# **Department of Education**

# **ALS Facilitator Management Manual**

Version 1.0

Steps on how to use LIS ALS Facilitator Management Module

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Date	Version	Description	Author		
1/14/2015	1.0	Initial version of ALS Facilitator Management Module Manual	E. Ignacio		

# **Revision History**

# **Table of Acronyms**

LIS	Learner Information System
UIS	Unified Information System
ALS	Alternative Learning System
CLC	Community Learning Center
BALS	Bureau of Alternative Learning System
DALSC	District Alternative Learning System Coordinator
BPOSA	Balik Paaralan: Out of School Adults
TRO	Test Registration Officer

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## **1. Getting Started**

To access the ALS Facilitator Management Module, login to UIS using an **ALS Admin** account. The Division ALS Admin account is responsible for maintaining the facilitator's list and details on a yearly basis. Switch account context to the office/location where level of authorization is allowed to manage ALS Facilitator (*see Figure 1-1 ALS UIS Account Context*).

erick.corpuz +	Central Office
Account context   Central Office	
SYSTEM ALLS-ADMIN	
Vigan City Switch account context to Vigan City	DepEd Apps
Pali name Erick - ayatpatan Corpuz	Learner Information System
	Enhanced Basic Education Information System
	Security
	Password Username
	Old password *
	New Password ^
	Repeat Password *

Figure 1-1 ALS UIS Account Context

For this instance, I am selecting my account in Vigan because it is where I would like to manage the account of my facilitators as an ALS Admin. Go to the UIS top bar and select Learner Information System link (see Figure 1-2 LIS link).

Peper Account		$\sim$	ERICK PAGATPATA	AN CORPUZ - Sign ut
	erick.corpuz -		Learner Information System	nation System
	My Account Administration		My Account Administration Exit impersonation	erick.corpuz
	Profile  View Detailed	DepEd Apps		
	Full name Erick Pagatpatan Corpuz	Learner Information System		
		Enhanced Basic Education Information System	m	
		Security		
		Password Username		
		Old password *		
		•••••		
		New Password *		
		Repeat Password *		

Figure 1-2 LIS Link

Then click on the "ALS" link to access ALS Control Panel (see Figure 1-3 ALS Control Panel link).

Dashboard Vigan City			Dashboard ALS support
Explore - Beginning of School SY 2014-2015	ear Cut-off Oct 24, 2014		BOSY SY 2014-2015 -
Elementary Enro	Iment		Overview Summary
		Total Enrolment	
_		0	

Figure 1-3 ALS Control Panel Link

## 1.1. ALS Control Panel for Admin

ALS Admin should see the following elements under the ALS Control Panel.

- a. Quick view of the total number of test takers by TRO and Level.
- b. Displays date when registration started.
- c. Provides access to list and add facilitator/s function under each facility (DepEd Delivered, Partner, DepEd Procured)

A&E Test Takers by TRO		
TRO	Elementary	Secondary
MARFILLA, KEN	1	1
ACAS, KATRINA CELESTE	1	0
SORIANO, ABBIE	2	0
SORIANO, CORAZON	2	0
DepEd Delivered Mobile Teacher	3	List Add
DepEd Delivered		
DepEd Delivered Mobile Teacher	3	List Add
DepEd Delivered Mobile Teacher DALSC DALSC (Part-Time)	3	List Add List Add
DepEd Dellvered Mobile Teacher DALSC DALSC (Part-Time) Partner	3	List Add List Add List Add
DepEd Delivered Mobile Teacher DALSC DALSC (Part-Time) Partner Individual	3 0 1 2	List Add List Add List Add
DepEd Delivered Mobile Teacher DALSC DALSC (Part-Time) Partner Individual Organization	3 0 1 2 2	List Add List Add List Add List Add
DepEd Delivered Mobile Teacher DALSC DALSC (Part-Time) Partner Individual Organization DepEd Procured	3 0 1 2 2	List Add List Add List Add List Add List Add
DepEd Delivered Mobile Teacher DALSC DALSC (Part-Time) Partner Individual Organization DepEd Procured Literacy Volunteer	3 0 1 2 2 2	List Add List Add List Add List Add List Add List Add

Figure 1.1-1 ALS Control Panel

## 2. Add ALS Facilitator

There are three facilities where an ALS Admin can add a facilitator, DepEd delivered, Partner and DepEd procured.

