

## Enclosure 2

### Data Element Description

Name and Code : List of Mapped Learners (AF1)  
 Person Responsible : Facilitator  
 Schedule : December of each Calendar Year  
 Instruction/s : This shall be prepared by ALS Implementers

Data Element	Description
Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the CLC is situated
Division	Name of the Schools Division Office where the CLC is situated as created by DepEd, supervised by a Schools Division Superintendent
District	Name of the Public Schools District where the CLC is located as created by DepEd, supervised by a Public Schools District Supervisor
Calendar Year	Twelve-month period starting with January 1 and ending with December 31
Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner's extension name(if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally placed along with First Name.
Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Birthdate	The date which the person was born as reflected in the birth certificate or equivalent document. (Month/Day/Year)
Age	The actual age in years of a learner in a given cut-off period
Mother Tongue	Language first learned by the learner. There are 19 major languages currently identified by DepEd: Tagalog, Kapampangan, Pangasinense, Iloko, Bikol, Cebuano, Hiligaynon, Waray, Tausug, Maguindanaoan, Maranao, Chabacano, Ybanag, Ivatan, Samal, Aklanon, Kinaray-a, Yakan, and Surigaonon per DO No. 16, s. 2012 and DO No. 28, s. 2013.
IP(Ethnic Group)	Group of people or homogenous society identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory
Religion	The religious belief of the learner. For Muslim learners, "Islam" will be written instead of Muslim under this column.
Learner's Complete Home Address	Refers to the location where the learner currently holds residence with specific details in the order indicated: House No./Street/Sitio/Purok, Barangay, Municipality/City, and Province
Father's Name	Name of the learner's father as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the Last Name indicated first,

	followed by the First Name, the Middle Name, and the Name Extension (if any)
Mother's Maiden Name	Maiden name of the learner's mother as reflected in the birth certificate issued by the NSO/PSA or any equivalent document with the Last Name indicated first, followed by the First Name, the Middle Name, and the Name Extension (if any)
Contact Number of Learner	Contact number of the learner (if available)
Last Grade Level Completed	Last grade level completed in formal school as claimed by the learner. (If applicable)
Date Mapped	Date when the learners were mapped indicating the month, day, and year
Interested in ALS? Yes or No	Information about learner's status on his interest in the ALS program answerable by YES or NO
Date of First Attendance	The day that the learner started attending classes
Remark	Use to determine if the learner is interested in participating in the ALS Program, the preferred program if the answer is yes and if the learner is already attending ALS program, the date of first attendance and the LRN as assigned by LIS.

## Enclosure 2

### Data Element Description

Name and Code : ALS Enrolment Form (AF-2)  
 Person Responsible : Facilitator  
 Instruction/s : This will be accomplished as soon as the learner decides to participate in the ALS Program. The ALS facilitator shall guide/assist the potential learner in accomplishing this form.

Data Element	Description
LRN	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner's extension name(if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally place along with First Name.
Learner's Address	Refers to the location where the learner currently holds residence with specific details in the order indicated: House No./Street/Sitio/Purok, Barangay, Municipality/City, and Province
Place of Birth (Municipality)	The name of municipality where the learner was born as reflected in the birth certificate or other equivalent document
Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Birthdate	The date which the person was born as reflected in the birth certificate or equivalent document. (Month/Day/Year)
Civil Status	Status of learner whether Single, Married, Separated or Widow
Religion	The religious belief of the learner. For Muslim learners, "Islam" will be written instead of Muslim under this column.
Mother Tongue	The language first learned by a learner; There are 19 major languages identified in the recent DepEd Orders which are: Tagalog, Kapampangan, Pangasinense, Iloko, Bikol, Cebuano, Hiligaynon, Waray, Tausug, Maguindanaoan, Maranao, Chabacano, Ybanag, Ivatan, Samal, Aklanon, Kinaray-a, Yakan, and Surigaonon per DO 16, s. 2012 & DO 28, s. 2013
IP(Ethnic Group)	A group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory
PWD (if applicable)	Prospective learner has disabilities, e.g., Visually Impaired, Hearing Impaired, and Physically Handicapped. Individuals with special needs should also be noted

