

**ALS – EST Development Facility**



# **Alternative Learning System – Education and Skills Training (ALS-EST) Partnership Application Form**

Partnership Title: [\[Enter Text Here\]](#)

Round 1: Application due \_\_\_\_\_

## Who should accomplish this form?

Any government agency, non-government organization, public or private academic institution, non-stock non-profit corporation, or local government unit can apply for accreditation and submit a partnership proposal for an ALS-Education and Skills Training (ALS-EST) Project. Only the principal proponent of an ALS-EST project needs to apply for accreditation.

## Definition of Terms

**ALS-EST** – Alternative Learning System – Education skills training is an integrated program for academic intervention and skills training. It aims to let the target learners catch up with the basic education and acquire technical competencies suitable for employment.

**COA** – Commission on Audit, is the body that certifies the usage of public funds in accordance with the government auditing rules, systems and standards.

**DAP** - Development Academy of the Philippines is the implementing/managing entity who will provide the management and technical expertise to attain the goals of the project in collaboration with DepEd, the Partners and Suppliers of goods and services.

**DepEd** – Department of Education, is the Entity, providing the funds and engaged the management and technical services of DAP to roll out or implement the project.

**Fund** – public fund transferred by DepEd to DAP, to purposely make use of with the accredited partners in serving the target learners.

**GO** – Government Organization or GO for this purpose, is an accredited partner owned or controlled by the government who will collaborate with DAP to provide the integrated education and skills training component of the ALS-EST to youth and adults who did not complete the basic education.

**IAAP** – Intensified *Abot Alam* Program. DepEd refined the program by consolidating both tracks into a single integrated track.

**PE** – Private Entity Partner or PE for this purpose an accredited entity owned or controlled by a private or group of private individuals who will collaborate with DAP to provide the integrated education and skills training component of the ALS-EST to youth and adults who did not complete the basic education.

**RA 9184** – Procurement Law is a set of specific rules and regulations to be followed in the acquisition of needed resources.

**Target Learners** – or “targets” of this project is the minimum numbers of learners required to undergo the ALS-EST program who may be subjected to assessment of the qualifying institutions.

## The Application Form

### Overview

There are two (2) parts to this form. Part one is composed of the different sections that correspond to the criteria set out by the PIMC in accrediting organizations to the ALS-EST program.

In general, the accreditation requirements aim to establish the integrity, reliability and capability of the proponent to implement an ALS-EST project and enter into partnerships with other organizations to implement such project.

Below are the criteria for accreditation:

1. An established legal personality, i.e. the ability to enter into a contracting arrangement with any institution and has no legal impediment to enter into such
2. An established track record in implementing education and skills training programs
3. Capacity to enter into partnerships with other organizations
4. Established ability to manage restricted funds

Part two of this document is the partnership proposal form. In this section, proponents must provide detailed description of the following components of an ALS-EST program:

1. Curriculum and Content for ALS-EST
2. Methodology for Delivering ALS-EST
3. Contribution to the Partnership
4. Fiscal Management (Cost per Learner, guaranteed Learners Reached).

## Supporting Documents that should be Submitted/Attached with the Application Form

Below are the documentary requirements for accreditation application:

1. Proof of legal personality, (SEC Registration, Organization Charter, CDA registration, latest General Information Sheet (GIS))
2. Brief description of organization: organizational purpose and brief history. (Provide the following documents: organizational structure, current officers, staffing)
3. Certification or reference from existing partners and/or partners for the last three years
4. Duly-audited financial statement, description of financial management system (financial management manual, book of accounts, and the like)
5. Curriculum vitae of the key accounting and audit personnel
6. List of the following:
  - a. Area of coverage of existing programs
  - b. Number of beneficiaries served in existing programs related to education and skills training
  - c. Education and Skills Training programs conducted in the last three years.
  - d. Participants in the Education and Skills Training Programs
7. Participant's Evaluation of past education and skills training programs, list of participants
8. Pictures of sessions or class picture (and the like)

## Supporting Documents that should be Submitted/Attached with the Partnership Proposal

Below are the supporting documents for the partnership proposal.

1. Basic Literary, Life Skills and Skills Training Modules to be used in the program
2. Sample of Formative and Summative Assessment Tools
3. Local Development Plan, if any
4. Monitoring and Evaluation Plan
5. Risk Management Plan
6. CVs of Program/Project Implementing Team
7. Letter of Invitation to and Acceptance of Partner Institutions
8. Financial Management Plan

Both Documentary Requirements for Accreditation Application and for Partnership Proposal should be attached to the Application Form upon submission to the PIMC Secretariat.