## 2.1. Add DepEd Delivered Learning Facilitator

On your ALS Control Panel, click on the "Add" button opposite the facilitator's type (Mobile Teacher, DALSC, DALSC Part time) under DepEd Delivered Facility (*see Figure 2.1-1 Add DepEd Delivered Facilitator*). Facilitator's page will display. Click on the "Select" link under the first panel e.g. **Add Mobile Teacher** to find personnel from our database (*see Figure 2.1-2 Search Personnel*).

dating

Facilitators		
DepEd Delivered		_
Mobile Teacher	3	Lit Add
DALSC	0	List Add
DALSC (Part-Time)	1	List Add
Partner		
ndividual	2	List Add
Organization	2	List Add
DepEd Procured		
iteracy Volunteer	0	List Add
Service Provider	1	List Add
BPOSA	1	List Add

#### Figure 2.1-1 Add DepEd Delivered Facilitator

DepEd Delivered - Mobile Teacher	
Add Mobile Teacher	Enrolment settings
Pick record from personnel database.	Default preferences for learners' enrolment. Can be overriden on a per enrolment basis. Program
	<ul> <li>BLP</li> <li>A&amp;E Elementary</li> <li>A&amp;E Secondary</li> <li>Mode of Delivery</li> </ul>



Personnel Lookup page displays. Refer to User Management Access System manual section 2.4 on how to search and view personnel's record. If you are to assign personnel with no record yet, refer to User Management Access System manual section 2.2 and 2.3 for adding a new record and creating new account.

If you were able to locate the personnel record to be assigned, check if he/she has the necessary role to be selected. If the personnel is not qualified yet, go to the **Access List panel** and click on the "Add Role" link and assign him/her the **ALS Facilitator** role. This will enable the account to be selectable. Click on the "Select" button located at the top right part of personnel detail's page (*see Figure 2.1-3 Select Personnel*).

Personn	Leni Casayuran Fermin	Select ×	
T CISOIIII	Personnel Info Update	Account Maintenance	
Search Record	Full name RITA ESPINA RIDDLE Gender Female Birthdate 05/22/1964	Reset Password Lock	By Name
caloocaadm	View extended profile ${f O}$	Access List	Search
		Vigan City ALS Facilitator × Add Role -	
		Caloocan City	
		Central Office	
		DEPED CO OFFICER	

Figure 2.1-3 Select Personnel

The system will redirect you back to the facilitator's page where the personnel's name has already been added. Fill up relevant details under the Enrolment Settings panel. Click on the Add button e.g. "Add Mobile Teacher" to add the facilitator (*see Figure 2.1-4 Add Facilitator*).

DepEd Delivered - Mobile Teacher		
One or more fields of this form has been updated. Please continue editing for actual submission.		
Add Mobile Teacher	Enrolment settings	
VILLARUEL, JULIUS	Default preferences for learners' enrolment. Can be overriden on a per enrolment basis. Program BLP A&E Elementary A&E Secondary Mode of Delivery	
	Face to Face     Independent Learning     Broadcast Learning     Computer Based	
	CLC Type Type 1 Type 2 Type 3 Type 4 Type 5	0
	CLC Barangay	-
	······································	
Back to list	Add Mobile Tea	cher

#### Figure 2.1-4 Add Facilitator

As a confirmation, the system will redirect you to the updated list of facilitators with the new personnel added.

## 2.2. Add Partner Learning Facilitator

For learners enrolled under DepEd partners, the District MIS Consolidator (ALS Consolidator role) shall be responsible for encoding and updating the learners' profile in the LIS.

### 2.2.1. Add Individual Partner

On your ALS Control Panel, click on the "Add" button opposite Individual (*see Figure 2.2.1-1 Add Individual Partner Link*).

Facilitator's page will display. Under the Add Individual Panel, type in the Last Name of the Individual to be added, click "**Enter**" on your keyboard. Personal detail fields shall display, fill them in. Fields with asterisks are required (*see Figure 2.2.1-2 Individual Partner's detail fields*).