	in this column.
Name of Father	The name of father of the learner as reflected in the birth certificate or equivalent document
Name of Mother	The maiden name of mother of the learner as reflected in the birth certificate or equivalent document
Name of Guardian	On grounds authorized by law, the name of any relative or other person entrusted with the custody and control of the learner, the learner's property, or both
Occupation (e.g. laborer)	Job description of the learner's parents or guardian
Last grade/year completed at school.	Highest grade level of formal schooling the learner claims he/she has completed
Reason for Not Attending School	Indicate the learner's reason for not completing school: <ul style="list-style-type: none"> <li>• Schools are very far</li> <li>• No school within the barangay</li> <li>• No regular transportation</li> <li>• High cost of education</li> <li>• Illness / Disability</li> <li>• Housekeeping / Housework</li> <li>• Employment / Looking for work</li> <li>• Lack of personal interest</li> <li>• Cannot cope with school work</li> </ul>
How far is it from your home to your Learning Center?	Distance in kilometers, number of hours and minutes of travel of learner from home to CLC
How do you get from your home to your Learning Center?	Ways of getting to and from the learning center. e.g. habal-habal, tricycle, walking and other means of transportation
When can you attend your Learning session?	Determine the availability of the learner to attend the session. e.g. 8:00 AM, 10:00 AM, etc.

## Enclosure 2

### Data Element Description

Name and Code : Masterlist of Enrolled Learners with End of Program Status (AF-3)  
 Person Responsible : Test Registration Officer - DASLC  
 Schedule : Quarterly  
 Instruction/s : The facilitator shall include all learners who actually started attending learning sessions.

Data Element	Description
Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the CLC is situated
Division	Name of the Schools Division Office where the CLC is situated as created by DepEd, supervised by a Schools Division Superintendent
District	Name of the Public Schools District where the CLC is located as created by DepEd, supervised by a Public Schools District Supervisor
Calendar Year	Twelve-month period starting with January 1 and ending with December 31
Type of CLC	<p>Similar to class organization in a formal school, the community learning center (CLC) is referring to a facility/venue that the learning session is being conducted.</p> <p>Types of CLC:</p> <p>Type 1: Simple, temporary (makeshift) meeting place with tables and chairs, chalkboard (shared use with community chapel or any multipurpose facility owned/managed by barangay authority or any private facility temporarily loaned for learning purposes</p> <p>Type 2: Semi-concrete structure mostly made of light materials such as nipa and softwood, dedicated to ALS learning sessions and related activities, equipped with basic furniture and learning equipment</p> <p>Type 3: Typical barangay learning center or facility made of concrete building materials dedicated to ALS learning sessions and related activities. The facility is equipped with basic furniture and learning equipment such as but not limited to chairs, tables, chalkboard or library corner.</p> <p>Type 4: Two-storey or higher building fully equipped with basic furniture and advanced ICT equipment for learning dedicated to ALS learning sessions and related activities</p> <p>Type 5: The learning materials are being transported from one place to another or from house to house of individual interested to learn through ALS programs</p>
Name of CLC	The identity of CLC where learning sessions are held

