



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

Alternative Learning System (ALS) Enrollment

This process covers the steps in facilitating the client's request for enrolment in ALS Programs.

Office or Division:		Curriculum Implementation Division		
Classification:		Simple		
Type of Transaction:		G2C - GOVERNMENT TO CITIZEN		
Who may avail:		All Out of School Youth and Adults 13 years old and above for BLP and A & E Elementary, and 15 years old and above for A & E Junior High School		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Communicate interest to enroll in ALS Programs through the following processes: a. Text message and call via the official phone number of ALS Malaybalay as broadcasted in the radio and posted in the flyers and posters posted in barangay Halls. b. Send chat messages in messenger via the Official Facebook Page ALS 2.0 Malaybalay or ALS Malaybalay Enrolment	1.1 Call or contact the client and conduct a short interview to obtain their basic data such as address, age, gender, and last grade level attended.	None	3 minutes	EPS - ALS, EP Specialist II – ALS
	1.2 Refer the client to the ALS Teacher concerned to facilitate the entry requirement submission and evaluation.	None	3 minutes	EPS - ALS, EP Specialist II – ALS, ALS Teachers
Total		None	6 minutes	



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