Facilitators		
DepEd Delivered		
Mobile Teacher	4	List Add
DALSC	0	List Add
DALSC (Part-Time)	1	List Add
Partner		~
Individual	2	List Add
Organization	2	List Add
DepEd Procured		
Literacy Volunteer	0	List Add
Service Provider	1	List Add
BPOSA	1	List Add

Figure 2.2.1-1 Add Individual Partner Link

One or more fields of this form has been updated. Plea	e continue editing for actual submission.
Add Individual	Consolidator
Last name *	none assigned Select C
Ignacio	This user will be able to perform various system actions on behalf of this facilitator
irst name *	
	Enrolment settings
liddle name *	Default preferences for learners' aprelment
	Can be overriden on a per enrolment basis.
elephone no	Program
	OBLP
	A&E Elementary
loblie ho	○ A&E Secondary
	Mode of Delivery
mail	O Face to Face
	O Independent Learning
	O Broadcast Learning
	Computer Based
	CLC Type

Figure 2.2.1-2 Individual Partner's detail fields

Click on the "Select" button under the Consolidator panel to assign personnel.

Note: This user will be able to perform various system actions on behalf of this facilitator.

Refer to User Management Access System manual section 2.4 on how to search and view personnel's record. If you are to assign personnel with no record yet, refer to User Management Access System manual section 2.2 and 2.3 for adding a new record and creating new account.

After creating a new record and account or locating the personnel record in the database, check if he/she has the necessary role to be selected. If the system tells that the personnel is not qualified yet (*see Figure 2.2.1-3 account not selectable*), go to the Access List panel and click on the "**Add Role**" link and assign him/her the ALS Consolidator role. This will enable the account to be selectable.

You need to grant access to	current school/office to make this pe	ersonnel selectable	
Personnel Info	Update	Account Maintenance	
Full name SUSIEN RAPISU Gender Female Birthdate 10/14/1	SUSIEMAR MALAZA RAPISURA <sup>F</sup> emale 10/14/1977	Reset Password	Lock
	View extended profile 👁	Vigan City ALS	Add Role -

Figure 2.2.1-3 Account not Selectable

Click on the Select button located at the top right part of the page. The system will redirect you back to the facilitator's page where the personnel's name has already been added under the Consolidator Panel. Fill up relevant details under the Enrolment Settings panel and click on the "Add Individual" button. As a confirmation, the system will redirect you to the updated list of Individuals under Partner facility.

*Note: The name of the Individual you have registered will be the one listed on the facilitator's updated list and not the Consolidator you have assigned.* 

### 2.2.2. Add Organization Partner

On your ALS Control Panel, click on the Add button opposite Organization under Partner Facility. Under the Add Organization Panel, type in the Organization Name to be added then click "Enter" on your keyboard. Organization detail fields shall display, fill them in. Fields with asterisks are required (*see Figure 2.2.2-1 Organization Partner Detail's Fields*).

	ng ne seaan zermanen.
Add Organization	Consolidator
Org name *	none assigned
LST	This user will be able to perform various system actions on behalf of this facilitator.
Mother org name	
	Enrolment settings
SEC Registration no *	Dafault proformano for lagraged income
1231123	Can be overriden on a per enrolment basis.
SEC Registration date *	Program
Jan 🖌 1 🖌 1959 🗸	OBLP
	A&E Elementary
Telephone no	A&E Secondary
	Mode of Delivery
Mobile no	Face to Face
09228799837	O Independent Learning
	O Broadcast Learning
Email	Computer Based
	CLO Two



Click on the Select button under the Consolidator panel *(see Figure 2.2.2-1 Organization Partner Detail's Fields)*. Note: This user will be able to perform various system actions on behalf of this facilitator. Refer to User Management Access System manual section 2.4 on how to search and view personnel's record. If you are to assign personnel with no record yet, refer to User Management Access System manual section 2.2 and 2.3 for adding a new record and creating new account.