## PART I. ACCREDITATION

### I. Overview of the Organization

<b>A. ORGANIZATION'S CONTACT DETAILS</b>	
Name of Organization:	
Complete Office Address:	
Email address:	
Website (if any):	
Landline:	
Fax:	
Mobile:	
Tax Identification Number:	
<b>B. CONTACT PERSONS</b>	
Official Contact Person 1:	
Position:	
Phone Number:	
Official Contact Person 2:	
Position:	
Phone Number:	
<b>C. PURPOSE OF THE EXISTENCE OF THE ORGANIZATION</b>	
Vision:	
Mission:	
Goals:	
<b>D. BRIEF HISTORY OF THE ORGANIZATION</b>	
<b>E. BRIEF DESCRIPTION OF THE MAJOR SERVICES, PROGRAMS AND PROJECTS OF THE ORGANIZATION</b>	
<b>F. DESCRIPTION OF GEOGRAPHICAL SPREAD AND CLIENTS/BENEFICIARIES OF THE ORGANIZATION</b>	

## II. Legal Status, Governance, and Management

<b>A. LEGAL PERSONALITY</b>	
<b>1. Type of Organization</b> (Government agency, NGO, Public Academic Institution, Private Academic Institution, LGU, etc.)	
<b>2. Source of Legal Personality</b>	
<b>B. NAMES OF OFFICERS AND POSITIONS</b> (Add rows, if necessary)	
<b>NAMES OF OFFICERS</b>	<b>POSITION</b>
<b>NAME OF EXECUTIVE DIRECTOR (ED) OR EQUIVALENT:</b>	
<b>C. PERSONNEL FOR CURRENT YEAR</b>	
Please specify number as applicable in the space provided.	
<b>No.</b>	<b>Employment Status</b>
	Regular/full-time staff directly employed by the Organization
	Regular/full-time staff seconded from parent or affiliate company
	Part-time staff directly employed by the Organization
	Part-time staff seconded from parent or affiliate company
	Project-based staff (hired on a per project basis or employment co-terminus with a project)
	Regular volunteers (who regularly provide uncompensated services to the organization)
	Others (Specify):

**D. COMPLIANCE WITH CONCERNED GOVERNMENT AGENCY REGULATORY AND REPORTORIAL REQUIREMENTS**

(Indicate compliance on the space provided, using the following: FC – fully compliant; PC – partially compliant; NC – not compliant at all)

	Bureau of Internal Revenue (BIR)
	Local Government Unit (LGU)
	Department of Trade and Industry
	Securities and Exchange Commission
	Government Line Agency, as applicable (e.g. DSWD, etc.)

**III. Track Record in Education and/or Skills Training Project Implementation**

Describe/list projects implemented in the last three (3) years related to provision of education and/or skills training (Add rows if necessary).

Programs/Projects Implemented in the last three (3) years (specify inclusive years):	Actual Beneficiaries	
	Type/s	Number

**IV. Contribution to Partnership**

Program/project partners in the last three (3) years (Add rows if necessary).

Name of Partner Organization	Contribution to the Program/Project

**v. Financial Management System**

A. Description of qualification and/or experience of key personnel involved in financial process.

B. Description of fiscal systems used to record and report restricted funds.

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C. Description of any regular internal reviews of financial and management controls (including fraud).

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D. Main sources of revenues—Specify year/s. Add rows if necessary

Year	Source of Revenue

**Declaration:**

*I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misrepresentation made.*

<b>Signature</b>	
<b>Name of Official Representative</b>	
<b>Position</b>	
<b>Date</b>	



## PART II. Partnership Proposal

### A. Partnership Information

Partnership Project Title	
Name of Principal Partner Organization submitting this application	

### B. Partnership Project Summary (150 words maximum)

Explain clearly what this Partnership project will deliver and achieve in terms of ALS-EST's key components: Basic Education, Skills Training, and Life Skills Training.

### C. Expected results

- List a **concise** set of expected outcomes and outputs ('results') that the Partnership aims to achieve in the Results Table below. Note: a more comprehensive description of results will be developed during design.
- Limit the outputs to **no more than five**. State these in the **past tense** (e.g. 'Training workshop delivered').

<i>Learner's need</i>	<i>Give a brief description of your understanding of the learners' needs in your area. How many beneficiaries are you targeting? Where are they situated?</i>
<i>Impact</i>	<i>What effect will your project have in any or all of the following: (a) DepEd Education Agenda (b) LGU Development Goals (c) Target Learners</i>
<i>Goals</i>	<i>Outcomes are the short and medium-term changes or effects that are intended as a result of this PARTNERSHIP</i>
<b>Long-term goals</b>	<ul style="list-style-type: none"> <li>• Employment for learners</li> <li>• Other long term goal/s, if any</li> </ul>
<b>Medium-Term Goals</b>	<ul style="list-style-type: none"> <li>• Course completion by learners (internal assessment by project)</li> <li>• Other mid-term goal/s, if any</li> </ul>
<b>Short Term Goals</b>	<ul style="list-style-type: none"> <li>• Enrolment</li> <li>• Other shot-term goal/s, if any</li> </ul>
<i>Outputs</i>	<i>Outputs are the products, goods and services that will be <u>delivered</u> to achieve the Goals. These may include, but are not limited to, curricular design and instructional materials.</i>
	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>

