

**PROCESSING OF REQUEST FOR APPROVAL OF ENROLLMENT OF LEARNER IN THE LEARNER INFORMATION SYSTEM**

<b>Office or Division:</b>		<b>Planning &amp; Research Section</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Types of transaction:</b>		G2C- Government to Citizen		
<b>Who May Avail:</b>		External Clients		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter Request for Approval of Enrollment		External Clients / School Heads		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request/s for Approval of Enrollment in the LIS	1.1 Receive the letter request from the client and forward request to the SDS through online transmittal to the official email address of the SDS	None	10 minutes	Records Section Personnel
	1.2 Refer the letter request to the Chief ES of SGOD through transmittal to the the official email address of the Chief ES	None	1 hour	SDS Chief ES SGOD
	1.3 Endorse the letter request to the Planning Officer through email transfer	None	20 minutes	Chief ES SGOD
	1.4 Check and validate the attached documents based on the nature of request (Enrollment of with Gap, Enrollment of Ineligible, Correction of Grade Level, LRN Approval)	None	30 minutes	Planning Officer
	1.5 Refer to requesting school for deficiencies in	None	30 minutes	Planning Officer

	document and to submit the same to the Division Officer			
	1.6 Process online approval of enrollment in the LIS	None	30 minutes	Planning Officer
2. Checking of status of request online	2.1 School to view LIS account for checking if transaction is already completed	None	10 minutes	School Head School LIS Coordinator
<b>TOTAL FOR TRANSACTIONS WITH INCOMPLETE DOCUMENTS</b>		<b>None</b>	<b>3 HOURS and 10 MINUTES</b>	
<b>TOTAL FOR TRANSACTION WITH COMPLETE DOCUMENTS</b>		<b>None</b>	<b>2 HOURS AND 40 MINUTES</b>	