

1. ALTERNATIVE LEARNING SYSTEM (ALS) ENROLLMENT

It provides all opportunities for out-of-school youths and adults (OSYA) to develop basic and functional literacy skills and to access equivalent pathways to complete basic education.

Office or Division:	Curriculum Implementation Division			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	All OSYA in the City of Malolos			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest 1 x1 ID picture with name tag (2pcs)		OSYA		
2. Photocopy of Birth Certificate or Baptismal Certificate (1 copy)		OSYA		
3. Valid ID (Driver's License, Postal ID, Voters ID) (1 copy)		OSYA		
4. Functional Literacy Test (FLT) (1 copy)		DALSC/ Mobile teachers		
5. Assessment for Basic Literacy (ABL) (1 copy)		DALSC/ Mobile teachers		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished enrollment form with the required documents	1.1 Receive enrollment form and documents and record name of applicant	None	5 minutes	DALSC/Mobile teachers
	1.2 Conduct assessment/ screening in basic literacy (ABL) and functional literacy test	None	1 hour and 45 minutes	DALSC/ Mobile teachers

	(FLT) and identify the entry level attained and group clientele/learners according to literacy level			
	1.3 Assigning of ALS Teachers/Facilitators Community Learning Center through LIS ALS Malolos admin account	None	15 minutes	DALSC/Mobile teachers
2. Receive and information regarding learning session	2.1 Inform schedule of learning session	None	10 minutes	DALSC/Mobile teachers
TOTAL:		None	2 hours and 15 minutes	

Prepared by:



JOJIT F. JAVIER

Education Program Specialist II for ALS

Checked:

SALVADOR B. LOZANO

EPS I ALS/AP/ Division ALS Focal Person

Noted:

FATIMA M. PUNONGBAYAN

OIC-CID CHIEF ES

