



EARLY CHILDHOOD EDUCATION DIVISION

Division Chief: JENNY DEUDA-MERCADO

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 : ECED Muntinlupa

LIST OF SERVICES

A. External Services:

I. IMPLEMENTATION OF THE INTEGRATED EARLY CHILDHOOD CARE AND DEVELOPMENT (ECCD) PROGRAM - comprises health, nutrition, early education and social services development programs under Center- and Home-Based programs.

Office or Division	Early Childhood Education Division
Classification	Simple
Type of Transaction	G2C – Government to Citizen
Who may avail	Parents and zero-to-four year old children

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Birth Certificate of Child • ECCD Card/Child’s Health Record/Baby Book	City Local Civil Registry/PSA Health Center

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Enlist name of qualified children	1. Conduct Virtual Mapping	None	March – April	Child Development Worker/Teacher ECED
2. Submit requirements and fill out Registration form	2. Receive the required documents, check the filled out Registration form and after verification of data, register the child in the program.	None	May – June (15 – 20 Minutes)	Child Development Worker/Teacher ECED
3. Attend the Parents’ Orientation per Barangay and sign the Kasunduan	3. Conduct Virtual Parents’ Orientation	None	June – July (2 hours)	Child Development Worker/Teacher and ECED Coordinator ECED
4. The child attends the Daily Session. The parent attends the Parent Education Sessions and other ECED activities	4. Conduct of Daily classes	None	June to March (2 hours daily)	Child Development Worker/Teacher ECED
	5. Administer initial and final assessment to children using the ECCD Checklist	None	Initial – July Final – February	Child Development Worker/Teacher ECED
	6. Conduct Moving Up of Children who have completed the program	None	March	Child Development Worker/Teacher ECED
TOTAL		None		

II. REGISTRATION, GRANTING OF PERMIT AND RECOGNITION TO PUBLIC AND PRIVATE CHILD DEVELOPMENT CENTERS

Office or Division	Early Childhood Education Division
Classification	
Type of Transaction	G2B – Government to Business Entity
Who may avail	Public Child Development Centers and Private Learning Centers with ECCD Program for Zero-to-Four Year-old Filipino Children

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Requirements for Submission	
1. Photocopy of the SEC Registration (with the Original Copy for presentation only)	SEC
2. Profile of the Center (description of location, ownership and the goals, objectives and the program (s) to be offered	Self-made documents by the applying Learning Centers
3. Description with pictures of the lot size, indoor and outdoor area, number of buildings/classrooms, facilities, equipment and instructional materials available for effective instruction.	-do-
4. Number of young children to be served, list of teachers, names of administrator/principal/director and other staff	-do-
B. Other Information Needed	
1. Accessibility of children and adults with special needs to facilities (outdoor and classroom environment) and other devices	-do-
2. CDC/LC meets the current state and local building codes and safety requirements.	Building Office
3. Windows and doors are constructed to prevent injury to children.	-do-
4. Door's entry and exit can be opened inward and outward but not swinging.	-do-
5. CDC/LC promotes a child-friendly environment.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements and fill up Application/ Registration Form	Visit Learning Center for Inspection	P250-	December – June	ECED Focal
2. Submit requirements and fill up Application Form for Granting of Permit	Verify veracity and completeness of Documents			BPLO ECED Focal
3. Submit requirements and fill up Application Form for Granting of Recognition	Visit Learning Center for Evaluation	P500-		ECED Focal DSWD ECCD Council
TOTAL		P750-		