



CENTER FOR COMMUNITY LEARNING AND TECHNOLOGY (CCLT)

External Services



1. Registration of Enrollees to Skills Training

Registration of qualified clientele/beneficiaries who are willing to undergo skills training to be conducted by the LGU and its partner agencies. The service will be rendered for about 15 minutes.

Office or Division:	Center for Community Learning and Technology (CCLT)			
Classification:	Simple			
Type of Transaction:	Government – Client			
Who may avail:	All residents or non-residents of the municipality, the Out-of school-youth, who are at least 15 years old and above, physically capable and could meet the requirements for the training.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any two (2) of the following:				
➤ One (1) photocopy DepEd form 137-A (for National Competency Based Training)		School attended		
➤ One (1) photocopy DepEd form 138-A (for National Competency Based Training)		School Attended		
➤ One (1) photocopy Diploma (for National Competency Based Training)		School Attended		
➤ One (1) original copy Medical/Health Certificate (for National & Competency Based Training)		Government Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Register in the log book. Secure registration form from the Administrative Aide Officer.	1.Issue registration form	none	1 minute	ALS Mobile Teacher Administrative Aide I CCLT Office
2.Fill up and submit accomplished registration form at the CCLT Office.	2.Accepts, evaluates and assess accomplished form.	none	10 minutes	CCLT Administrator CCLT Office



3.Receive student's copy of registration form and the schedule of classes/sessions at the CCLT Office.	3.Issue student's copy of registration form and the schedule of classes/sessions	none	2 minutes	<i>Administrative Aide I</i> CCLT Office
	Total		13 minutes	



2. RECRUITMENT/ ENROLLMENT OF LEARNERS AND ASSESSMENT OF LITERACY LEVEL (BASIC LITERACY)

Enrolment of learners who are willing to undergo Basic Literacy Program (BLP) in designated venues.

Office or Division:	Center for Community Learning and Technology (CCLT)			
Classification:	Simple			
Type of Transaction:	Government – Client			
Who may avail:	Neo-literates, non-literates, Out-of school-youths and adults and lower elementary school dropouts.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any two (2) of the following:				
➤ One (1) photocopy Birth Certificate (PSA)		Philippine Statistics Office		
➤ One (1) photocopy Driver's License		Land Transportation Office		
➤ One (1) photocopy Baptismal Certificate		Church where affiliated		
➤ One (1) photocopy Marriage Certificate (PSA)		Philippine Statistics Office		
➤ One (1) photocopy Voter's ID		COMELEC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and submit self for interview at the CCLT office	1. Interviews and/or assists in filling-up of Personal Information Sheet form. Issues and gives instructions in answering the questions in the Assessment of Basic Literacy Booklet.	none	15 minutes	CCLT Administrator CCLT Office ALS Mobile Teacher CCLT Office
2. Answer the Assessment of Basic Literacy Booklet at the ALS Classroom.	2. Evaluates and assess the result of the ABL Test. Tells the literacy level of the client. Asks the preferred	none	60 minutes	CCLT Administrator CCLT Office ALS Mobile Teacher CCLT Office



	schedule and venue of classes/sessions			
3. Tell the schedule and venue of session	3. Agrees and records the schedule and venue of classes/sessions	none	5 minutes	CCLT Administrator CCLT Office ALS Mobile Teacher CCLT Office
	Total		80 minutes	



3. RECRUITMENT/ ENROLLMENT OF LEARNERS FOR ACCREDITATION AND EQUIVALENCY PROGRAM (A&E ELEMENTARY) OF THE DEP-ED

Enrolment of learners who are willing to undergo the Accreditation and Equivalency Program (A & E Elementary).

Office or Division:	Center for Community Learning and Technology (CCLT)			
Classification:	Simple			
Type of Transaction:	Government - Client			
Who may avail:	Elementary school drop-outs who are twelve years (12) old and above, and are willing to undergo the continuing education classes for the Accreditation and Equivalency program of the Alternative Learning System of the Department of Education.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any two (2) of the following:				
➤ One (1) photocopy Birth Certificate (PSA)		Philippine Statistics Office		
➤ One (1) photocopy Driver's License (photocopy)		Land Transportation Office		
➤ One (1) photocopy Baptismal Certificate		Church where affiliated		
➤ One (1) photocopy Marriage Certificate (PSA)		Philippine Statistics Office		
➤ One (1) photocopy Voter's I.D.		COMELEC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and submit self for interview. Fill-up Personal Information Sheet at the CCLT office.	1. Interviews the client. Issue the Personal Information Sheet and Functional Literacy Test booklet.	none	10 minutes	CCLT Administrator CCLT Office ALS Mobile Teacher CCLT Office
2. Answer the Functional Literacy Test Booklet at the ALS Classroom.	2. Evaluates and assess the result of the FLT. Tells the literacy level of the client. Asks the preferred schedule and venue of	none	60 minutes	CCLT Administrator CCLT Office ALS Mobile Teacher CCLT Office



	classes/sessions			
3. Tell the schedule and venue of session	3. Agrees and records the schedule and venue of classes/sessions	none	5 minutes	<i>CCLT Administrator</i> CCLT Office <i>ALS Mobile Teacher</i> CCLT Office
	Total		75 minutes	



4. RECRUITMENT/ ENROLLMENT OF LEARNERS FOR ACCREDITATION AND EQUIVALENCY PROGRAM (A&E SECONDARY) OF THE DEP-ED

Enrolment of learners who are willing to undergo the Accreditation and Equivalency Program (A & E Secondary).

Office or Division:	Center for Community Learning and Technology (CCLT)			
Classification:	Simple			
Type of Transaction:	Government - Client			
Who may avail:	Elementary school graduates and secondary drop-outs who are sixteen years (16) old and above, and are willing to undergo the continuing education classes for the Accreditation and Equivalency program of the Alternative Learning System of the Department of Education.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any two (2) of the following:				
➤ One (1) copy Birth Certificate (PSA) (photocopy)		Philippine Statistics Office		
➤ One (1) copy Driver's License (photocopy)		Land Transportation Office		
➤ One (1) copy Baptismal Certificate (photocopy)		Church where affiliated		
➤ One (1) copy Marriage Certificate (PSA) (photocopy)		Philippine Statistics Office		
➤ One (1) copy Voter's I.D. (photocopy)		COMELEC		
➤ One (1) copy BPS Form 137/138 (photocopy)		School attended		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and submit self for interview. Fill-up Personal Information Sheet at the CCLT office.	1. Interviews the client. Issue the Personal Information Sheet and Functional Literacy Test booklet.	None	10 minutes	CCLT Administrator ALS Mobile Teacher
2. Answer the Functional Literacy Test Booklet at the ALS classroom.	2. Evaluates and assess the result of the FLT. Tells the literacy level of the client.	None	60 minutes	CCLT Administrator ALS Mobile Teacher



	Asks the preferred schedule and venue of classes/sessions			
3. Tell the schedule and venue of session	3. Agrees and records the schedule and venue of classes/sessions	None	5 minutes	CCLT Administrator ALS Mobile Teacher
	Total		75 minutes	