Learner Reference Number (LRN)	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner's extension name(if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally placed along with First Name.
Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Birthdate	The date which the person was born as reflected in the birth certificate or equivalent document. (Month/Day/Year)
Age	The actual age in years of a learner in a given cut-off period
First Date of Attendance	The date when the learner officially enrolled in the program (Start Date)
PIS Score	Personal Information Sheet Score from 1-11
Non-literate	Score ranges from 1 to 30
Neo Literate	Score ranges from 31 to 74
Post Literate	Score ranges from 75 to 99
FLT Score in Reading	Score ranges from 1 to 24
FLT Score in Numeracy	Score ranges from 1 to 24
FLT Score in Writing	Score ranges from 1 to 8
FLT Score in Listening & Speaking	Score ranges from 1 to 12
Overall Score	Score ranges from 1 to 79
Types of Program	Learner attended learning session in any of the following:  1. Basic Literacy Program (BLP) 2. Accreditation and Equivalency Program (A&E) – Elementary 3. Accreditation and Equivalency Program (A&E) - Secondary
Mode of Program Delivery	Face to Face, Independent Learning, RBI, CBI
4Ps Beneficiary	Learner who is recipient of Pantawid Pamilyang Pilipino Program (4Ps), a DSWD Program in the form of conditional cash transfer that aims to eradicate extreme poverty in the Philippines by investing in health and education particularly in ages 0–14
Remarks	This column may be used to reflect significant information such as but not limited to learners who stop attending learning sessions due to death or migration among other reasons. The date that the learner was assessed/evaluated in the particular program may also be indicated.

## Enclosure 2

### Data Element Description

Name and Code : Masterlist of A&E Registrants (AF-4)  
 Person Responsible : Test Registration Officer - DASLC  
 Instruction/s : Submit to Division ALS In-Charge/Division Testing Coordinator

Data Element	Description
Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the CLC is situated
Division	Name of the Schools Division Office where the CLC is situated as created by DepEd, supervised by a Schools Division Superintendent
District	Name of the Public Schools District where the CLC is located as created by DepEd, supervised by a Public Schools District Supervisor
Calendar Year	Twelve-month period starting with January 1 and ending with December 31
Learner Reference Number (LRN)	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner's extension name (if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally place along with First Name.
Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Birthdate	The date which the person was born as reflected in the birth certificate or equivalent document. (Month/Day/Year)
Name of CLC	The identity of CLC where learning sessions are held
Type of CLC	Similar to class organization in a formal school, the community learning center (CLC) is referring to a facility/venue that the learning session is being conducted.  Types of CLC:  Type 1: Simple, temporary (makeshift) meeting place with tables and chairs, chalkboard (shared use with community chapel or any multipurpose facility owned/managed by barangay authority or any private facility temporarily loaned for learning purposes

	<p>Type 2: Semi-concrete structure mostly made of light materials such as nipa and softwood, dedicated to ALS learning sessions and related activities, equipped with basic furniture and learning equipment</p> <p>Type 3: Typical barangay learning center or facility made of concrete building materials dedicated to ALS learning sessions and related activities. The facility is equipped with basic furniture and learning equipment such as but not limited to chairs, tables, chalkboard or library corner.</p> <p>Type 4: Two-storey or higher building fully equipped with basic furniture and advanced ICT equipment for learning dedicated to ALS learning sessions and related activities</p> <p>Type 5: The learning materials are being transported from one place to another or from house to house of individual interested to learn through ALS programs</p>
Address of CLC	Refers to the Barangay and Municipality where the Community Learning Center is actually located
Municipality	
Barangay	
A&E Test Level Registered	Actual Accreditation & Equivalency Level Registered
Date Registered	Actual date learners registered in examination
Date Of Examination	Actual date of examination
Actual Takers	Actual test registrant



## Enclosure 2

### Data Element Description

Name and Code : Learner's Permanent Record for ALS (AF-5)  
 Person Responsible : Facilitator  
 Instruction/s : The Learner Permanent Record for ALS is to be accomplished as soon as the facilitator has conducted "End of Program" assessment/evaluation of the learner's performance.