#### D. Detailed Description Of Partnership.

The Approval of and any improvements to the Partnership will be based on five criteria: **(1) Curriculum and Content of ALS-EST; (2) Methodology for Delivering ALS-EST; (3) Contribution to Partnership; and (4) Fiscal Management Plan for Integrated Curriculum.**

The questionnaire below is designed to help you prepare your proposal in accordance with the criteria set by this fund. Please answer all the questions.

##### 1. Curriculum and Content of ALS-EST

<p><b>1.1 Curriculum framework and content of education component.</b></p> <p>Describe and justify what elements of basic education content will be included in the curriculum. If possible, provide an illustration/diagram of the framework) <b>(800 word maximum).</b></p>
<p><b>1.2 Curriculum and content of skills training component.</b></p> <p>Describe and justify the skills training content. <b>(800 word maximum)</b></p>
<p><b>1.3 Integration of life skills training component into education and skills training component.</b></p> <p>Describe and justify the life skills training content. <b>(800 word maximum)</b></p>
<p><b>1.4 Assessment method (Formative and Summative).</b></p>



Describe how assessment will be implemented for each of the components, for the duration of the course and at the end of the course. The assessment should be related to the learning objectives and the desired curriculum outcomes relating to education and skills. **(800 word maximum)**

**1.5 Integration to the local community development plan (how the program responds to community development needs. (Optional)**

A critical aspect of ALS-EST is that it also responds to community development needs. Alignment with/integration to the local development plans will also encourage local government partners to actively support the program. Show how the plan responds to the community development needs. If any. **(300 word maximum)**

## 2. Methodology for Delivering ALS-EST

<p><b>2.1 Description of their understanding of their target learners needs.</b></p> <p>Describe (a) target learners demographics, competency needs and other relevant descriptors; (b) how this information was or will be gathered; and (c) how the curriculum will be contextualized to respond to these needs. (Contextualization does not refer to dialect delivery but to the entire socio-economic context of the learner e.g. economic environment, indigenous environment, etc). <b>(500 word maximum)</b></p>
<p><b>2.2 Number of beneficiaries targeted and area of coverage.</b></p> <p>State: (a) how many participants are being targeted for this program (maximum and minimum); and (b) what localities will be covered.</p>
<p><b>2.3 Monitoring and Evaluation Plan.</b></p> <p>Answer and attach the Monitoring and Evaluation Template. List goals indicators, activities and timelines.</p>
<p><b>2.4 Risk Management Plan</b></p> <p>Answer and attach Risk Management Plan template provided.</p>
<p><b>2.5 Expertise and experience of implementing team.</b></p> <p>The implementing team should have expertise and experience in: (a) curriculum design and implementation; and (b) project management.</p>
<p><b>2.6 Support system for learners</b></p> <p>Describe how other learner needs will be supported outside of the main curriculum (e.g., socio-emotional development, parent engagement, gender and diversity). (This may be through the availability of a guidance counselor, orientation of parents/primary caregiver, etc.). <b>(300 word</b></p>

maximum)

### 3. Contribution to the Partnership.

The ALS-EST is a partnership with the Department of Education thru DAP in the latter's vision of education for all. This means expanding DepEd's reach and coverage of ALS. Principal Partners should be able to demonstrate what it can contribute as project inputs and partners it can mobilize. Such as venue, facilities and equipment, salaries of teachers, etc.

#### 3.1 Contribution to the ALS-EST program,

Briefly describe contributions to the project such as venue, facilities and equipment, human resources, etc.

#### 3.2 Description implementing partners.

Give a brief background on each implementing partner. **(500 word maximum)**

#### 3.3 Local government linkage and support; if applicable.

If LGUs will be tapped to support the agreement, describe the support that will be given and how this will be used in the program. **(500 word maximum)**

#### 3.4 Existing viable network for ALS-EST delivery of partners.

Describe what localities are covered by the proponent and implementing partners. **(500 word maximum)**

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**4 Fiscal Management Plan.**

The fiscal management plan includes all costs related to the implementation of the ALS-EST including partnership management cost, venues and facilities, materials, human resources, etc.

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**4.1 Cost effectiveness (cost per learner) –**

Comparison of target output/productivity (e.g. number of learners reached/enrolled) using leveraged resources from partners and DepEd to current productivity without leveraged resources

**4.2 Fiscal Recording and Reporting System.**

Briefly describe your fiscal management system, including: recording and reporting (e.g., how ALS-EST funds will be kept separate from other existing projects of your organization.).

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