After creating a new record and account or locating the personnel record in the database, check if he/she has the necessary role to be selected. If the system tells that the personnel is not qualified yet, go to the Access List panel and click on the "Add Role" link and assign him/her the ALS Consolidator role (*see Figure 2.2.1-3 account not selectable*). This will enable the account to be selectable. Click on the Select button located at the top right part of the page.

The system will redirect you back to the facilitator's page, fill up relevant details under the Enrolment Settings panel. Click on the Add Organization button. As a confirmation, the system will redirect you to the updated list of Organization under Partner facility.

## 2.3. Add DepEd Procured Learning Facilitator

Principal of BPOSA and head of the organization under DepEd Procured shall be responsible for ensuring that learners are registered in the LIS. For individually contracted learning facilitators, they shall be responsible for encoding and updating their learners' profile in the LIS.

### 2.2.3. Add Literacy Volunteer Learning Facilitator

On your ALS Control Panel, click on the Add button opposite Literacy Volunteer under DepEd Procured Facility. Under the Add Literacy Volunteer Panel, click on the "**select**" link to pick record from personnel database as ALS Facilitator. Refer to User Management Access System manual section 2.4 on how to search and view personnel's record. If you are to assign personnel with no record yet, refer to User Management Access System manual section 2.2 and 2.3 for adding a new record and creating new account.

After creating a new record and account or locating the personnel record in the database, check if he/she has the necessary role to be selected. If the system tells that the personnel is not qualified yet, go to the Access List panel and click on the "Add Role" link and assign him/her the ALS Consolidator role (*see Figure 2.2.1-3 account not selectable*). This will enable the account to be selectable. Click on the Select button located at the top right part of the page.

The system will redirect you to the Litercy Volunteer main page. Fill up necessary details under the Contract and Enrolment Settings' panel *(see Figure 2.2.3-1 Literacy Volunteer Detail's fields)*. Click on the **"Add Literacy Volunteer"** button. As a confirmation, the system will redirect you to the updated list of Literacy Volunteer/s under DepEd Procured facility.

Add Literacy Volunteer	Enrolment settings
LIMJOCO, JOSELITO	Default preferences for learners' enrolment. Can be overriden on a per enrolment basis.
Contract Reference no * Start date * Jan v 1 v 2014 v	BLP     A&E Elementary     A&E Secondary      Mode of Delivery     Face to Face     Independent Learning     Broadcast Learning
End date *	Current Based CLC Type Type 1 Type 2 Type 3 Type 5
	CLC Barangay Find Barangay
Back to list	Add Literacy Volunteer

Figure 2.2.3-1 Literacy Volunteer Detail's Fields

### 2.2.4. Add Service Provider Learning Facilitator

On your ALS Control Panel, click on the Add button opposite Service Provider under DepEd Procured facility. Facilitator's page will display. Under the Add Service Provider Panel, type in the name of the service provider and click **Enter** on your keyboard. Click on the "**Select**" link to assign authorized user as ALS Facilitator. Personnel Lookup page displays. Refer to User Management Access System manual section 2.4 on how to search and view personnel's record. If you are to assign personnel with no record yet, refer to User Management Access System manual section 2.2 and 2.3 for adding a new record and creating new account.

After creating a new record and account or locating the personnel record in the database, check if he/she has the necessary role to be selected. If the system tells that the personnel is not qualified yet, go to the Access List panel and click on the "Add Role" link and assign him/her the ALS Consolidator role (*see Figure 2.2.1-3 account not selectable*). This will enable the account to be selectable. Click on the Select button located at the top right part of the page.

The system will redirect you to the facilitator's page; fill up relevant details under the Service Provider, Contract and Enrolment Settings panel *(see Figure 2.2.4-1 Service Provider's panel fields)*. Click on the "**Add Service Provider**" button. As a confirmation, the system will redirect you to the updated list of Service Providers under DepEd Procured facility.

