

3. Alternative Learning System (ALS) Enrollment

ALS provides opportunities for Out-of-School Youth and Adult (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:	Government to Citizen (G2C)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Latest 1x1 ID picture (2pcs.) with name tag			Client	
2. Photocopy of Birth Certificate or Baptismal Certificate - 1 copy			Client	
3. Valid ID (Driver's License, PostalID, Voters ID) - 1 photocopy			Client	
4. Functional Literacy Test (FLT)			CID	
5. Assessment for Basic Literacy(ABL)			CID	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished enrollment form with required documents (walk-in or Google link)	1.1. Receive accomplished enrollment form and all required documents (face to face or online)	None	5 minutes	Curriculum Implementation personnel
	1.2. Conduct assessment/screening : ABL and FLT	None	3 hours	Instructional Managers/ALS Mobile Teacher/ District ALS Coordinator/ EPS-II for ALS
	1.3. Identify the entry level attained	None	30 minutes	
	1.4. Group the learners according to literacy level	None	30 minutes	
2. Received details and information regarding learning session	1.5. Inform schedule of learning session	None	10 minutes	
Total		None	4 hours and 15 minutes	