof of identity or authorization letter and ID (if the document will be requested by a representative other than the learner) will be forwarded by the client to the Education Program Specialist II (EPSA) or ALS Focal person in CID thru the front desk personnel	the personnel in the front desk will give the request to ALS Personnel in CID	None	1 minute	Client/ Front Desk Personnel
3. The Client will wait for the document requested	The EPSA or Focal Person will verify the records of the learner (A and E Passer, or currently enrolled learner) a. If requesting for a diploma and/or Certificate of Rating for the first time the personnel will issue the said document/s	None	2 minutes 2 minutes	Client/ EPSA or Focal Person



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	b. If the document requested is a Certificate of Enrolment and or Certification of Good Moral the personnel will print the document. Forward it to the Focal Person and CID Chief for initial then to the Office of Schools Division Superintendent (SDS) for signature		10 minutes	Client/ EPSA or Focal Person, CID Chief and SDS
4. The Client will receive the document requested and sign the logbook.	The Document will be issued to the client.		1 minute	EPSA or Focal Person
TOTAL TIME:		None	17 minutes	