Refere	ence no	*							
Start d	late *								
Jan	~	1	~	2014	¥				
ind da	ite *				_				
Jan	$\sim$	1	$\sim$	2014	$\sim$				

Add Service Provider	Enrolment settings	
Authorized user	Default preferences for learners' enrolment.	
BERNABE, MA THERESA	Can be overriden on a per enrolment basis.	
Selecto	Program	
Ira name *	OBLP	
Sig nome	A&E Elementary	
ARTF	A&E Secondary	
Nother org name	Mode of Delivery	
	O Face to Face	
25C Designation no t	O Independent Learning	
SCC Registration no -	O Broadcast Learning	
	O Computer Based	
SEC Registration date *	CLC Type	e
Jan 🗸 1 🖌 1900 🗸	O Type 1	
	O Type 2	
elephone no	O Type 3	
	O Type 4	
Apple no	O Type 5	
	CLC Barangay	
	Find Barangay	
mail		
lo of instructional managers		
Male 0 Female 0		

Figure 2.2.4-1 Service Provider's Panel fields

### 2.2.5. Add BPOSA Learning Facilitator

On your ALS Control Panel, click on the "Add" button opposite BPOSA under DepEd Procured facility. Facilitator's page will display. Find school under the Add BPOSA Panel, type in the school name you wish to add that is under the division you are currently logged in. Input the number of instructional managers under the school. The school head account under the selected school will be responsible for encoding the learners in the LIS.

Fill up relevant details under the Contract and Enrolment Settings panels (*see Figure 2.2.5-1 BPOSA panel fields*). Click on the "**Add BPOSA**" button to save information. As a confirmation, the system will redirect you to the updated list of BPOSA under DepEd Procured facility.

Add BPOSA	Enrolment settings
400063 - Vigan Nan Chong School,Inc. No of instructional managers Male 1 Female 2	Default preferences for learners' enrolment. Can be overriden on a per enrolment basis. Program O BLP
Contract	A&E Elementary A&E Secondary
Start date *         Jan       v       1       v       2014       v         End date *       Jan       v       17       v       2014       v	Mode of Delivery  Face to Face Independent Learning Broadcast Learning Computer Based

#### Figure 2.2.5-1 BPOSA's Panel fields

## 3. List and Update Facilitator's Details

On your ALS Control Panel, click on the "**List**" button opposite the facilitator's type under its designated facility, i.e. Mobile Teacher under DepEd Delivered facility (*see Figure 3-1 List Link*).

Facilitators		
DepEd Dellvered		Λ
Mobile Teacher	3	Lis Add
DALSC	0	List Add
DALSC (Part-Time)	1	List Add
Partner		
ndividual	2	List Add
Organization	2	List Add
DepEd Procured		
iteracy Volunteer	0	List Add
Service Provider	1	List Add
POSA	1	Ist Add

#### Figure 3-1 List Link

Relevant List of facilitators will display. Click on the "**Edit**" button opposite the name of the facilitator you wish to update (*see Figure 3-2 Facilitator's List*).

oard / ALS Control Panel / Facilitators		
Ed Delivered - Mobile Teacher		
Mobile Teacher		Add Facilitator
Name		$\frown$
MARFILLA, KEN	marfillaster	Edit
SORIANO, DULCE	dsorlano	Edit
SORIANO, CORAZON	cora.sofiano	Edit
VILLARUEL, JULIUS	taguigp2adm	Edit
	oard / ALS Control Panel / Facilitators  Ed Delivered - Mobile Teacher  Mobile Teacher  MARFILLA, KEN  SORIANO, DULCE SORIANO, CORAZON VILLARUEL, JULIUS	Name     Image: Marking and the sector of the

#### Figure 3-2 Facilitator's List

Facilitator's detail page will display (*see Figure 3-3 Facilitator's Detail Page*). Update/Edit existing information/s as necessary and click on the "**Edit**" button to commit changes.

-	
One or more fields of this form has been updated. Please (	ontinue editing for actual submission.
Add Individual	Consolidator
Last name *	none assigned Select C
Ignacio	This user will be able to perform various system actions on behalf of this facilitator.
First name *	
	Enrolment settings
Aiddle name *	Default preferences for learners' enrolment
	Can be overriden on a per enrolment basis.
elephone no	Program
	OBLP
lobile po	○ A&E Elementary
	A&E Secondary
	Mode of Delivery
mail	O Face to Face
	O Independent Learning
	O Broadcast Learning
	Computer Based
	CLC Type

Figure 3-2 Facilitator's Detail Page