Data Element	Description
Region	Name of the Regional Office as created by DepEd, headed by a Regional Director who oversees the operation of the Schools Division Office where the CLC is situated
Division	Name of the Schools Division Office where the CLC is situated as created by DepEd, supervised by a Schools Division Superintendent
District	Name of the Public Schools District where the CLC is located as created by DepEd, supervised by a Public Schools District Supervisor
Learner Reference Number (LRN)	Unique twelve-digit identification number assigned to a learner to keep track of his/her progress through the basic education cycle, regardless of transfer to another school or learning center in the public or private sector and promotion/moving up from the elementary to the secondary level (DO No. 22, s. 2012)
Last Name	Learner's last name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
First Name	Learner's first name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Middle Name	Learner's middle name as reflected in the birth certificate issued by the NSO/PSA or any equivalent document
Name Extension	Learner's extension name (if any) as reflected in the birth certificate issued by the NSO/PSA or any equivalent document. Normally placed along with First Name.
Sex	Learner's biological category based on reproductive function, either Male or Female, as reflected in the NSO/PSA-issued birth certificate or any relevant document
Calendar Year	Twelve-month period starting with January 1 and ending with December 31
Type of CLC	<p>Similar to class organization in a formal school, the community learning center (CLC) is referring to a facility/venue that the learning session is being conducted.</p> <p>Types of CLC:</p> <p>Type 1: Simple, temporary (makeshift) meeting place with tables and chairs, chalkboard (shared use with community chapel or any multipurpose facility owned/managed by barangay authority or any private facility temporarily loaned for learning purposes</p> <p>Type 2: Semi-concrete structure mostly made of light materials such as nipa and</p>

	<p>softwood, dedicated to ALS learning sessions and related activities, equipped with basic furniture and learning equipment</p> <p>Type 3: Typical barangay learning center or facility made of concrete building materials dedicated to ALS learning sessions and related activities. The facility is equipped with basic furniture and learning equipment such as but not limited to chairs, tables, chalkboard or library corner.</p> <p>Type 4: Two-storey or higher building fully equipped with basic furniture and advanced ICT equipment for learning dedicated to ALS learning sessions and related activities</p> <p>Type 5: The learning materials are being transported from one place to another or from house to house of individual interested to learn through ALS programs</p>
Program Enrolled	<p>Learner attended learning session in any of the following:</p> <ol style="list-style-type: none"> <li>1. Basic Literacy Program (BLP)</li> <li>2. Accreditation and Equivalency Program (A&amp;E) – Elementary</li> <li>3. Accreditation and Equivalency Program (A&amp;E) - Secondary</li> </ol>
Delivery Mode	Mode of Delivery/intervention given to a learner
Learner's Address	Refers to the location where the learner currently holds residence with specific details in the order indicated: House No./Street/Sitio/Purok, Barangay, Municipality/City, and Province
Name of Facilitator	The person in the CLC assigned to guide & direct a specific class and actual teaching to his/her assigned class and other classes, if there is any.
PIS Score	Score in the Personal Information Sheet that determines the level of literacy rate of a learner.
Non Literate	A score of a learner based on the ABL
Neo Literate	
Post Literate	
FLT Score in Reading	A score of a Learner based on the FLT- Reading
FLT Score in Numeracy	A score of a Learner based on the FLT- Numeracy
FLT Score in Writing	A score of a Learner based on the FLT -Writing
FLT Score in Listening & Speaking	A score of a Learner based on the FLT-Listening and Speaking
Overall Score	Total score of Functional Literacy Test
Remarks	Note if NC or COC was received by the learner
Test Taken	Level of A&E Exam taken by a learner
Date of Examination	Actual date of A&E Exam
Testing Center	Name of the Testing Center where the A&E Exam took place
Location of Testing Center	Location of the Testing Center
A&E Test Result	Result of the Accreditation and Equivalency Test / Certificate of Rating
Eligible for	Learner may be admitted to formal school or other learning institution

admission to	
EPS-ALS	Name and signature of the ALS Supervisor attesting to correctness of the data
Facilitator	Name and signature of the teacher who prepared the form
Certificate of Transfer	Eligibility of learner to transfer or continue study in a certain level
Certificate of Good Moral Character	Letter attested by someone, in case of ALS program, the ALS Facilitator that can vouch for the learner's moral character during the delivery of ALS program